



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **PAYROLL SPECIALIST I**  
Grade: 10

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*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 moderately complex database administration work as related to payroll functions. Work involves providing for the effective and efficient storage, retrieval, customization, and archiving of data to ensure integrated database systems; recommending, developing, and implementing database policies and procedures; and maintaining data integrity; May train others; Works under general supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Installs database software, and assists with analyzing, designing, and maintaining database structures

Performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models

Performs database performance monitoring and implements efficiency improvements

Coordinates and supports migration to new data management system software levels

Executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures

Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries

Assists in developing standards, guidelines, and policies designed to ensure the integrity of the database environment

Assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system

Assists with establishing and implementing necessary database security controls

Assists with evaluating and recommending database software packages for potential acquisition

May train others

Performs related work as assigned

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## **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with major course work in computer science, management information systems, or a related field

One (1) year of experience in computer systems analysis or computer programming, specifically in database design

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, practices, and techniques of computer programming and systems design; of computer operations, systems, and payroll procedures as related to data processing; flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis techniques

Ability to identify and define user task needs; to conduct short-range and long-range project planning studies, to develop reports, 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