



POLK COUNTY, TEXAS

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FROM: Adrena Gilbert, Human Resources Director

RE: Revision of Personnel Management Systems Book 1

DATE: July 18, 2022

Book 1: Job Descriptions pages 1-6
Explanation of Section Headings Within Each Job Description

EXPLANATION OF SECTION HEADINGS WITHIN EACH JOB DESCRIPTION

JOB DESCRIPTION. Title assigned to position, some position titles (i.e. Secretary, Clerk) can be used in various departments.

CLASS NO. Number assigned to each position according to the program or area in which that position first appears (as reflected in the Inventory of Job Classes by Department). Gaps in the numbering system are for adding future job titles which would logically be placed between existing job titles.

PAY GROUP. The group number is for a pay group on the pay schedule to which this position is assigned.

EEOC CATEGORY. The occupational category used by the U.S. Equal Employment Opportunity Commission for required reports from local governments. (See definitions of each occupational category in this report).

FLSA: EXEMPT OR NONEXEMPT. Establishes whether the position is subject to (nonexempt from) or not subject to (exempt from) the wage and hour provisions of the Fair Labor Standards Act. (See guidelines on exempt positions.)

SUMMARY OF POSITION. A brief general statement of the duties involved in performing the job. This section is useful in posting notices of job vacancies.

ORGANIZATIONAL RELATIONSHIPS. Clearly defines to whom a person in this position reports for supervision and lists job titles of any employees supervised by a person holding this position. In addition, the "Other" section explains relationships or contacts with individuals, groups, organizations, and associations outside this organizations work force.

EXAMPLES OF WORK. Representative examples of the kind of tasks involved in performing the job. This does not include a listing of every task which might be expected; therefore, the last example is always, "Performs such other duties as may be assigned."

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES. This section will list the kind of technical, practical, general, or specific knowledge, skills, and abilities which are considered necessary to be able to perform the duties and responsibilities of each job in a satisfactory manner. This section is important to include in posting notices of job vacancies, to be scrutinized carefully in reviewing applications and interviewing applicants, and to be reviewed during employee performance planning and evaluation to determine whether an employee requires additional development in a particular area.

ACCEPTABLE EXPERIENCE AND TRAINING. A statement of the minimum level of work experience and formal educational training required to perform the job in a satisfactory manner. This section begins with the most formal educational training necessary and then states the requirements in a variety of combinations of experience and education, each of which is considered equivalent, to produce the required knowledge, skills, and abilities to perform the job.

CERTIFICATES AND LICENSES REQUIRED. Lists any specific certificates or licenses which are required to be held by an applicant to be considered for the particular job. If the job requires frequent travel, a valid Texas driver's license or available alternate means of transportation would be necessary. If the position involves handling public funds, the candidate must be bondable. Certain other positions require special certificates by state or federal agencies.

FLSA DEFINITIONS OF EXEMPT EMPLOYEES

See the Department of Labor Vol 69, No. 79 or Fact Sheet #17A for reference

The U.S. Department of Labor Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain test regarding their job duties and be paid on a salary basis at not less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations dated January 1, 2020.

EXECUTIVE

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

ADMINISTRATIVE

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

PROFESSIONAL (LEARNED)

To qualify for the learned professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in

character and which includes work requiring the consistent exercise of discretion and judgment;

- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

COMPUTER EMPLOYEE

To qualify for the computer employee exemption, all of the following tests must be met:

- The employee must be compensated either on a salary or fee basis (as defined in the regulations) at a rate not less than \$684 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duties must consist of:
 1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

HIGHLY COMPENSATED EMPLOYEES

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$107,432 or more (which must include at least \$684 per week on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

BLUE COLLAR WORKERS

The exemptions provided by FLSA Section 13(a)(1) apply only to "white collar" employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill and energy. FLSA-covered, non-management employees in production, maintenance, constructions and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers and laborers are entitled to minimum wage and overtime premium pay under the FLSA, and are not exempt under the Part 541 regulations no matter how highly paid they might be.

EEOC DESCRIPTIONS OF JOB CATEGORIES

*Excerpted from EEOC Form 164
State and Local Government Information (EEO-4)*

OFFICIALS AND ADMINISTRATORS:

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

PROFESSIONALS:

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

TECHNICIANS:

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers), and kindred workers.

PROTECTIVE SERVICE WORKERS:

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

PARAPROFESSIONALS:

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included in this category: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

ADMINISTRATIVE SUPPORT (Including Clerical and Sales):

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

SKILLED CRAFT WORKERS:

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

SERVICE-MAINTENANCE:

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.