



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES SUPERVISOR**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) human resources management work. Work involves administrating or assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers and scores employment test

Recruits, screens, and interviews applicants; evaluates their qualifications; and refers qualified applicants to the proper hiring authorities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares human resources correspondence and reports

Provides advice and assistance on classification, compensation, recruitment, retention, leave provisions, and salary administration matters

Assists in training and counseling agency staff on issues, rules, and regulations related to human resources management

Assists in preparing new or revised job descriptions

Preparation and submission of all documents required by the Texas Commission of Law Enforcement Officers Standards and Education employees (Certification Peace Officers and/or Certified Jailers) that (a) are currently employed, (b) have resigned or have been terminated or, (c) are pending the hiring process;

Scheduling of medical exams, drug testing, and psychological exams of all proposed applicants for Peace Officer or Jailer;

Verification of present or past employment of all proposed applicants;

Monitor, prepare, and process scheduled wage time sheet period to include all status of all probation employees and longevity pay;

Oversee human resources activities

Counsels staff on issues; explains rules and regulations related to human resources management

Conducts reviews and evaluations and procedures statically or narrative reports of findings

Assist in budget preparations

Works with the Budget Office in regards to Budget Process for the next fiscal year.

Plan, assign, and/or supervise the work of others;

Plan and coordinate special and administrative assignments and programs

Custodian of Records for all personnel files;

Regular attendance is a must

Ability to work will with others.

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) college or university with major course work in human resources management, business, public administration or related field

Two (2) years of experience in human resources management work

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of job evaluations methods; and of federal; state, and local laws, statutes, and regulation

Skill in conducting interviews

Ability to evaluate applicant qualifications, to analyze job requirements, to prepare and revise job descriptions, to explain policies and procedures to staff and the public, and to train others

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations