

**INTEGRATED  
PERSONNEL CLASSIFICATION,  
PAY PLAN AND  
JOB DESCRIPTIONS**

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**STATEMENT OF PURPOSE OF THE  
PERSONNEL CLASSIFICATION, PAY PLAN  
AND JOB DESCRIPTIONS**

**PURPOSE:**

The purpose of this document is to organize certain personnel matters in such a manner to allow personnel decisions to be made in an orderly and fair fashion for all employees of the Panhandle Regional Planning Commission (PRPC).

Specific objectives of the personnel classification, pay plan and job descriptions are to:

- ◆ Comply with Chapter 391, Local Government Code regarding the required adoption of a classification/salary schedule by the PRPC (Sec. 391.0117);
- ◆ Properly describe the duties, responsibilities, and necessary qualifications for positions of PRPC;
- ◆ Assist employees and job applicants to understand each job and the relationships among jobs;
- ◆ Group similar positions that can be described by the same job title and assign these to pay groups with other positions that should be paid approximately the same;
- ◆ Provide an organized system of pay groups and steps to be used to (1) assure equal pay for equal work and (2) reward employees for exceptional performance with merit pay increases;
- ◆ Identify “career ladders” through which employees can advance to increasingly more responsible positions; and
- ◆ Establish procedures for administering and updating the plan.

## **PROCEDURES FOR CLASSIFICATION AND PAY PLAN ADMINISTRATION**

### **INTRODUCTION:**

These procedures for classification and pay plan administration apply to all employees of the Panhandle Regional Planning Commission (PRPC). They are intended to provide an orderly and fair system of compensating employees for their services.

### **DEFINITIONS:**

For the purposes of classification and pay plan administration, definitions are as follows:

A position is an organizational slot (or job) consisting of a group of duties or responsibilities requiring the full-time or part-time employment of one person.

A class is a group of positions having similar duties and responsibilities and which can be described by one job title (e.g., clerk).

A job description (sometimes called class description) is a written description of the duties, responsibilities, reporting relationships, and requirements for one class of positions.

A classification plan is an organized inventory of positions, arranged in groupings, under broad types of governmental activity, and by level of difficulty of each class. It includes (1) the grouped listing of jobs by title, and (2) the procedures for administering the plan.

A reclassification of a position is a reassignment of a position to a lower, higher, or different class based on an evaluation of the current duties and responsibilities of the position. Such changes are made necessary by reorganization of departments, assignment of new duties to certain classes of employees, or changes in work procedures or technology.

A pay plan is a document that assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary and wage steps and ranges for each group, and sets forth procedures for administering the pay schedule.

A pay group is a particular salary range within the pay plan to which a position is assigned.

The EEOC Occupation Category assigns each position to one of eight (officials and administrators, professionals, technicians, protective service workers, paraprofessionals, office and clerical, skilled craft workers and service-maintenance workers) categories used by the U.S. Equal Employment Opportunity Commission for reporting purposes. (Appendix A)

The FLSA designation assigns each position as described in each job description as either subject to (non-exempt from) or not subject to (exempt from) the wage and hour provisions of the Fair Labor Standards Act.

Performance planning is the process by which the supervisor and employee together set goals and objectives for (1) achieving an employee's assigned organizational tasks and (2) meeting personal development goals.

Performance evaluation is a formal way of measuring past performance over a given period of time against the goals and objectives established during the performance planning process.

A general classified position is an authorized and budgeted position which is assigned to a job class and to a pay group of the pay plan. A general classified position can be full time or part time, or temporary.

An exempt classified position is an authorized and budgeted position for which the pay is set by individual determination within the authorized annual exempt position salary range. Exempt classified positions of PRPC are the Executive Director and any other hourly, part time, or temporary positions, which, in the judgment of the Executive Director, are determined inappropriate for placement in a general classified position.

### **CLASSIFICATION AND PAY PLAN ADMINISTRATION:**

Division of responsibility. Primary responsibility for maintenance of the classification and pay plan rests with the Board of Directors and the Executive Director.

Responsibilities are generally divided as follows:

PRPC Board of Directors:

1. Decide on total salary and wage expenditures in conjunction with annual PRPC budget adoption process;
2. Annually review and adopt classification and pay plan;

3. Annually evaluate the performance of the Executive Director and establish the salary for this exempt classified position;
4. From time to time consider and act on any variations from or changes in the classification or pay plan as may be recommended by the Executive Director.

#### Executive Director

1. Maintain and make available to employee's copies of the classification and pay plan;
2. Conduct in conjunction with other supervisors, performance planning and evaluations with all employees;
3. Approve all hiring, merit increases, promotions, demotions, transfers, and exemptions;
4. Approve any changes in job descriptions;
5. Approve any interim changes in the classification of a position or allocation of a job class to a pay group;
6. Review the classification and pay plan and make recommendations to the Board of Directors.

Hiring. New employees normally are hired on one of the first 3 steps of the pay group to which their position is assigned. Within the general guidelines of the pay plan and the budget, the Executive Director is authorized to place a new employee on a step higher than the first 3 steps of the assigned pay group or in an exempt position when such placement is reflective of unusually high qualifications or exceptionally good experience.

Probationary Hiring in a Lower Pay Group. A new employee, or existing employee being considered for promotion, whose qualification or experience for the position sought are marginal, may be placed at a step on the pay plan below Step 1 of the pay group for the position. An employee hired below Step 1 will be advanced to Step 1 after a period of probationary employment not to exceed six (6) months. At or before the end of six months, the employee normally will have proven his or her ability to do the job and accordingly shall be moved to Step 1 of the proper pay group. If the employee does not achieve Step 1 before the end of the six-month period, a decision will be made by the Executive Director to (1) terminate the employee; (2) reclassify the position to a class in a lower pay group; or (3) extend the probationary period for a specific period of time, not to exceed 90 days.

Merit Increases. After six months of employment, an employee is eligible for merit increases in pay based upon performance. A merit increase is an advancement to a higher step in the same pay group and is granted to recognize exceptionally good performance in the same position. Merit increases are granted on the recommendation of an employee's supervisor and the approval of the Executive Director. They are not used to recognize increased duties and responsibilities (a promotion) and should be granted without regard to cost-of-living factors or longevity. Merit increases recognize outstanding performance and thus should be granted in conjunction with a performance evaluation of the employee. At least twelve months must have elapsed since the employee's last promotion, demotion or previous merit increase in order to be eligible for a merit increase.

Promotion. A promotion is a change in the duty assignment of an employee from a position in one classification to a higher position in another classification in a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. Promotions are granted on the recommendation of the employee's supervisor and approval of the Executive Director.

Demotion. A demotion is a change in the duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have his or her pay reduced at least to a rate one step below the rate received before demotion. Demotions are made on the recommendation of the employee's supervisor and approval of the Executive Director.

Pay Reductions for Disciplinary Reasons. With the approval of the Executive Director, an employee's pay for continued performance in the same position can be reduced as a disciplinary measure to a lower step in the pay group for the position or in the next lower pay group. Restoration of the employee to his or her prior rate is upon recommendation of the employee's supervisor and approval of the Executive Director.

Reclassification of Positions: A reclassification is a reassignment of a position (not an employee) to a lower, higher, or different pay group based on current duties and responsibilities of the position. Within overall approved budget limitations, the Executive Director is authorized to make interim reclassifications when such changes in the classification plan are made necessary by internal reorganizations, assignment of new duties to certain positions, or changes in work procedures or technology.

Reallocation of Classes to Pay Groups. Reallocation is the reassignment of an entire class of positions to a new pay group. Within overall approved budget limitations, the Executive Director is authorized to make interim reallocations when changes in the labor market render the pay schedule for an entire class of employees obsolete. Reallocation can be to either a lower or a higher pay group.

Reduction in Force. An employee may be separated when his position is discontinued or abolished because of a change in duties, reorganization, lack of work or lack of funds. When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the organization, (2) the performance record of each employee, (3) transferability of the employee's skills to remaining positions within the PRPC, and (4) the employee's length of service with the PRPC. Action regarding reductions in force must be approved by the Executive Director.

Salary Limited to Maximum Step Rate. No salary adjustment authorized by this document shall result in an employee receiving an annual salary rate in excess of the maximum rate of the pay group to which his position is classified.

Temporary Assignment. To facilitate the work of the PRPC, any classified employee may, during emergencies or other special circumstances, be temporarily assigned to other duties for periods not to exceed six months. During the temporary assignment, the employee may receive the appropriate rate of pay if the temporary assignment is in a class in a pay group with a higher minimum salary rate. Temporary assignment must be authorized by the Executive Director.


Regular Part-time Employee. In computing the salaries of regular part-time employees, the rates of pay shall be proportional to the rate authorized for full-time employees whose positions are classified in the same pay group. Part-time employees are subject to all appropriate provisions of this classification and Pay Plan document.


Salary Supplementation. No employee holding either a general classified or exempt classified position as set forth in this Classification and Pay Plan document may receive a salary supplement from any source unless a specific grant of authorizing is provided by general law.



# CLASSIFICATION PLAN INVENTORY OF POSITIONS

POSITION TITLE BY FUNCTIONAL AREA	CLASS NO.	FLSA DESIGNATION	EEOC OCCUPATIONAL CATEGORY	PAY GROUP
<b>EXECUTIVE AND ADMINISTRATIVE:</b>				
Executive Director	101	Exempt	Official and Administrator	Exempt
Deputy Executive Director/Finance Director	103	Exempt	Official and Administrator	13/14/15
Executive Assistant	105	Exempt	Professional	8/9/10
Receptionist	107	Non-Exempt	Office and Clerical	½
<b>FINANCE:</b>				
Assistant Finance Director	201	Exempt	Official and Administrator	12/13/14
Accountant II	203	Exempt	Professional	8/9/10
Accounting Systems Program Specialist (Accounts Payable Specialist)	205	Non-Exempt	Professional	6/7
Accounting Systems Program Specialist (HR/Payroll Specialist)	207	Non-Exempt	Professional	6/7
<b>REGIONAL SERVICES:</b>				
Regional Services Director	301	Exempt	Official and Administrator	13/14/15
Regional Emergency Communications and Preparedness Programs Manager	303	Exempt	Professional	10/11/12
Regional Emergency Management Planning Program Coordinator	305	Exempt	Professional	8/9/10
Regional Services Emergency Program Specialist	307	Non-Exempt	Professional	6/7
Regional Services Program Specialist	309	Non-Exempt	Professional	6/7
<b>LOCAL GOVERNMENT SERVICES:</b>				
Local Government Services Director	401	Exempt	Official and Administrator	13/14/15
Local Government Services Program Manager	403	Exempt	Professional	10/11/12
Local Government Services Program Coordinator	405	Exempt	Professional	8/9/10
Local Government Services Program Specialist	407	Non-Exempt	Professional	6/7
Community and Economic Development Program Specialist	409	Non-Exempt	Professional	6/7
Local Government Services Program Support Aide	411	Non-Exempt	Office and Clerical	¾
<b>REGIONAL 9-1-1 NETWORK:</b>				
Regional 9-1-1 Network Director	501	Exempt	Official and Administrator	13/14/15
Regional 9-1-1 Network/Information Technology Program Coordinator	503	Exempt	Professional	8/9/10
Regional 9-1-1 Network Program Specialist	505	Non-Exempt	Professional	6/7
Regional 9-1-1 Network Program PSAP Program Specialist	507	Non-Exempt	Professional	6/7
Regional 9-1-1 Network Geographic Information Systems/Technical Program Specialist	509	Non-Exempt	Professional	6/7

 Job description is newly inactive for the purpose of the FY26 Budget

 Job description is inactive for the purpose of the FY26 Budget

## CLASSIFICATION PLAN INVENTORY OF POSITIONS

Regional 9-1-1 Network Geographic Information Systems Administrative Assistant	511	Non-Exempt	Office and Clerical	5/6
<b>AREA AGENCY ON AGING:</b>				
Area Agency on Aging Director	601	Exempt	Official and Administrator	13/14/15
Area Agency on Operations Manager	603	Exempt	Professional	10/11/12
Area Agency on Aging Managing Local Ombudsman	605	Exempt	Professional	8/9/10
Area Agency on Aging Public Education and Benefits Counseling Program Specialist	607	Non-Exempt	Professional	6/7
Area Agency on Aging Benefits Counselor Program Specialist	609	Non-Exempt	Professional	6/7
Area Agency on Aging Program Specialist (Care Coordination)	611	Non-Exempt	Professional	6/7
Area Agency on Aging Caregiver Specialist Program Specialist	613	Non-Exempt	Professional	6/7
<b>WORKFORCE DEVELOPMENT:</b>				
Workforce Development Director	701	Exempt	Official and Administrator	13/14/15
Workforce Development Contract/Accounting Manager	703	Exempt	Professional	10/11/12
Workforce Development Program Manager	705	Exempt	Professional	10/11/12
Workforce Development Coordinator	707	Exempt	Professional	8/9/10
Workforce Development Program Specialist	709	Non-Exempt	Professional	6/7
Workforce Development Program Specialist	711	Non-Exempt	Professional	6/7
Workforce Development Program Specialist – WIOA Enrollment Liaison	713	Non-Exempt	Professional	6/7
Workforce Development Fiscal Administrative Assistant-Contract Services	715	Non-Exempt	Office and Clerical	5/6
Workforce Development Fiscal Administrative Assistant-Program Services	717	Non-Exempt	Office and Clerical	5/6
<b>DISPUTE RESOLUTION CENTER:</b>				
Dispute Resolution Center Program Coordinator	801	Exempt	Professional	8/9/10



*Job description is newly inactive for the purpose of the FY26 Budget*



*Job description is inactive for the purpose of the FY26 Budget*

## LISTING OF POSITIONS BY PAY GROUP(S)

### **GROUP 1/2:**

Receptionist

### **GROUP 3/4:**

Local Government Services Support Aide\*

### **GROUP 5/6:**

Regional 9-1-1 Network Geographic Information Systems Administrative Assistant

Workforce Development Fiscal Administrative Assistant – Contract Services

Workforce Development Fiscal Administrative Assistant – Program Services

### **GROUP 6/7:**

Accounting Systems Program Specialist (Accounts Payable Specialist)

Accounting Systems Program Specialist (HR/Payroll Specialist)

Regional Services Program Specialist

Regional Services Emergency Program Specialist

Local Government Services Program Specialist

Community and Economic Development Program Specialist

Regional 9-1-1 Network Program Specialist

Regional 9-1-1 Network Program PSAP Program Specialist

Regional 9-1-1 Network Geographic Information Systems/Technical Program Specialist

Area Agency on Aging Public Education and Benefits Counseling Program Specialist

Area Agency on Aging Benefits Counselor Program Specialist

Area Agency on Aging Program Specialist (Care Coordination)

Area Agency on Aging Caregiver Specialist Program Specialist

Workforce Development Program Specialist

Workforce Development Program Specialist

Workforce Development Program Specialist – WIOA Enrollment Liaison

\* Job Description is inactive for the purpose of the FY26 budget

## LISTING OF POSITIONS BY PAY GROUP(S)

(continued)

### **GROUP 8/9/10:**

Executive Assistant

Accountant II

Regional Emergency Management Planning Program Coordinator

Local Government Services Program Coordinator

Regional 9-1-1 Network Information Technology Program Coordinator

Area Agency on Aging Managing Local Ombudsman

Workforce Development Coordinator

Dispute Resolution Center Program Coordinator

### **GROUP 10/11/12:**

Regional Emergency Communications and Preparedness Programs Manager

Local Government Services Program Manager

Area Agency on Aging Operations Manager

Workforce Development Contract/Accounting Manager

Workforce Development Program Manager

### **GROUP 12/13/14**

Assistant Finance Director

### **GROUP 13/14/15:**

Deputy Executive Director/Finance Director

Regional Services Director

Local Government Services Director

Regional 9-1-1 Director

Area Agency on Aging Director

Workforce Development Director

### **EXEMPT:**

Executive Director

*\* Job Description is inactive for the purpose of the FY26 budget*

**PANHANDLE REGIONAL PLANNING COMMISSION**  
**ANNUAL SALARY TABLE – GENERAL CLASSIFIED POSITIONS**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2026**

	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5	STEP #6	STEP #7	STEP #8	STEP #9	STEP #10	STEP #11	STEP #12
<b>GROUP 1</b>	27,653	28,344	29,053	29,779	30,523	31,286	32,068	32,870	33,692	34,534	35,397	36,282
<b>GROUP 2</b>	30,417	31,177	31,956	32,755	33,574	34,413	35,273	36,155	37,059	37,985	38,935	39,908
<b>GROUP 3</b>	33,460	34,297	35,154	36,033	36,934	37,857	38,803	39,773	40,767	41,786	42,831	43,902
<b>GROUP 4</b>	36,805	37,725	38,668	39,635	40,626	41,642	42,683	43,750	44,844	45,965	47,114	48,292
<b>GROUP 5</b>	40,484	41,496	42,533	43,596	44,686	45,803	46,948	48,122	49,325	50,558	51,822	53,118
<b>GROUP 6</b>	44,536	45,649	46,790	47,960	49,159	50,388	51,648	52,939	54,262	55,619	57,009	58,434
<b>GROUP 7</b>	48,990	50,215	51,470	52,757	54,076	55,428	56,814	58,234	59,690	61,182	62,712	64,280
<b>GROUP 8</b>	*	*	*	*	*	60,975	62,499	64,061	65,663	67,305	68,988	70,713
<b>GROUP 9</b>	*	60,755	62,274	63,831	65,427	67,063	68,740	70,459	72,220	74,026	75,877	77,774
<b>GROUP 10</b>	65,201	66,831	68,502	70,215	71,970	73,769	75,613	77,503	79,441	81,427	83,463	85,550
<b>GROUP 11</b>	71,720	73,513	75,351	77,235	79,166	81,145	83,174	85,253	87,384	89,569	91,808	94,103
<b>GROUP 12</b>	78,890	80,862	82,884	84,956	87,080	89,257	91,488	93,775	96,119	98,522	100,985	103,510
<b>GROUP 13</b>	86,785	88,955	91,179	93,458	95,794	98,189	100,644	103,160	105,739	108,382	111,092	113,869
<b>GROUP 14</b>	95,461	97,848	100,294	102,801	105,371	108,005	110,705	113,473	116,310	119,218	122,198	125,253
<b>GROUP 15</b>	105,007	107,632	110,323	113,081	115,908	118,806	121,776	124,820	127,941	131,140	134,419	137,779

\*Step vacated in order to accommodate compliance with the Fair Labor Standards Act

**PANHANDLE REGIONAL PLANNING COMMISSION**  
**ANNUAL SALARY TABLE – EXEMPT CLASSIFIED POSITIONS**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2026**

Position	Minimum Salary	Maximum Salary
Executive Director*	\$106,500	\$171,688

\*The annual salary of the current PRPC Executive Director as of November 1, 2024 is \$155,000

## **EXPLANATION OF SECTION HEADINGS**

### **WITHIN EACH JOB DESCRIPTION**

Job Description. Title assigned to position, some position titles (i.e., clerk) can be used in various departments.

Class No. Number assigned to each position according to the program area in which that position first appears (as reflected in the Inventory of Positions). 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 - - Appendix A).

FLSA: Exempt or Non-exempt: Establishes whether the position is subject to (non-exempt from) or not subject to (exempt from) the wage and hour provisions of the Fair Labor Standards Act.

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" sections explain relationships or contacts with individuals, groups, organizations, and associations outside this organization's work force.

Examples of Work. Representative examples of the kinds 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. Lists the kinds 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 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.



**JOB DESCRIPTIONS**

**(In Class Number Order)**

# **EXECUTIVE AND ADMINISTRATIVE**

## **Job Description: EXECUTIVE DIRECTOR**

**CLASS NO.:** 101

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** Exempt

**FLSA:** Exempt

### **SUMMARY OF POSITION**

The Executive Director is the Chief Executive Officer of the Panhandle Regional Planning Commission, performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization. Duties include advising on policy matters; representing the organization; administering policies established by the Board of Directors; developing and administering procedures; and coordinating and directing all programs, financing, and intergovernmental relationships.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Board of Directors.
2. Directs: Department and program directors and has overall responsibility for Planning Commission staff.
3. Other: Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups, and the media.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Keeps Board of Directors informed on progress in all program areas and on any other pertinent matters relating to organizational operations;

Encourages and takes positive steps to assure participation in Planning Commission activities by the membership;

Prepares materials for and assists with meetings of the membership and the Board of Directors;

Prepares and/or presents proposed annual budget to the Board of Directors for review, and recommendation and submission to the membership;

Develops plans for the financial and program aspects of the Planning Commission, as well as for the professional and educational development of the staff;

Supervises programs and administrative functions of the Planning Commission and provides general leadership and direction;

Monitors state and federal programs and financial assistance activities to keep the Planning Commission abreast of current problems and opportunities in the area;

Signs checks as the responsible signatory authority;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Executes contracts, agreements, and other documents as the Planning Commission's responsible signatory authority;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Represents the Planning Commission in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public;

Attends seminars and workshops as needed and approved;

Represents the Planning Commission at the local, state, and national level as needed; and

Makes final decision on appointment and removal of employees and recommends employment of consultants to Board of Directors as needed.

#### Other Important Duties\*

May review and edit publications; and

Performs such other related duties as needed or as directed by the Panhandle Regional Planning Commission Board of Directors.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:* public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; and budgeting and multi-funded financing procedures and operations.

*Skill/Ability to:* establish and maintain effective working relationships with officials in local, state, and federal government, and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate, and effectively use staff; demonstrate proficiency in both oral and written communication; and work independently and creatively.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in business or public administration, social science, regional planning or a related field with significant emphasis on planning, quantitative analysis and research, plus at least four years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

or bachelor's degree in business or public administration, social science, regional planning or a related field with significant emphasis on planning, quantitative analysis and research, plus at least six years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: DEPUTY EXECUTIVE DIRECTOR / FINANCE DIRECTOR**

**CLASS NO.:** 103

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

The Finance Director is the Chief Financial Officer of the Panhandle Regional Planning Commission performing highly advanced financial, personnel and procurement work. Works under minimal direction of the Executive Director with extensive latitude for the use of initiative and independent judgment. Develops and oversees implementation of systems necessary to maintain and direct fiscal, personnel and procurement activities. Plans, assigns, and/or supervises the work of others. Assist in policy matters; representing the organization; administering policies established by the Board of Directors; maintaining PRPC facilities; and implementing programs of the PRPC

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has contact with Planning Commission employees; external auditors; federal, state, and local agencies and officials; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties \***

Directs staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Oversees matters pertaining to facility maintenance;

Assist the Executive Director in the general development of plans for the financial and program aspects of the Planning Commission;

Assist the Executive Director in the general supervision of Planning Commission programs and administrative functions;

Assist the Executive Director in the monitoring, evaluation, and oversight of PRPC departments;

Develop and execute plans related to facility maintenance;

Acts on behalf of the Executive Director upon the request or extended absence of the Executive Director;

Acts as investment officer for the investments for the PRPC;

Represents the Executive Director at the local, state and national levels, as directed, directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Directs departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating, and disciplining;

Develops and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

In directing fiscal activities, performs the following duties:

- Develops, monitors, and reports on the Planning Commission's annual budget, contracts, and agreements;

- Participates in Planning Commission's strategic planning activities;

- Develops and maintains fiscal internal control procedures and accounting and financial management procedures;

- Ensures accurate and timely reporting of financial results of operations, including preparing monthly and annual financial reports;

- Maintains accurate chart of accounts and accounting records;

- Ensures timely preparation of requisitions, requests for payment, and similar documents to the Planning Commission's funding agencies;

- Ensures timely billing of grantor agencies and other receivables and timely reimbursement of subcontractors and payments to suppliers;

- Serves as a liaison between the Planning Commission and grantor agencies in financial matters;

- Audits contracts, orders, and vouchers and prepares reports which substantiate individual transactions before their settlement;

- Coordinates and assists external auditors with the Planning Commission's annual audit and assists state and federal agency personnel during financial monitoring visits; and

- Supervises the preparation and maintenance of payroll records.

In directing personnel activities, performs the following duties:

- Oversees personnel activities in the areas of recruiting, employee benefits, employee records, grievances, etc.;

- Directs the Planning Commission's affirmative action program and serves as the Equal Employment Opportunity (EEO) Officer;

- Administers the Planning Commission's personnel policies, including those related to selection, classification, compensation, and performance evaluation;

- Ensures fiscal compliance with local, state, and federal regulations;

- Administers employee retirement and insurance programs;

- Ensures all official employee records are maintained; and

In directing procurement activities, performs the following duties:

- Oversees the purchase of goods and services, including preparing bid specifications, requests for proposals, purchase orders, and contracts;

- Reviews and approves purchase orders and contracts; and

- Oversees inventories of property and equipment.

### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles; governmental accounting practices and procedures; budget development processes and procedures; local, state, and federal regulations applicable to grants administration and personnel management; personnel practices and procedures; and local government structure and intergovernmental relations in Texas.

*Skill/Ability to:* maintain complete and accurate records; oversee and administer contracts efficiently and effectively; direct and motivate employees; apply correct business English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; operate standard office equipment, including computer using standard word processing and spreadsheet software packages, typewriter, and copy and fax machine; establish and maintain effective working relationships with coworkers, other Planning Commission employees, outside auditors, federal, state, and local agencies and officials, and the general public;

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in accounting, finance, or a related field, plus at least three years of progressively responsible experience in public accounting and administration;

*or* bachelor's degree in accounting, finance, or a related field, plus at least five years of progressively responsible experience in public accounting and administration;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Certified Public Accountant license preferred.

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## **Job Description: EXECUTIVE ASSISTANT**

**CLASS NO.:** 105

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Provides advanced administrative work in support of the Board of Directors, the Executive Director and the major departments within the Planning Commission. Work involves developing, implementing, and evaluating administrative practices and procedures. Work also involves the oversight of special Planning Commission programmatic initiatives and the direct supervision of professional, technical and clerical workers. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Receptionist positions.
3. Other: Has contact with other Planning Commission employees, public officials, funding agencies and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Provides administrative support to the Board of Directors;

Provides administrative and technical assistance to the Executive Director;

Provides appropriate information, rules, and regulations concerning the agency and general information pertaining to agency activities;

Coordinates the maintenance of the agencies fleet of vehicles;

Coordinates building maintenance contracts and other such activities;

Plans, prepares, and oversees the preparation of periodic and special reports;

Plans and coordinates special and administrative assignments and programs;

Assists in developing agency policies and procedures;

Coordinates work with other governmental agencies and private organizations;

Oversees the operation of the Planning Commission's clerical support services and receptionist/telephone services;

Purchases or oversees the purchasing of supplies, equipment and services;

Plans and organizes the Annual General Membership Meeting;

Plans and develops the Annual Report;

Receives and reviews incoming communications, composes routine correspondence, initiates reply to incoming inquiries, and refers other inquiries to appropriate staff members;

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Acts as Records Management Officer and Public Information Coordinator for the Planning Commission;

Performs general administrative duties for the agency, including managing the filing system, maintaining records, scheduling of monthly committee meetings, preparing agendas for monthly meetings, maintaining agency mailing lists, and disseminating grant information;

Acts as records management coordinator for the Planning Commission;

Prepares invoices, reports, memos, letters, financial statements and other documents using word processing spreadsheet, database or presentation software;

Advanced proficiency in Microsoft Office software programs;

Attends meetings and records minutes using recording devices and/or shorthand;

Makes conference arrangements, such as travel and lodging for Executive Staff and other personnel as needed;

Establishes and maintains filing system, including records of public meetings;

Coordinates office building maintenance activities;

Prepares special reports and plans, and carries out special projects as assigned by the Executive Director; and

Attends conferences, seminars, and workshops as needed

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:* organizational policies and procedures; and standard office practices and procedures.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; perform program and administrative operations; prepare and maintain financial and other records and reports in a neat, systematic, and legible manner; operate standard office equipment, including copier, fax, and other office machines; operate computer using standard Microsoft applications; and establish and maintain effective working relationships with elected officials, other agency employees, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in business administration, public administration, office administration, or a related field plus at least two years of executive administrative experience;

or bachelor's degree in business administration, public administration, office administration, or a related field, plus at least four years of executive administrative experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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## **Job Description: RECEPTIONIST**

**CLASS NO.:** 107

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 1/2

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs moderately complex reception and clerical services to the organization and performs routine secretarial work. Duties include receiving and directing a high volume of incoming calls; receiving visitors, and providing general information; opening, sorting, and distributing mail; typing a variety of documents; and providing secretarial assistance. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Assistant.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the general public, government agencies and organizations, and other Planning Commission personnel.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Receives incoming telephone calls, determines nature of calls, answers questions, and/or transfers calls to appropriate individual or division, or takes message;

Refers callers or visitors to services or resources at other agencies or organizations when appropriate;

Use of computer and telephone to communicate with staff and maintain records of staff locations;

Reports communications systems malfunctions;

Maintains current list of all staff and makes list available to staff members;

Opens, sorts, and distributes incoming correspondence; mails and distributes checks;

Maintains log of all checks received in order to verify the PRPC check amounts, accounts payable voucher amounts;

Receives, documents, and returns receipt of payment of all PRPC credit card payments;

Types letters, checks, correspondence, and other materials as directed;

Uses calculator, copy machines, and other business machines;

Greets visitors and directs them to the appropriate individuals or departments;

Distributes applications to prospective employees and answers routine inquiries explaining procedures, rules and regulations;

Assists with registration during meetings;

Keeps records of the PRPC fleet vehicles and picks up and drops off vehicles as maintenance is needed;

Accurately schedules, reserves, and modifies all travel arrangements for all employees upon approval by the Executive Director.

Monitors and participates in the procurement of office and general supplies for the organization;

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Post meeting agendas to appropriate agencies;  
Utilizes Microsoft applications: Word, Excel, PowerPoint;  
Completes annual training on Microsoft applications;  
Maintains the Master Contact List; and  
Ensures the PRPC building is unlocked and locked at the beginning and the end of work days.  
Regular and reliable attendance is an essential function of this position.

**Other Important Duties\***

Picks up and/or delivers mail to the post office;  
Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard telephone and office practices and procedures; and business English, spelling, and punctuation.

*Skill/Ability to:* communicates pleasantly with the public and Planning Commission officers and employees; take clear and accurate messages; understand and follow instructions; operates a variety of office machines and word processing equipment; organizes data; maintains clerical records and files with precision and accuracy; and establishes and maintain effective working relationships with co-workers, government agencies and organizations, and the general public.

Adhere to all company policies, procedures and guidelines.

**ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent, plus at least one year of relevant work experience;  
*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Complete required trainings or certificates as needed;  
Appropriate Texas driver's license or available alternate means of transportation.

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*This job description does not take into account potential reasonable accommodations.*

# FINANCE

## **Job Description: ASSISTANT FINANCE DIRECTOR**

**CLASS NO.:** 201

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 12/13/14

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performing highly advanced financial, procurement and coordinating accounting functions for the Finance Division. Develops and oversees implementation of systems necessary to maintain and direct fiscal and procurement activities. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and analyzing variances. May supervise related fiscal activities. Exercises independent action when interpreting instructions and assumes responsibility for accounting accuracy and completeness. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Deputy Executive Director/Finance Director and/or Executive Director.
2. **Directs:** Departmental personnel.
3. **Other:** Has contact with Planning Commission employees; external auditors; federal, state, and local agencies and officials; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties \***

Assist Deputy Director/Finance Director with departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

May direct departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring;

Serves as liaison to Deputy Director/Finance Director on all matters;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants and contracts;

Analyzes and prepares various agency budgets and financial statements and ensures compliance;

Oversees and analyzes projects on a monthly basis, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds;

Develops and implements methods of processes with program managers concerning budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Prepares monthly bank reconciliations for various bank accounts;

Prepares the recording of revenue collected and oversees the deposits;

Performs fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests and monitoring for compliance;

Assists in planning and preparing the yearly single audit schedules and financial statements;

Develops and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Prepares all payroll tax reports, including W-2's, 941s, unemployment compensation reports and associated account reconciliations;

Monitors fiscal requirements in grants and contracts and identifies changes needed for compliance;

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, subcontractor audits, and payroll requirements. In directing fiscal activities, may perform the following duties;

Develops, monitors, and reports on the Planning Commission's annual budget, contracts, and agreements;

Participates in Planning Commission's strategic planning activities;

Develops and maintains fiscal internal control procedures and accounting and financial management procedures;

Ensures accurate and timely reporting of financial results of operations, including preparing monthly and annual financial reports;

Maintains accurate chart of accounts and accounting records; Ensures timely preparation of requisitions, requests for payment, and similar documents to the Planning Commission's funding agencies;

Ensures timely billing of grantor agencies and other receivables and timely reimbursement of subcontractors and payments to suppliers;

Serves as a liaison between the Planning Commission and grantor agencies in financial matters;

Audits contracts, orders, and vouchers and prepares reports which substantiate individual transactions before their settlement;

Coordinates and assists external auditors with the Planning Commission's annual audit and assists state and federal agency personnel during financial monitoring visits;

Supervises the preparation and maintenance of payroll records. In directing procurement activities, may performs the following duties;

Oversees the purchase of goods and services, including preparing bid specifications, requests for proposals, purchase orders, and contracts; and

Reviews and approves purchase orders and contracts; and oversees inventories of property and equipment.

**Other Important Duties\***

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles; governmental accounting practices and procedures; budget development processes and procedures; local, state, and federal regulations applicable to grants administration and personnel management; personnel practices and procedures; and local government structure and intergovernmental relations in Texas.

*Skill/Ability to:* maintain complete and accurate records; oversee and administer contracts efficiently and effectively; direct and motivate employees; apply correct business English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; operate standard office equipment, including computer using standard word processing and spreadsheet software packages, typewriter, and copy and fax machine; establish and maintain effective working relationships with coworkers, other Planning Commission employees, outside auditors, federal, state, and local agencies and officials, and the general public;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in accounting, finance, or a related field, plus at least three years of progressively responsible experience in public accounting and administration;

*or* bachelor's degree in accounting, finance, or a related field, plus at least five years of progressively responsible experience in public accounting and administration;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Certified Public Accountant license preferred.

## **Job Description: ACCOUNTANT II**

**CLASS NO.:** 203

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced accounting functions for the Finance Division. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and analyzing variances. May supervise related fiscal activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Deputy Executive Director/Finance Director
2. Directs: May coordinate clerical or technical staff performing accounting and budget activities.
3. Other: Has contact with other Planning Commission employees, external auditors, federal state and local agencies and officials, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties \*

May coordinate the work of others under the direction of Deputy Director/Finance Director;

Serves as Finance Department liaison to the Workforce Development Staff;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants and contracts;

Prepares various funding agency budgets and financial statements, and monitors to ensure regulatory compliance within each cost category;

Maintains and analyzes projects on a monthly basis, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds;

Coordinates methods of processes with program managers concerning budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Prepares monthly bank reconciliations for various bank accounts;

Prepares and maintains documentation for direct deposits received on a monthly basis;

Performs fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests and monitoring for compliance;

Assists in planning and preparing the yearly single audit schedules and financial statements;

Performs monthly process of closing books;

Prepares and verifies information imported into the accounting system for payments to child care vendors;

Analyzes and prepares wire transfer requests;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*



Secures the deposit of funds onto incentive cards and prepares the recording in the accounting system;

Implements schedules to perform tasks associated with special projects; and

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, and subcontractor audits.

#### Other Important Duties \*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* generally accepted accounting principles, budget controls and auditing practices; and automated accounting systems.

*Skill/Ability to:* use a personal computer; learn and maintain current knowledge of rules and regulations relating to governmental accounting; work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; and establish and maintain effective working relationships with other Planning Commission employees, external auditors, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in accounting, finance, or a related field plus at least two years of progressively responsible experience;

*or* bachelor's degree in accounting, finance, or a related field, plus at least four years of progressively responsible experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

None.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**Job Description: ACCOUNTING SYSTEMS PROGRAM SPECIALIST  
(ACCOUNTS PAYABLE SPECIALIST)**

**CLASS NO.:** 205

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

Performs complex accounting and fiscal record keeping administration. Work involves specializing in the accounts payable functions as well as other accounting functions as needed. Exercises independent action when interpreting instructions and assumes responsibility for accounting accuracy and completeness. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Deputy Executive Director/Finance Director
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

**EXAMPLES OF WORK**

Essential Duties \*

Prepares and inputs all accounts payable vouchers weekly;  
Prepares vouchers and verifies grant and account coding;  
Maintains all accounts payable documentation and correspondence, and provides copies of documentation to various employees for reporting purposes;  
Reconciles various accounts and grants monthly;  
Prepares monthly statements for Planning Commission building tenants and tower leases;  
Verifies all travel expenses for accuracy and for proper documentation;  
Submits participant reports to pension plan administrator and reconciles quarterly statements;  
Maintains vendor information;  
Maintains and updates automobile pool logs monthly;  
Maintains copy codes and reads copier meters monthly;  
Provides tax forms as requested to other organizations or companies;  
Completes credit account applications as needed;  
Prepares 1099s;  
Inventories all Planning Commission property and equipment and updates the subsidiary general ledger; and  
Places, tracks and codes all Amazon orders.

Other Important Duties\*

Performs such other related duties as may be assigned.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* basic accounting principles and preparation of accounts payable and records maintenance.

*Skill/Ability to:* work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately and effectively operate computers using standard spreadsheet software packages; and establish and maintain effective working relationships with other Planning Commission employees.

Adhere to all company policies, procedures and guidelines.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in accounting, finance or a related field

*or* bachelor's degree in accounting, finance, or a related field; plus at least one year of experience in governmental accounting, bookkeeping or accounts payable;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **CERTIFICATES AND LICENSES REQUIRED**

None.

## **Job Description: ACCOUNTING SYSTEMS PROGRAM SPECIALIST (HR/PAYROLL SPECIALIST)**

**CLASS NO.:** 207

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs payroll processing for PRPC and Workforce Development employees and complex human resource management administration and maintenance of the performance of accounting systems. Work involves payroll processes, participating in the administration of the human resource management program; ensuring compliance with Equal Employment criteria, the Fair Labor Standards Act, the PRPC Personnel Classification and Pay Plan and other state and federal laws and regulations. Work involves performance of accounting systems operations for the accounting department. Exercises independent action when interpreting instructions and assumes responsibility for accounting accuracy and completeness. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Deputy Executive Director/Finance Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

### **EXAMPLES OF WORK**

#### **Essential Duties \***

Serves as Human Resource liaison to PRPC employees;

Provides assistance to staff in all payroll classification, compensation, personnel policies updates and benefit administration matters through the maintenance and distribution of forms, records, reports and procedures;

Prepares reports on employee payroll deductions; analyzes appropriateness of all deductions and submits for payment; updates all payroll deduction changes into the payroll system; and reconciles deduction reports to the general ledger;

Accumulates and reviews timesheets and leave requests, enters timesheets semi-monthly and ensures appropriate documentation is maintained;

Inputs journal vouchers, cash receipts and direct charges for month end closing;

Maintains and updates employee personnel files for all appropriate documentation, including leave balances, payroll deductions, health and retirement benefits, resumes, W-4's, I-9's, applications, and evaluations;

Responsible for employee onboarding and exit interviews;

Prepares the job application letter responses with the applicable directors;

Enters Equal Employment Opportunity information and maintains EEO folder after hiring each new employee;

Prepares weekly deposit;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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Prepares reports of individual employee's rates of accruals and balances of leave time including vacation, sick, incentive and overtime;

Assists Executive Director and Deputy Executive Director/Finance Director with general human resource management actions;

Coordinates and prepares Integrated Personnel Classification Pay Plan and Job Descriptions document;

Operates computer programs to generate accounts payable checks weekly and payroll vouchers semi-monthly;

Transfer files to the bank for electronic fund deposits for payroll and vendor payments; and

Operates computer programs for monthly and year-end closing to produce general ledger and financial reports.

#### Other Important Duties \*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* the principles; methods and practices of human resource management; modern office practices and procedures including the use of personal computers to achieve maximum job performance; and personnel practices and requirements.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, public officials and the public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in business administration, or a related field;

or bachelor's degree in business administration, or a related field; plus at least one year of human resource management;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

None.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations*

## **REGIONAL SERVICES**

## **Job Description: REGIONAL SERVICES DIRECTOR**

**CLASS NO.:** 301

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of regional services to local governments. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has regular contact with area elected officials, representatives of local, state and federal government agencies, private firms, other Planning Commission employees and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs;

Assists the Executive Director in identifying the need for new regional services programs;

Analyzes the application of programs; develops action plans to improve or initiate programs;

Directs Regional Services staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating, and disciplining;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

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\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Provides administrative and technical assistance to local governments in the areas of planning, capital improvements, rural development, historic preservation, criminal justice, solid waste management, hazard mitigation planning and emergency management;

Oversees planning and research projects and field surveys;

Researches funding opportunities for the department and for jurisdictions;

Prepares proposals for grants and contracts related to regional planning and services and assists in the implementation of such grants and contracts;

Develops and implements regional plans in specific subject areas;

Advises local officials on planning problems and various technical phases of comprehensive planning projects;

Prepares budgets, interviews job applicants, and performs other administrative duties;

Conducts meetings with local, state and federal officials;

Prepares and delivers presentations; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Testifies at hearings and legislative meetings, as appropriate;

Represents the Executive Director at the local, state and national levels, as directed;

Provides staff support to policy and advisory committees of the Planning Commission;

Performs outreach functions to publicize programs in regional development;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding various Regional Services plans and programs; and

Keeps the Executive Director advised on matters relating to regional service program areas.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission; and budgeting and grants administration practices and procedures.

*Skill/Ability to:* to coordinate activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; supervise and motivate employees; and establish and maintain effective working relationships with local, state, and federal agencies, policy and advisory committees of the Planning Commission, private contractors, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field, plus at least three years of progressively responsible experience in public administration or planning;

or bachelor's degree in public administration, regional planning, or a related field, plus at least five years of progressively responsible experience in public administration or planning;

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\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.



or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: REGIONAL EMERGENCY COMMUNICATIONS & PREPAREDNESS PROGRAMS MANAGER**

**CLASS NO.:** 303

**EEOC CATEGORY:** Professional

**PAY GROUP:** 10/11/12

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional Services Director.
2. Directs: May supervise support personnel.
3. Other: Has contact with local elected officials, city/county staff, representatives of regulatory agencies, local, state and federal emergency management /law enforcement agencies, private sector representatives, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Collects, organizes and analyzes data required in the development of the regional interoperable public safety communications system [PANCOM];

Develops, implements and administers a program for maintaining and managing PANCOM to keep the system in sound operational working order;

Assists in managing and maintaining grant accounts on the State's grant management system website(s) and manages the expenditures made in either enhancing and/or managing the PANCOM system;

Promotes coordination amongst the various local/state/federal agencies involved with PANCOM;

Facilitates the development/implementation of interoperable public safety communications strategies for the region;

Assists with the development, updating, and/or augmentation of local emergency management plans as they pertain to regional interoperable public safety communications;

May assist with or contribute to the updating and maintenance of the Panhandle Regional Response Plan;

Assists in providing staff support to the Panhandle Regional Emergency Management Advisory Committee [PREMAC];

Provides staff support to the PREMAC's Communications Subcommittee;

Works with local officials, Local Emergency Planning Committees, volunteer groups, various state/federal agencies, private businesses, and consultants in developing / implementing certain

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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emergency management program initiatives including mutual aid and regional interoperable communications;

May provide technical assistance to local jurisdictions in the identification / procurement of equipment purchased under the State Homeland Security Grant Program;

Promotes support for the Regional Mutual Aid system;

Assists with the operation of the Panhandle's Multi-Agency Coordination Center [MACC];

Maintains current knowledge of the responder resources available in the Panhandle-Area Regional Information System [PARIS] and maintains a working knowledge of the PARIS system and the region's WebEOC system;

Maintains awareness of and participation with the activities of the Texas Interoperable Communications Committee [TxICC] and the Statewide Interoperable Communications Coordinator [SWIC];

Maintains a regional interoperable communications plan [RCIP], as may be required by the Texas Department of Public Safety [DPS] or deemed appropriate by the Panhandle Regional Emergency Management Advisory Committee [PREMAC];

Maintains / updates the region's public safety communications Standard Operating Procedures as may be required by the Texas DPS or deemed appropriate by the PREMAC;

Coordinates/facilitates the conduct of emergency management training and exercises in the region, particularly those that apply to public safety communications;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding the region's emergency management programs;

Assists the Regional Services Director in fulfilling the obligations set forth in the region's annual Statement of Work [SOW] as provided by the State Administrative Agency of the Texas DPS;

Maintains up-to-date knowledge of laws, regulations, and programs administered by the Federal Emergency Management Administration (FEMA), the Texas Division of Emergency Management (TDEM), and other state/federal agencies pertaining to emergency management;

Works with and speaks to community and professional groups and the media regarding the region's emergency management programs;

Responds to requests from local jurisdictions, state/federal agencies and the general public; and

Collects necessary program data and provides periodic reports to the DEM and as needed, to TEEX, the region's local elected officials, and the PRPC Board of Directors.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area and to emergency management planning principles.

*Skill/Ability to:* establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, meeting agendas, program literature, news releases, and other documents neatly and professionally.

Adhere to all company policies, procedures and guidelines.

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### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in emergency management, public administration, regional planning, or a related field plus at least two years of progressively responsible experience in planning, public administration or emergency management;

*or* bachelor's degree in emergency management, public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in planning, public administration or emergency management;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: REGIONAL EMERGENCY MANAGEMENT PLANNING PROGRAM COORDINATOR**

**CLASS NO.:** 305

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional Services Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with policy and advisory committees of the Planning Commission; and local, state, and federal law enforcement and criminal justice agency representatives.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

The essential duties involve the development and maintenance of a variety of local and/or regional plans related to emergency preparedness that address one or more of the four phases of emergency management: Mitigation, Preparedness, Response and Recovery.

#### **LOCAL EMERGENCY OPERATIONS PLANS MAINTENANCE AND UPDATES:**

The following duties pertain to those counties and cities who are receiving assistance through the PRPC in maintaining and updating their Emergency Operations Plan [EOP];

Provides staff support to jurisdictional planning committees convened for the purpose of deliberating and determining changes or updates to their EOP;

Assists in obtaining final jurisdictional approval of any new or updated EOP documents;

Helps to ensure, that at all times, each jurisdiction is operating under a plan that is at or above the Intermediate Level as determined by the Texas Division of Emergency Management [TDEM];

Serves as an interface between the jurisdictions receiving EOP assistance and TDEM to ensure that any new or updated plans are properly received by the agency for review;

Facilitates the development of any revisions or modifications as may be required by TDEM to obtain the agency's acceptance and recognition of EOP document(s) previously submitted for review;

Assists local officials and other key EOP participants in understanding the roles and responsibilities that may have been assigned to them under their jurisdictional plan; and

Ensures that at a minimum, the jurisdictional EOPs and/or attendant ESF annexes are updated every five (5) years.

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The following duties pertain to emergency management planning in general:

Encourages local officials, Emergency Management Coordinators [EMCs] and first responders to participate in appropriate levels of Incident Command System [ICS], National Incident Management System [NIMS] or other related trainings designed to increase their proficiency in and comprehension of mitigation, preparedness, response and recovery principles;

Assists with the planning for, coordination and conduct of regional trainings, conferences and/or multi-jurisdictional exercises intended to increase awareness of mitigation, preparedness, response and recovery principles;

Helps to promote an active awareness of the Panhandle region's Mutual Aid Agreement;

Assists as needed with the operations of the Panhandle's Multi-Agency Coordination Center [MACC];

Helps to proliferate a working knowledge of the use of WebEOC, a web-based information management system providing a single access point for the collection and dissemination of emergency or event-related information, by the region's EMCs;

Makes presentations to the PRPC's Board of Directors;

Responds to information requests from local governments, regulatory agencies and the general public; and

Maintains a good current knowledge of relevant State and Federal laws, regulations, requirements, plans and programs as they relate to addressing the Panhandle region's emergency preparedness and response planning needs.

**PANHANDLE-AREA REGIONAL INFORMATION SYSTEM [PARIS] ADMINISTRATION:**

Manages and administers the PARIS system, a web-based system that supports the management of response assets for mutual aid purposes, the badging and credentialing of the region's first responders, inter-agency communications and paging and public mass notification, on behalf of the agencies and jurisdictions in the Panhandle that have obtained licenses to the system;

Works to familiarize PARIS license holders with new system enhancements as they're rolled into production by Inspiron Logistics, LLC. /WENS, the firm hosting the PARIS system;

Provides training to new and/or returning PARIS users, as requested, to help maintain and/or increase proficiency on the use of the system's various functions and features;

Helps to prompt the semi-annual updating of the 911 data supporting the PARIS system's public notifications functions by the PRPC's 911 department/Inspiron Logistics, LLC. /WENS;

Assists with the development of notification templates to help speed the issuing of alerts or warnings by local license holders;

Helps local jurisdictions in promoting resident sign-up for alerts and warnings;

Assists users in adhering to the PARIS system's rules of behavior and in particular, those that apply to the use of the federal Integrated Public Alert & Warning System [IPAWS];

Serves as an interface between the region's PARIS users and Inspiron Logistics, LLC. /WENS to help ensure their portals are conveniently maintained year-to-year;

Provides feedback to and works with Inspiron Logistics, LLC. /WENS to help improve system functions or features;

Where practical, works to incorporate the use of PARIS in with local or multi-jurisdictional exercises in an effort to increase user proficiency; and

Responds to information requests from local governments, regulatory agencies and the general public.

### **HAZARD MITIGATION PLANNING:**

Develops and maintains a working knowledge of the processes and procedures involved with the development of a Hazard Mitigation Plan [HMP], the Federal Emergency Management Agency [FEMA] and Texas Division of Emergency Management [TDEM] plan approval process and performing a Benefits-Cost Analysis [BCA];

Provides staff support to the Panhandle's local Mitigation Action Teams [MATs] when they convene for the purpose of conducting the annual review of their jurisdiction's hazard mitigation plan [HMP];

Provides technical assistance to local MATs that intend to modify or update an existing HMP that has been approved;

Develops and maintains a FEMA/TDEM-approved, regional COG-level hazard mitigation plan for the PRPC; and

Provides technical guidance to Panhandle jurisdictions that have a FEMA/TDEM-approved HMP and wish to apply for funding under FEMA's Hazard Mitigation Grant Program [HMGP];

### **Other Important Duties\***

Helps to administer the Lone Star, the State's WebEOC platform in the Panhandle; and

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* emergency management planning principles; the Incident Command System, the National Incident Management System, Chapter 418 of the Texas Government Code, FEMA Hazard Mitigation Plan Crosswalk, local, state and federal rules, regulations, guidelines, and best practices related to emergency management planning and program development.

*Skill/Ability to:* evaluate local and regional needs and develop appropriate plans in the area of emergency management; prepare and analyze program management reports, statements, and correspondence; administer program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with policy and advisory committees of the Planning Commission and local, state, and federal law enforcement and emergency management agency representatives.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in emergency management, emergency services administration, homeland security, or a related field, plus at least two years of experience in emergency management, emergency management planning, VOAD or first responder service;

or bachelor's degree in emergency management, emergency services administration, homeland security, or a related field, plus at least four years of experience emergency management, emergency management planning, VOAD or first responder service;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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## **Job Description: REGIONAL SERVICES EMERGENCY PROGRAM SPECIALIST**

**CLASS NO:** 307

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with local elected officials, city staff, representatives of regulatory agencies, and works closely with program coordinators of the PRPC, private sector representatives, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties \***

As delegated by the Regional Services Director, provides staff support on department programs;

Provides administrative and technical assistance to local governments and other agencies in the areas of community planning, management, grants, and hazard mitigation funding availability;

Collects, organizes and analyzes data required in the development of programs; Studies and analyzes operations and problems in the regional government services field;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Works with and speaks to community and professional groups and the media regarding regional services programs;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Provides support to Panhandle Regional Emergency Management Advisory Committee (PREMAC), and other advisory committees as assigned;

Assists with the identification of resources which can be used to further the jurisdiction's goals under the region's member governments;

Prepares grant applications and ensures grants are properly administered;

Promotes ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;

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Transmits planning data to public and private organizations;  
Attends conferences, seminars, and workshops as needed;  
Prepares special reports and plans, and carries out special projects as assigned by the Regional Services Director;  
Responds to requests from local governments, regulatory agencies and the general public.  
Develops and submits, on a timely basis, quarterly program reports to Regional Services Director.

**BROADBAND:**

Works with and speaks to community and professional groups and the media regarding broadband, closing the digital divide and increasing connectivity;  
Prepares special reports and plans on broadband infrastructure and assessment of current needs across the region;  
Writes grant proposals for projects to expand broadband across the region;  
Promotes ongoing region-wide communication and cooperation on broadband infrastructure;  
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to funding agencies and the Regional Services Director;

**PROJECT ADMINISTRATION:**

Provides contract project administration services as directed by Regional Services Director; Makes presentations to the Planning Commission's Board of Directors and City Council(s);  
Assures the provision of matching resources for local participation in the grant according to the funding opportunity;  
Writes grant proposals for increased funding and assists in the budget review for the region's hazard mitigation programs;  
Prepares technical document materials, program literature, news releases, and other related informational materials regarding administration of project(s) under contract;  
Prepares special reports and plans  
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to TDEM/FEMA and the Regional Services Director;

**DISASTER RECOVERY PLANNING:**

Works with and speaks to community and professional groups and the media regarding disaster recovery and potential mitigation actions needed;  
Prepares special reports and plans on recovery needs across the region;  
Writes grant proposals for increased funding and assists jurisdictions with recovery planning project application(s);  
Prepares technical document materials, program literature, news releases, and other related informational materials regarding disaster recovery;  
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to EDA and the Regional Services Director;

**HOME PROGRAM:**

Oversees the administration of contracted funds from Texas Department of Housing and Community Affairs (TDHCA) to assist eligible homeowners with the HOME program;  
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to TDHCA and the Regional Services Director;

Provides contract project administration services as directed by Regional Services Director; Makes presentations to the Planning Commission's Board of Directors and City Council(s);

Writes grant proposals for jurisdictions requesting funding and assists in the budget review for the region's HOME programs;

Assures the provision of matching resources for local participation in the HOME program;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding HOME program(s);

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, project management, and other program services administered by the Planning Commission.

*Skill/Ability to:* establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, program literature, news releases, and other documents neatly and professionally.

Bilingual preferred.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning or a related field;

*or* bachelor's degree in public administration, regional planning or a related field, plus at least one year of experience in project management;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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## **Job Description: REGIONAL SERVICES PROGRAM SPECIALIST**

**CLASS NO.:** 309

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Work involves regular public speaking. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with local elected officials, city staff, representatives of regulatory agencies, private sector representatives, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

In an administrative capacity, the program specialist may bear administrative responsibilities in multiple Regional Services program areas. Typically, the Regional Program Specialist will have a set of core duties in one or more of the department's mainstay programs along with a set of assigned tasks associated with one or more of the department's provisional programs.

#### **SOLID WASTE:**

Provides staff support to the Panhandle's Regional Solid Waste Management Advisory Committee [RSWMAC] and schedules / facilitates the RSWMAC meetings;

Assists in ensuring that the RSWMAC Operating Procedures are reviewed and updated as needed on a bi-annual basis;

Assists with the maintenance and updates of the Regional Solid Waste Management Plan, as appropriate;

Provides support in facilitating the development of the Panhandle's Bi-Annual Solid Waste Grants Program Funding Plan and ensures that all programmatic public notice / public involvement requirements are met;

Notifies eligible applicants within the region of the availability of Solid Waste Grant Program funding through the Texas Commission on Environmental Quality [TCEQ];

Provides technical assistance to cities, counties and/or school districts in the development of applications for funding under the Panhandle's Regional Solid Waste Grants program;

Assists with the facilitating of the RSWMAC's process of prioritizing requests for funding under the Panhandle's Regional Solid Waste Grants program;

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Provides support, upon request, for the purchase and delivery of equipment needed to support the implementation of Solid Waste Grant Program-funded project activities;

Conducts workshops, training sessions and public education forums intended to promote the development of local / regional recycling and composting initiatives and/or expand solid waste management knowledge in general;

Promotes active participation in the PRPC's Panhandle Environmental Partnership [PEP] and with other statewide recycling programs that might be beneficial to the region;

Assists with the coordination of the delivery of recycling services to PEP program participants;

Collects, analyzes, and assists with analyzing necessary program data and provides semi-annual reports to the TCEQ and as needed, to the region's local elected officials, solid waste program participants and the RSWMAC;

Makes presentations to the PRPC's Board of Directors;

Attends solid waste-related meetings and trainings as required;

Collects, organizes and analyzes data required in the development of solid waste programs;

Works with and speaks to community and professional groups and the media regarding solid waste management programs;

Responds to information requests from local governments, regulatory agencies and the general public; and

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to addressing the Panhandle's solid waste management needs.

#### **CRIMINAL JUSTICE:**

Provides staff support to the Panhandle's Criminal Justice Advisory Committee [CJAC];

Assists with ensuring that the CJAC's Operating Procedures are reviewed and updated, as needed, on an annual basis;

Assists with facilitating the development of the Panhandle's Annual Criminal Justice Regional Strategic Plan;

Assists with facilitating the annual applicant notification process for the various Criminal Justice Division [CJD] grant funding opportunities available to the Panhandle region;

Organizes and conducts grant application workshops and provides technical assistance on the application process for the annual CJD funding opportunities that focus on the creation and submission of CJD grant applications for current and potential applicants;

Assists with facilitating the CJAC's prioritization of applications under the various CJD grant opportunities available to the region;

Assists with ensuring the results of the CJAC's prioritization process(es) are properly transmitted to CJD;

Maintains a good working knowledge of the system [eGrants] used to file and manage CJD grant-funded projects;

Prepares and submits quarterly reports to CJD;

Provides technical assistance to CJD grant-funded agencies/organizations; helping them, as needed, to satisfy the programmatic requirements of their grant contracts with CJD;

Assists with managing the PRPC's law enforcement training services contract with the Panhandle Regional Law Enforcement Academy [PRLEA];

Participates in the meetings of the PRLEA Advisory Committee;

Supports the administration of the regional electronic warrant system – Panhandle Electronic Warrants System [PEWS];

Makes presentations to the PRPC's Board of Directors;

Attends meetings and conferences as required;

May assist communities, agencies and civic groups that are developing local criminal justice plans and strategies by providing information or by serving as a facilitator for community planning groups;

Assists with analyzing issues that may affect the region's criminal justice community and seeks new funding resources or opportunities to address those issues;

Collects, organizes and analyzes data required in the development of programs;

Responds to information requests from local governments, regulatory agencies and the general public; and

Maintains a current knowledge of funding programs, relevant laws, regulations and program requirements as they relate to the region's criminal justice program.

**REGIONAL RESIDENTIAL SAFE ROOM REBATE PROGRAM:**

Assists with administering regional residential safe room rebate program implementation activities;

Receives and processes applications for rebates and assists in determining which applications will be selected for rebate award;

As applicable, facilitates the Section 106 review process by the Texas Historical Commission of the properties proposed for award of rebate to ensure conformance with the State's historic preservation goals;

Receives and processes rebate payment requests from residents previously approved for rebates through the program;

Performs site visits, as part of the rebate reimbursement process, to photo document the existence of the safe rooms for which payment is being requested;

Assists in ensuring that each safe room for which reimbursement is requested, has been properly certified as meeting the FEMA-361 standards, as documented with the receipt of a notarized Certificate of Installation/Inspection for Residential Safe Rooms;

Provides the public with information pertaining to the goals and objectives of the residential safe room rebate program;

Assists in updating the PRPC website to ensure that the program-related postings remain current and relevant;

Assists in promoting greater public participation in the Regional Residential Safe Room Rebate Program;

Maintains accurate records regarding the number and locations of safe rooms installed through this program; and

Supplies local emergency management officials with information pertaining to the number and locations of safe rooms installed within their jurisdiction.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; solid waste management and planning principles.

*Skill/Ability to:* establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; public speaking; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, program literature, news releases, and other documents neatly and professionally.

Adhere to all company policies, procedures and guidelines.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, environmental science or a related field;

*or* bachelor's degree in public administration, regional planning, environmental science or a related field, plus at least one year of experience in solid waste management;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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*This job description does not take into account potential reasonable accommodations.*

## **LOCAL GOVERNMENT SERVICES**

## **Job Description: LOCAL GOVERNMENT SERVICES DIRECTOR**

**CLASS NO.:** 401

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of services to local governments. Also performs advanced water and flood related planning, research, consultative, technical and program management / coordination work. Work involves developing local and regional water, flood, transportation and economic development plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local plans or programs. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has regular contact with area elected officials, representatives of local, state and federal government agencies, private firms, other Planning Commission employees and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs local government services staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Provides staff/administrative support to the Panhandle Water Planning Group; Groundwater Management Area #1 and Region-1 Flood Planning Group;

Participates in the development of water, flood, transportation and economic development planning program goals and objectives;

Collects, organizes, and analyzes data required in the development of water, flood, transportation and economic development plans;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals;

Promotes the effective development and use of program resources;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)



Develops and implements effective techniques for evaluating programs;

Assists the Executive Director in identifying the need for new local government services;

Provides administrative and technical assistance to local governments in the areas of planning, project management, capital improvements, community development, economic development, parks and recreation and local government management;

Oversees research projects and field surveys;

Oversees both micro-loan programs, TRRA program;

Oversees city management services contracts;

Oversees the various committees that are represented by Local Government Services Staff.

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Prepares proposals for grants and contracts related to local government services and assists in the implementation of such grants and contracts;

Advises local officials on a variety of public administration duties;

Prepares appropriate budgets and performs other administrative duties;

Conducts meetings with local, state and federal officials;

Provides staff support to policy and advisory committees of the Planning Commission;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Represents the PRPC at the local, state and national levels, as directed;

Performs outreach functions to publicize local government services programs;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding various local government service initiatives;

May assist the Executive Director in providing general organizational leadership and direction; and

Keeps the Executive Director advised on matters relating to local government services programs.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, economic development and other services administered by the Planning Commission; and budgeting and grants administration practices and procedures.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

*Skill/Ability to:* to coordinate activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; supervise and motivate employees; and establish and maintain effective working relationships with local, state, and federal agencies, policy and advisory committees of the Planning Commission, private contractors, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field, plus at least three years of progressively responsible experience in public administration or planning;

*or* bachelor's degree in public administration, regional planning, or a related field, plus at least five years of progressively responsible experience in public administration or planning;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: LOCAL GOVERNMENT SERVICES PROGRAM MANAGER**

**CLASS NO.:** 403

**EEOC CATEGORY:** Professional

**PAY GROUP:** 10/11/12

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. May perform advanced water-related planning, research, consultative, technical and program management/coordination work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Local Government Services Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; works closely with the Administrative Program Specialist and Executive Assistant of the Planning Commission; and area elected officials, private firms, consultants, construction contractors, sub-consultants and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists Local Government Services Director with staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

As delegated by the Local Government Services Director, provides staff support on departmental programs;

Assists the Local Government Services Director in developing and administering budgets, programs and performance reports;

Assists the Local Government Services Director with hiring, development, and performance evaluations of staff;

Plans, implements, coordinates, monitors and evaluates local government services programs;

Through interlocal agreements with member governments, provides project administration services for a wide range of community development/improvement projects;

Provides staff/administrative support on water planning bodies including but not limited to: Panhandle Water Planning Group, Groundwater Management Area #1 and the Region-1 Flood Planning group;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Manages the economic development district for the Local Government Services department and implementation of economic development projects in the region;

Reviews and evaluates planning material for contractual compliance;

Prepares applications for planning assistance;

Maintains knowledge and provides evaluation of legislative bills and programs that may impact existing departmental programs or provide new programs;

Defines tasks necessary to successfully complete local government services projects; develops and implements schedules for performing those tasks;

Manages multiple community development projects simultaneously ensuring that each project is given proper attention to ensure its satisfactory completion;

Conducts meetings with local, state and federal officials;

Keeps the Local Government Services Director, local elected officials, and funding agency coordinators apprised of the progress being made to complete those community development/improvement projects;

Assists with the identification of resources which can be used to further the community development/improvement goals under the region's member governments;

Provides consultative and technical assistance services in the planning, implementation and monitoring of local government services programs;

Responds to requests for technical assistance by obtaining and disseminating relevant information and data or identifying alternate information sources capable of ensuring that those requests are filled;

As assigned by the Local Government Services Director, coordinates activities of grant applications submitted for the region, including notification of review to local government and/or individuals and presenting summary of staff review to the PRPC Board of Directors;

Promotes and facilitates ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to addressing the community development/improvement goals of the region's member governments;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Transmits planning data to public and private organizations;

Attends conferences, seminars, and workshops as needed;

May provide consultative or direct city management services;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as assigned by the Local Government Services Director.

#### Other Important Duties\*

Performs other such related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

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\* For the purpose of compliance with the Americans with Disabilities Act (ADA)

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

*Skill/Ability to:* effectively self-direct daily activities related to the administrative management of contracted community development program projects, coordinate planning and program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field, plus at least two years of progressively responsible experience in public administration, planning or community development;

*or* bachelor's degree in public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in public administration, planning or community development;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license.

## **Job Description: LOCAL GOVERNMENT SERVICES PROGRAM COORDINATOR**

**CLASS NO.:** 405

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Local Government Services Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; works closely with the Administrative Program Specialist and Executive Assistant of the Planning Commission; and area elected officials, private firms, consultants, construction contractors and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

As delegated by the Local Government Services Director, provides staff support on departmental programs;

Plans, implements, coordinates, monitors and evaluates local government services programs;

Manages and provides direct administrative support in coordination with assigned advisory boards, planning groups and regional working committees;

Through interlocal agreements with member governments, provides project administration services for a wide range of community development/improvement projects;

Manages multiple community development projects simultaneously ensuring that each project is given proper attention to ensure its satisfactory completion;

Defines tasks necessary to successfully complete local government services projects; develops and implements schedules for performing those tasks;

Conducts meetings with local, state and federal officials;

Keeps the Local Government Services Director, local elected officials, and funding agency coordinators, apprised of the progress being made to complete those community development/improvement projects;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Assists with the identification of resources which can be used to further the community development/improvement goals under the region's member governments;

Provides consultative and technical assistance services in the planning, implementation and monitoring of local government services programs;

Conducts field surveys;

Responds to requests for technical assistance by obtaining and disseminating relevant information and data or identifying alternate information sources capable of ensuring that those requests are filled;

Recommends and coordinates activities to produce a more effective local government services program;

As assigned by the Local Government Services Director, coordinates activities of grant applications submitted for the region, including notification of review to local government and/or individuals and presenting summary of staff review to the PRPC Board of Directors;

Promotes and facilitates ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to addressing the community development/improvement goals of the region's member governments;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needs;

May provide consultative or direct city management services;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as assigned by the Local Government Services Director.

#### Other Important Duties\*

Performs other such related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

*Skill/Ability to:* effectively self-direct daily activities related to the administrative management of contracted community development program projects, coordinate planning and program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

Adhere to all company policies, procedures and guidelines.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field, plus at least two years of progressively responsible experience in public administration, planning or community development;

or bachelor's degree in public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in public administration, planning or community development;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.



## **Job Description: LOCAL GOVERNMENT SERVICES PROGRAM SPECIALIST**

**CLASS NO.:** 407

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Local Government Services Director.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has regular contact with representatives of local, state, and federal government agencies; and works closely with program coordinators of the Planning Commission, area elected officials, private firms, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists in the preparation of local government services budget;

Provides administrative and technical assistance to local governments and other agencies in the areas of community planning, management, grants, recreation and parks;

Collects, organizes and analyzes data required in the development of programs;

Studies and analyzes operations and problems in the local government services field;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Coordinates the acquisition of property for community development projects;

Prepares proposals for grants and contracts related to local government services and assists local entities in the implementation of grants and contracts;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Serves as liaison to transportation stakeholders;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Provides support to Regional Water & Flood Planning Groups and coordinates program activities;

Prepares grant applications and ensures grants are properly administered;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Conducts field surveys;

Promotes ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needed;

Provides contract city management services as directed by Local Government Services Director;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans, and carries out special projects as assigned by the Local Government Services Director.

**Other Important Duties\***

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

*Skill/Ability to:* coordinate program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

Adhere to all company policies, procedures and guidelines.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field.

*or* bachelor's degree in public administration, regional planning, or a related field, plus at least one year of experience in community development;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

## **Job Description: COMMUNITY & ECONOMIC DEVELOPMENT PROGRAM SPECIALIST**

**CLASS NO.:** 409

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of those plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations, economic development entities, the lending industry, client businesses and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Local Government Services Director
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with representatives of local, state and federal government agencies; and works with are elected officials, area economic development professionals, advisory committee members, area bankers, area business people, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Administers grant programs for cities, counties, and other public entities in the community and economic development field;

Assists in the preparation of the PRPC economic development and local government services work program and budget;

Provides technical and administrative assistance to local governments and area economic development entities in the field of economic development and local government;

Collects, organizes and analyzes data required in the development and implementation of municipal, county and economic development programs;

Prepares proposals for grants and contracts related to economic development and assists local entities in the implementation of such grants and contracts;

Works with and speaks to community and professional groups and the media regarding economic development and local government issues;

Prepares grant applications and ensures grants are properly administered;

Promotes ongoing, region-wide, communications and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas;

Prepares state and federal planning documents for regional economic development and

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

transportation purposes;

Provides staff and administrative support to the PRPC Regional Revolving Loan Programs including loan development, packaging and processing;

Assists in coordinating workshops and seminars in the area economic development and local government;

Conducts field surveys;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance and project management services;

Assists in the gathering & disseminating of demographic and census information;

Maintains current general knowledge of Planning Commission activities and represents the PRPC in daily work contacts;

Attends conferences, seminars and workshops as needed;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as may be assigned by the Local Government Services Director.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of economic development, community development, finance and public administration, quantitative and statistical analysis, and other community services administered by the Planning Commission.

*Skill/Ability to:* administer grant programs, coordinate program activities among numerous agencies, groups and local governments; identify specific economic development needs and develop responsive programs; interpret and communicate other relevant state and federal rules, regulations and guidelines; and establish and maintain effective working relationships with officials in local, state and federal agencies, policy and advisory committees of the Planning Commission, the local business community and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in finance, business, public administration or a related field;

*or* bachelor's degree in finance, business, public administration or a related field, plus at least one year of experience in economic or community development;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.

## **Job Description: LOCAL GOVERNMENT SERVICES PROGRAM SUPPORT AIDE**

**CLASS NO.:** 411

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 3/4

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs routine clerical work and routine administrative support and/or technical program assistance work. Work involves operational support to the LGS department staff in the Information, Technical and Assistance, Program Administration and/or Evaluation of Plans or Programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing schedules, priorities and standards and maintenance of general service spreadsheets for the department. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Local Government Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; and works closely with program specialists/coordinators/managers of the Planning Commission, area elected officials, private firms, consultants, contact with clients, volunteers, staff, public/private organizations and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Prepares and disseminates information for grant application/project administration;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Attends special meetings and training activities;

Collects, organizes and analyzes data required in the development of programs;

Studies and analyzes operations and problems in the local government services field;

Provides administrative support, including preparing required reports, correspondence and other documents;

May develop special administrative analyses and summaries;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Attends seminars and workshops as needed and approved;

Maintains departmental files for grant funded programs;

Prepares grant applications and ensures grants are properly administered;

Assists in field surveys;

Promotes ongoing region-wide communication and cooperation on matters of mutual concern;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job does not take into account potential reasonable accommodations*

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Enters program information in various databases; and

Assists in special reports and plans, and carries out special projects as assigned by the Local Government Services Director.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* Standard office practices and procedures; spelling and punctuation; organizational policies and procedures; state and federal grant programs and other grant programs.

*Skill/Ability to:* Communicate and provide technical assistance on state and federal grant programs; operate a computer using standard word processing and spreadsheet, power point and database software packages; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain records and files with precision and accuracy; communicate effectively with the public; and establish and maintain effective working relationships with agency staff and other Planning Commission employees.

Bilingual preferred.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or public administration services experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Obtain certification necessary for special grants; and

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

## **REGIONAL 9-1-1 NETWORK**

## **Job Description: REGIONAL 9-1-1 NETWORK DIRECTOR**

**CLASS NO.:** 501

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of emergency services to local governments. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has contact with Planning Commission employees, local and state government officials, public and private organizations and groups, telephone companies, vendors and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of emergency communications projects;

Conducts meetings with local state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Testifies at hearings and legislative meetings, as appropriate;

Develops and implements departmental budgets, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job does not take into account potential reasonable accommodations*



Develops and implements regional plans for 9-1-1 system operations and ensures that program activities comply with local, state, and federal regulations;

Develops and maintains mapping and addressing resources for the Panhandle;

Maintains knowledge of all applicable regulations and revises the regional emergency communications plan as appropriate;

Maintains knowledge of technological advancements and challenges to 9-1-1 system, including knowledge of wireless communication;

Monitors the system on a continuous basis to ensure the quality of emergency communications delivery;

Manages the independent telephone company database;

Serves as a liaison between state and local governments in establishing a regional 9-1-1 system;

Prepares and submits reports as needed for management of the Planning Commission and for grantor agencies;

Coordinates the installation of equipment with telephone companies and public safety agencies;

Assists with development of 9-1-1 data bases;

Prepares and implements public information and public education programs related to emergency communications;

Develops Call-Taker Training program;

Provides staff support for the advisory committees and the Board of Directors; and

**GEOGRAPHIC INFORMATION SYSTEMS DUTIES:**

Develops and implements policies and procedures designed to ensure the integrity of the Regional 9-1-1 Geographic Information System;

Establishes the GIS goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Develops a standard and process of creating and maintaining 9-1-1 databases and addressing;

Develops, maintains and provides training to staff and local governments on programs and procedures designed to promote effective development and use of 9-1-1 GIS resources;

Develops and maintains diverse spatial data sets relative to the mapping needs of the Planning Commission and its membership;

Develops and implements policies and procedures designed to ensure the integrity of the GIS database environment;

Determines standards on GIS database security;

Develops standards and verifies routine backups and archival of GIS data, software and operating system are completed;

Evaluates and recommends GIS software and available data sets for potential acquisition;

Monitors the operational GIS database environment and takes corrective measures to ensure efficient performance;

Assists area telephone companies with the continual maintenance of the respective MSAG (Master Street Address Guide);

Provide guidance and assistance to the transition to the EGDMS (Enterprise Geospatial Database Management System);

Assists member counties and the U.S. Postal Service with the development and maintenance of rural addresses;

Provides guidance to member cities with addressing methods to improve 9-1-1 functionality and United States Postal Service address verification;

Develops, maintains and provides training to improve the consistency between map products and MSAG (Master Street Address Guide);

Develops, maintains and provides technical assistance and staff support to Panhandle Area Public Safety Answering Points (PSAP);

Updates the GIS and imagery data on 9-1-1 equipment located at Panhandle Area Public Safety Answering Points (PSAP); and

Provides information, maintains records and files, and acts as a general resource in the area of 9-1-1 services.

#### **Other Important Duties\***

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; standard principles and practices of emergency communications planning, program development, implementation, and evaluation; local, state, and federal guidelines applicable to 9-1-1 programs; methods involved in survey information gathering and analysis; computer and communication equipment and operational procedures; law enforcement, fire, and emergency medical operations; and budgeting and grant administration practices and procedures.

*Skill/Ability to:* analyze and evaluate emergency communications services and activities; prepare and analyze program management reports, statements, and correspondence; develop and administer program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, local and state government officials, public and private organizations, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, communications, or a related field, plus at least three years of progressively responsible experience in emergency communications;

*or* bachelor's degree in public administration, communications, or a related field, plus at least five years of progressively responsible experience in emergency communications;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job does not take into account potential reasonable accommodations*

## **Job Description: REGIONAL 9-1-1 NETWORK / INFORMATION TECHNOLOGY PROGRAM COORDINATOR**

**CLASS NO.:** 503

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing, implementing and managing the activities of the regional 9-1-1 network and computer systems. Work also includes planning, coordinating and managing the Planning Commission's internal information technology and computer network operations. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Regional 9-1-1 Network Director and PRPC Executive Director
2. **Directs:** May supervise support personnel or contractors.
3. **Other:** Has regular contact with local elected officials, city/county staff, local, state and federal emergency response agencies, contractors, Planning Commission employees and the public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

#### **REGIONAL 9-1-1 NETWORK FUNCTION:**

Maintains the wide area network, cable and hub installations, inventories, and other related duties;

Maintains in-person or remote day-to-day oversight of the activities involved with the operation of the regional 9-1-1 Network and all call taking equipment;

May work with the PRPC's Regional Emergency Communications Manager to develop solutions to issues involved with the operation of the 9-1-1 network, equipment and backup networks over PANCOM, the Panhandle Regional Interoperable Communication System;

May work with the PRPC's Regional Emergency Communications Manager to develop and maintain the backup PANCOM system and solve PANCOM system glitches as they might occur on a timely basis;

Assists in the delivery of 9-1-1 communications-related training and development either in person or through remote access;

Assists in the development and improvements of the 9-1-1 primary and secondary networks and processes to ensure system reliability;

Assists local jurisdictions to correct all issues affecting 9-1-1 hardware and software;

Maintains and backs up all 9-1-1 related websites, GIS or Geographic Information System, related servers, software and services;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

*This job does not take into account potential reasonable accommodations*

Provides training and support for GIS printers, plotters and sign machines;  
Maintains the 9-1-1 website and databases, as necessary;  
Communicates with 9-1-1 vendors, telephone companies, 9-1-1 users, and management;  
Provides user support and training in the use of available hardware, software, and utilities;  
Prepares budget and planning recommendations for vendor contracts and hardware or software upgrades;  
Prepares budget recommendations for network facilities;  
Maintains 9-1-1 network, support software, hardware and power back-up equipment; and  
Provides information, maintains records and files, and acts as a general resource for making future 9-1-1 improvements.

**INFORMATION TECHNOLOGY AND INTERNAL COMPUTER NETWORK FUNCTION:**

Maintains the local area network, cable and hub installations, inventories, and other related duties;  
Maintains the network's physical and logical structures, including all network connections;  
Maintains PRPC network support software, hardware and power back-up equipment;  
Maintains a thorough understanding of managing e-mail, file, database and other servers;  
Manages and maintains virtual server software;  
Purchases hardware or software as deemed necessary;  
Configures new hardware or software as may be necessary;  
Maintains the operating system and security software utilized on the network, including the addition of new users to the network and establishment of rights and privileges;  
Maintains performance tuning and capacity planning activities to enhance the performance of network resources;  
Maintains routine backup, recovery, and archival of files stored on the network;  
Evaluates various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency;  
Prepares and analyzes statistics on network utilization and availability;  
Analyzes existing network and system procedures for efficiency and effectiveness;  
Conducts product evaluations for new software and upgrades to existing software;  
Identifies potential enhancements to network facilities;  
Communicates with vendors, users, and management;  
Provides user support and training for the use of available hardware, software, and utilities;  
Prepares budget and planning recommendations for vendor contracts and hardware or software upgrades;  
Prepares equipment replacement schedules to make recommendations for department directors and for upgrades to the servers and all networking equipment; and  
Maintains the Planning Commission's primary website and secondary program specific websites; and databases.

### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* the principles, practices and techniques of computer operating systems; computer hardware and software; relevant to network facilities and data processing techniques, computer hardware and software, network operating systems, security software and performance monitoring and capacity management tools.

*Skill/Ability to:* analyze and evaluate information technology problems and solutions, maintain effective working relationships with other 9-1-1 and Planning Commission employees, public officials and the public. Demonstrate proficiency in both oral and written communication. Maintain adequate ability to maintain/configure Microsoft Servers, Microsoft Exchange Servers and the ability to maintain websites and web-servers. Willingness to become proficient with PRPC specific software and solutions by attending trainings or workshops.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in computer science, or a related field; plus at least two years of experience in computer science or network management profession;

*or* bachelor's degree in computer science, or a related field, plus at least four years of progressively responsible experience in computer science or network management profession;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

*This job does not take into account potential reasonable accommodations*

## **Job Description: REGIONAL 9-1-1 NETWORK PROGRAM SPECIALIST**

**CLASS NO.:** 505

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical, and program assistance work for the Panhandle Regional 9-1-1 Network. Work involves disseminating information, maintaining filing systems, financial record keeping, contract maintenance, and budgeting assistance. Other work involves providing consultative and technical services to other governmental agencies, community organizations, and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with area elected officials, telephone companies, local service organizations, private firms, local law enforcement, fire and medical personnel, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Prepares and disseminates information of public interest concerning the 9-1-1 system and services;

Prepares payables for the department;

Inputs vital information submitted by the public into the 9-1-1 databases;

Files and prepares files for program documents;

Assists in the development of the Regional 9-1-1 Network Strategic Planning process;

Assists in preparation of special meetings, workshops, and training sessions with advisory councils and public, state and federal government groups;

Assists with public education activities and the development of policies and procedures;

Types letters, memoranda, reports, and other documents;

May develop special administrative analyses and summaries of staff reports and recommendations for review by an administrator;

Makes copies of documents and materials as needed and instructed;

Maintains appointment calendars;

Coordinates and attends meetings and conferences, and takes and transcribes notes;

May present items to PRPC Board of Directors for review and/or approval;

Initiates and coordinates rural signage replacement;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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Provides technical assistance to service providers to enhance the delivery of services;  
Performs call center visits and monitors compliance;  
Assists with gathering information for grant and contract reporting;  
Assists in renewal of interlocal agreements for 9-1-1 services;  
May train administrative support staff, city or county, in performing related activities;  
Coordinates and/or provides staff support for special projects;  
Attends seminars and workshops as needed and approved; and  
Maintains and updates all inventory in order to track equipment and expenditures.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of emergency call delivery, standard office practices and administrative procedures; spelling and punctuation; departmental policies and procedures; and records storage, retention, budgeting, and disposition of laws and guidelines. Knowledge of emergency communication systems helpful but not required.

*Skill/Ability to:* coordinate program activities among numerous agencies, telephone companies, groups, emergency responders, and local governments; understand and follow instructions; operate a variety of office machines and word processing equipment; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain accurate contract and financial records of the department's business; apply correct business English, spelling, and punctuation; maintain records and files with precision and accuracy; organize data; communicate effectively with the public; and establish and maintain effective working relationships with coworkers, elected officials, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in business administration, accounting, regional planning, or a related field.

*or* bachelor's degree in business administration, accounting, regional planning, or a related field, plus at least one year of emergency communications experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

## **Job Description: REGIONAL 9-1-1 NETWORK PROGRAM**

### **PSAP PROGRAM SPECIALIST**

**CLASS NO.:** 507

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

#### **SUMMARY OF POSITION**

Performs complex planning, research, consultative work in providing for the effective and efficient training, certification, public education, and support to the Regional Public Safety Answering Points, cities and counties. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

#### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with regional telecommunicators, area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire, and medical personnel.

#### **EXAMPLES OF WORK**

##### **Essential Duties\***

Collects, organizes and analyzes data required in the development of emergency communications;  
Provides on-site and remote software training to PSAP staff in compliance with department recommendations;

Makes regular contact, in accordance with department recommendations, with PSAP supervisors to verify software and hardware functionality, offer recorder support, provide assistance and collect call test logs, and assess public education needs;

Makes oral and written presentations to local governing bodies, communities, service organizations, and law enforcement, fire, and medical personnel;

Studies and analyzes operations and problems in the emergency communications field;

Provides Panhandle Area Public Safety Answering Point (PSAP) monitoring to ensure compliance with the Commission on State Emergency Communications, (CSEC), rules and guidelines;

Provides technical assistance and staff support to Panhandle Area Public Safety Answering Points (PSAP) and elected officials;

Surveys to ensure maps and call routing are correct;

Orders materials for the public education/training project;

Prepares and submits reports as needed for management of the public education/training and for grantor agencies;

Develops and coordinates training for 9-1-1 call takers;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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Develops and coordinates public education activities and materials;  
Provides staff support for the advisory committees and the Board of Directors;  
Provides information, maintains records and files, and acts as a general resource in the area of a public education/training project;  
Provides information, maintains records and files, and acts as a general resource in the area of a dispatch personnel and recording access;  
Provides certification assistance to local call takers;  
Provides updates to Panhandle 9-1-1 websites and social networking pages; and  
Attends seminars and workshops as needed and approved; and  
Assists local governments in planning and implementing phases of an addressing project.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local state and federal laws and regulations relevant to program area; standard principles and practices of; methods involved in survey information gathering and analysis; computer equipment and operational procedures; and law enforcement, fire, and emergency medical operations.

*Skill/Ability to:* analyze and evaluate addressing; prepare and analyze program management reports, statements, and correspondence; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, local and state government officials, public and private organizations, and the general public.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, communications, criminal justice, or a related field; or a Telecommunicator Proficiency Certificate from the Texas Commission on Law Enforcement (TCOLE);

*or* bachelor's degree in public administration, communications, criminal justice, or a related field, plus at least two years of training, educational, and/or emergency communications experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation

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*This job does not take into account potential reasonable accommodations*

## **Job Description: REGIONAL 9-1-1 NETWORK GEOGRAPHIC INFORMATION SYSTEMS/TECHNICAL PROGRAM SPECIALIST**

**CLASS NO.:** 509

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing, implementing and assisting with maintaining the activities of the region's regional 9-1-1 network geographic information systems (GIS) and computer systems. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities, and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

4. Reports to: Regional 9-1-1 Network Director
5. Directs: This is a non-supervisory position.
6. Other: Has regular contact with local elected officials, city/county staff, local, state and federal emergency response agencies, contractors, Planning Commission employees and the public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists with maintaining and improving GIS or Geographic Information System, related servers, software and services;

Assists with maintaining of the 9-1-1 website and databases, as necessary;

Assist in assigning rural addresses, and correcting invalid addresses;

Assist in the creation of maps to aide emergency responders and public safety answering points;

Assists with maintaining the wide area network, cable and hub installations, inventories, and other related duties;

Assists with maintaining 9-1-1 hardware, computers, network equipment, support software, and power back-up equipment;

Assists with in-person or remote day-to-day oversight of the activities involved with the operation of the regional 9-1-1 Network and all call taking equipment;

Assists in the delivery of 9-1-1 communications-related training and development either in person or through remote access;

Assists in the development and improvements of the 9-1-1 primary and secondary networks and processes to ensure system reliability;

Assists local jurisdictions to correct all issues affecting 9-1-1 hardware and software;

Works with vendors to install and maintain backup power sources for the 9-1-1 Network;

Assists with communication with 9-1-1 vendors, telephone companies, 9-1-1 users, and

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job does not take into account potential reasonable accommodations*

management;

Assists with user support and training in the use of available hardware, software, and utilities;

Assists with the development and maintenance of VoIP telephone systems;

Assists with budget and planning recommendations for vendor contracts and hardware or software upgrades;

Assists with the preparation of budget recommendations for network facilities;

May work with the PRPC's Regional Emergency Communications Manager to develop solutions to issues involved with the operation of the 9-1-1 network, equipment and backup networks over PANCOM, the Panhandle Regional Interoperable Communication System;

May work with the PRPC's Regional Emergency Communications Manager to develop and maintain the backup PANCOM system and solve PANCOM system glitches as they might occur on a timely basis;

Assists in renewal of interlocal agreements for 9-1-1 services;

Assists with gathering information for grant and contract reporting;

Assists with public education activities as it pertains to 9-1-1; and

Assists with providing information, maintains records and files, and acts as a general resource for making future 9-1-1 improvements.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* general understanding of GIS concepts; the principles, practices, and techniques of computer operating systems; computer hardware and software relevant to network facilities and data processing techniques; network operating systems, security software, performance monitoring and capacity management tools; VoIP telephone system setup and maintenance.

*Skill/Ability to:* analyze and evaluate problems and solutions as they pertain to GIS and technology, maintain effective working relationships with other 9-1-1 and Planning Commission employees, public officials and the public. Demonstrate proficiency in both oral and written communication. Maintains adequate ability to maintain/configure 9-1-1 related customer premise equipment and auxiliary equipment. Willingness to become proficient with PRPC specific software and solutions by attending trainings or workshops.

Must be capable of lifting 50 pounds.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in geography, computer science, or a related field; plus at least two years of experience in computer science or network management profession;

or bachelor's degree in geography, computer science, or a related field, plus at least four years of progressively responsible experience in computer science or network management profession;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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*This job does not take into account potential reasonable accommodations*

## **Job Description: REGIONAL 9-1-1 NETWORK GEOGRAPHIC INFORMATION SYSTEMS ADMINISTRATIVE ASSISTANT**

**CLASS NO.:** 511

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 5/6

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs moderately complex administrative support work in providing for the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets relative to the Regional 9-1-1 Network's Geographic Information System (GIS). Work involves the development and administration of the Regional 9-1-1 Network's GIS and Global Positioning System (GPS) applications. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Regional 9-1-1 Network Geographic Information Systems Program Coordinator
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with Planning Commission employees, area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire and emergency medical personnel and the public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Follows and ensures compliance with policies and procedures designed to ensure the integrity of the Regional 9-1-1 Geographic Information System;

Maintains spatial data sets relative to the mapping needs of the Planning Commission and its membership;

Follows standards on GIS database security;

Assists area telephone companies with the continual maintenance of respective MSAG (Master Street Address Guides);

Assists member counties and the U.S. Postal Service with the development and maintenance of rural addresses;

Provides guidance to member cities with addressing methods to improve 9-1-1 functionality and United States Postal Service address verification;

Improves consistency between map products and MSAG (Master Street Address Guide);

Makes oral and written presentations to local governing bodies, committees, services organizations, law enforcement, fire and emergency medical organizations;

Creates specialty map products as requested by Planning Commission membership as time and resources dictate; and

Assists in the installation and/or maintenance of 9-1-1 equipment including battery backup, call taking equipment, etc.

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\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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#### Other Important Duties\*

Performs such other related duties as may be assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* the principles, practices and techniques of computer operating systems; computer hardware and software; GIS (Geographic Information Systems); and GPS (Geographic Positioning Systems).

*Skill/Ability to:* analyze and evaluate problems and provide automated solutions, maintain effective working relationships with other Planning Commission employees, public officials and the public and demonstrate proficiency in both oral and written communication.

Adhere to all company policies, procedures and guidelines.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in geography, computer science or a related field,

*or* high school graduation, or its equivalent, plus at least two years of data entry experience, GIS, or related fields.

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job does not take into account potential reasonable accommodations*

## **AREA AGENCY ON AGING**

## **Job Description: AREA AGENCY ON AGING DIRECTOR**

**CLASS NO.:** 601

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of services for the aging. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government and local officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has contact with representatives of local, state, and federal government agencies; public and private organizations; service providers; other program personnel; private contractors; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of projects for the aging;

Prepares budgets, interviews job applicants and performs other administrative duties;

Conducts meetings with local state and federal officials;

Prepares and delivers presentations; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Testifies at hearings and legislative meetings, as appropriate;

Promotes effective development and use of resources for programs;

Assists in identifying the need for new programs;

Maintains program fidelity and accountability;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Establishes access to ethics training for staff;

Analyzes the application of programs, develops action plans to improve or initiate programs;

Identifies service needs and resources for the elderly, develops ways to address gaps in existing services, and serves as an advocate for the elderly in special situations;

Negotiates all contracts and agreements to acquire services for the region's elderly;

Compiles and analyzes all statistical and program reports for all funding sources;

Develops and administers grant applications and proposals;

Prepares and implements the area plan which identifies services to be provided to the elderly of the region;

Determines allocation of funding and prepares regional budget and contracts which correspond to the objectives of the area plan;

Compiles, maintains, and analyzes data on the region's elderly population and serves as an information resource for subcontractors, aging advisory council, and general public;

Maintains liaison with aging services, including the Texas Health and Human Services Commission;

Develops program performance evaluation tools and other pertinent forms to aid in program planning, reporting, and monitoring responsibilities;

Reviews annual monitoring and program performance of all services;

Develops and maintains program policies and procedures and oversees their implementation;

Coordinates publicity and public relations functions to publicize and market the program;

Coordinates Area Agency on Aging Advisory Council activities;

Ensures program records, files and resource information are updated and maintained in a timely and orderly manner;

Develops training and technical assistance activities for staff, program participants, contractors, and service providers to ensure delivery of a comprehensive service system; and

Serves as a resource person to community agencies, institutions, groups and elected officials.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* general management principles; the aging process, programs, and services; nutrition, transportation, housing, and home health programs; grant, proposal, contract, and budget preparation and analysis; local, state, and federal regulations relating to human and social service programs for the elderly, including the Older Americans Act of 1965 as amended; program development, implementation, and evaluation procedures; survey, information gathering and analysis techniques; and practices and procedures of accounting and financial operations.

*Skill/Ability to:* analyze and evaluate aging program services and activities; interpret and apply applicable laws, rules, and regulations; apply planning techniques; prepare reports, statements, and correspondence in a neat and legible manner; prepare grants, proposals, contracts, and budgets; supervise and motivate employees; establish and maintain effective working relationships with elderly citizens, citizen groups, service providers, state and local government officials, and the general public; and demonstrate proficiency in both oral and written communication.

Adhere to all company policies, procedures and guidelines.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*



### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, gerontology, or a related field, plus at least three years of progressively responsible experience in the field of aging;

*or* bachelor's degree in public administration, social science, gerontology, or a related field, plus at least five years of progressively responsible experience in the field of aging;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: AREA AGENCY ON AGING OPERATIONS MANAGER**

**CLASS NO.:** 603

**EEOC CATEGORY:** Professional

**PAY GROUP:** 10/11/12

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves operational management support the AAA in planning, developing, coordinating, monitoring and evaluating aging services, projects, programs and fiscal compliance. Other work involves technical assistance to the AAA Director in the day-to-day operations of the agency and serves as a liaison between older individuals and resources, services and opportunities that assist them in maintaining their independence. Work also provides administration of fiscal documentation, programmatic documentation, and reports to ensure state and federal rules, regulations, and requirements are met in a manner that supports Desk Review and other auditing methods. Works under minimal direction and supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Area Agency on Aging Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with AAA staff and its service providers; representatives of local, state, and federal government agencies; public and private organizations; and other program personnel, volunteers, clients, and their families; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists the AAA Director with departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Assists the AAA Director in the day-to-day operations of the AAA with a focus on fiscal and programmatic reporting to comply with state and federal rules, regulations and requirements to meet current contract and departmental standards;

Assists the AAA Director in the development, implementation and maintenance of new and/or continuing projects that serve older individuals in the Panhandle region;

Assists the AAA Director in developing and administering budgets, area plans and performance reports;

Maintains the system of computerized agency program/fiscal performance reports as specified by state and/or federal law and compiles appropriate data and completes necessary reports for all services provided through the Area Agency on Aging;

Compiles and analyzes statistical data related to program performance of AAA staff and service providers and maintains records and files in accordance with applicable rules, regulations, policies and procedures in a manner that supports state and federal requirements;

Serves as assistant Data Systems Administrator for client information system;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Monitors authorizations and expenditures on services provided by contractors and coordinates with PRPC finance department regarding AAA needs;

Conducts advisory council meetings and activities;

Compiles and analyzes client satisfaction survey results for direct and contracted services;

Supervises annual quality assurance monitoring of contractors;

Conducts contractor application/enrollment process including monitoring of application accuracy, completeness, and appropriateness of unit rates, etc.;

Negotiates contract renewals and amendments, including appropriate unit rates for AAA services in compliance with state and federal regulations and serves as the AAA liaison to regional contractors and contracts; and

Interprets policies, rules or regulations and provides guidance to staff and service providers in relation to contract administration, policies, and procedures.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and awareness of aging services.

*Skill/Ability to:* organize and maintain computer data and reports; demonstrate proficiency in both oral and written communication; prepare reports, statements, contractor agreements, and correspondence in a neat, accurate and legible manner; establish and maintain effective working relationships with personnel of all programs within the AAA; demonstrate ability to relate to older individuals and their families; analyze and evaluate aging services programs and activities; work independently; and demonstrate a high level of organization ability.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, gerontology, psychology, social work, or a related field, plus at least two years of progressively responsible experience in the field of aging, nursing, social work or other human services;

*or* bachelor's degree in public administration, gerontology, psychology, social work or a related field, plus at least four years of progressively responsible experience in the field of aging, nursing, social work or other human services;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: AREA AGENCY ON AGING MANAGING LOCAL OMBUDSMAN**

**CLASS NO.:** 605

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced mediation work administering the Long-Term Care Ombudsman program. Work involves serving as a liaison between nursing and assisted living facilities, their residents and families assisting them in resolving conflicts. Works also involves coordinating the Volunteer Ombudsman and programs. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Area Agency on Aging Director and Operations Manager.
2. Directs: May supervise support personnel; provides direction to Volunteer Ombudsmen.
3. Other: Has regular contact with residents of long-term care facilities and their families, organizations of the elderly, representatives of state agencies, private contractors, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists the AAA Director with departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Visits nursing and assisted living facilities in the region serving as a liaison between the facility, the residents and their families to facilitate the best possible quality of life for the residents;

Receives and processes complaints and requests for information;

Files appeals and represents residents during hearings;

Supervises the Volunteer Ombudsmen program activities, including recruitment, initial and continuing education of training for ombudsman volunteers, maintenance of activity reports, certification documents and related reports;

Maintains a resource file and directory for all licensed long-term care facilities in the region and establishes working relationships with the administrators of these facilities;

Supervises assignment of staff and Volunteer Ombudsmen to long-term care facilities in the region and provides technical assistance to staff and volunteers;

Maintains records in accordance with applicable rules, regulations, policies, and procedures, including protecting the identity, confidentiality, and privacy of clients and/or their representatives;

Records all program activities utilizing statewide database;

Prepares statistical reports as required and assists with preparation of other reports;

Ensures accurate, timely and complete programmatic reporting to comply with state and federal rules, regulations and requirements to meet current contract standards;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Provides complex information on the local ombudsmen program to the Area Agency on Aging Director, Operations Manager, and other appropriate agencies and organizations in monthly and quarterly reports and as requested;

Provides complex information and education regarding the long-term care system and the rights and concerns of residents and potential residents to long-term care facilities, resident's families, community groups, and the general public;

Coordinates long-term care activities with adult protective services and other appropriate agencies;

Monitors the schedule of and participates in Texas Department of Health and Human Services Commission open hearings, surveys, and exit interviews in long-term care facilities in the region and coordinates the participation of Volunteer Ombudsmen members;

Develops and coordinates in-service continuing education training schedule and implementation for Volunteer Ombudsmen members, and planning and conducting programs for the meetings;

Attends educational seminars concerning the elderly and maintains close contact with other involved agencies, such as the Texas Department of Health and Human Services and the Department of Family and Protective Services;

Monitors, evaluates, and provides technical assistance to area aging programs, including fiscal and operational activities; and

Provides assistance with program development.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; the process of aging and aging programs; nutrition services; aging grants and grant preparation; and planning techniques.

*Skill/Ability to:* interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to aging programs; establish and maintain effective working relationships with older individuals, citizen groups, ombudsman volunteers, and the general public; assess and evaluate projects; work independently; demonstrate proficiency in both oral and written communication; and operate computers using standard word processing, spreadsheet & database software packages.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, gerontology, sociology, social work, or a related field, plus at least two years of progressively responsible experience in the field of aging, nursing, social work or other human services;

*or* bachelor's degree in public administration, gerontology, sociology, social work, or a related field, plus at least four years of experience in aging programs;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities;

### **CERTIFICATES AND LICENSES REQUIRED**

Certification as an Ombudsman by the Texas Department of Health & Human Services within three months of employment;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: AREA AGENCY ON AGING PUBLIC EDUCATION and BENEFITS COUNSELING PROGRAM SPECIALIST**

**CLASS NO.:** 607

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Work involves operational support to the AAA in planning, developing, coordinating, and evaluating public education needs and services. As a benefits counselor work includes complex case management services and mediation work. Other work involves serving as a liaison between older individuals and the resources, services, and opportunities that assist them in maintaining their independence. Works under general supervision with considerable latitude for initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Area Agency on Aging Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with AAA staff and its service providers; representatives of local, state, and federal government agencies; public and private organizations; and other program personnel, volunteers, clients, and their families; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Plans, coordinates, implements, and evaluates public education needs for the region as it relates to the elderly population;

Establishes education goals and objectives; and develops schedules, priorities, and standards for achieving goals;

Collects, organizes, and analyzes data in the development of training and education;

Maintains up-to-date knowledge of local state, and federal guidelines and policies regarding aging initiatives;

Coordinates, schedules, and attends various meetings and makes presentations, as appropriate;

Educates and assists older individuals in finding solutions to problems concerning Medicare, Social Security, Medicaid, Trusts, Guardianship, medical directives, Medicare Supplemental policies, long-term care alternatives, prescription needs, and housing issues;

Interview clients or their authorized representatives to assess service needs;

Provides ongoing services as a liaison between clients, client's families, and service providers;

Creates content for regular mail-outs to clients with information on topics relevant to older adults;

Conducts client satisfaction surveys, annually at a minimum;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Maintains client files and records following applicable rules, regulations, policies, and procedures including protecting the identity, confidentiality, and privacy of clients and/or their representatives;

Records accurate client data utilizing statewide database;

Coordinates with the Director to ensure HICAP performance measures are met;

Attends educational seminars concerning aging issues and maintains close contact with other involved agencies;

Coordinates, schedules, and attends various meetings and makes presentations, as appropriate;

Maintains agency calendar of outreach, in-service, and educational services provided by all staff;

Records outreach & educational data utilizing statewide database; and

Coordinates with regional agencies and organizations that serve older individuals to ensure training needs are met throughout the region.

#### Other Important Duties\*<sup>1</sup>

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal laws and regulations relevant to the program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and awareness of aging services.

*Skill/Ability to:* organize and maintain education and training needs for the agency and the aging population and their caregivers throughout the region; demonstrate proficiency in both oral and written communication; operate computer using standard word processing, spreadsheet & database software packages, prepare reports and correspondence in a neat, accurate and legible manner; establish and maintain effective working relationships with personnel of all programs within the AAA; demonstrate ability to relate to older individuals and their families; analyze and evaluate aging services programs and activities; work independently; and demonstrate a high level of organization ability.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, gerontology, sociology, social work, or a related field;

or bachelor's degree in public administration, gerontology, sociology, social work, or a related field, plus at least one year of progressively responsible experience in the field of aging, nursing, social work or other human services;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; Bilingual preferred.

### **CERTIFICATES AND LICENSES REQUIRED**

Certification as an Ombudsman by the Texas Department of Aging and Disability Services within six months of employment;

Certification as a Level I Benefits Counselor within three months of employment;

Certification in preparing Medical Advanced Directives within one year of employment; and

Appropriate Texas driver's license or available alternate means of transportation.

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\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: AREA AGENCY ON AGING BENEFITS COUNSELING PROGRAM SPECIALIST**

**CLASS NO.:** 609

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex case management services and mediation work. Work involves serving as a liaison between older individuals and the resources, services and opportunities that assist them in maintaining their independence and enhance their quality of life. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Area Agency on Aging Director and Operations Manager.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with older individuals and their families, organizations serving older individuals, representatives of state agencies, private contractors, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Assists older individuals in finding solutions to problems concerning Medicare, Social Security, Medicaid, Trusts, Guardianship, medical directives, Medicare Supplemental policies, long term care alternatives, prescription needs and housing issues;

Interviews clients or their authorized representatives to assess service needs;

Provides on-going services as a liaison between clients, clients' families and service providers;

Conducts monthly HICAP/MIPPA mail outs;

Conducts client satisfaction surveys, annually at a minimum;

Maintains client files and records in accordance with applicable rules, regulations, policies, and procedures including protecting the identity, confidentiality and privacy of clients and/or their representatives;

Verifies all AAA staff have entered and exported BCFs and GAMs monthly;

Ensures accurate, timely and complete programmatic reporting to comply with state and federal rules, regulations and requirements to meet current contract and departmental standards;

Coordinates with AAA Director and Assistant Director to ensure HICAP performance measures are met;

Coordinates recruiting, initial and continuing certification training for Health Information, Counseling and Advocacy Program volunteers;

Maintains files for all Health Information Counseling and Advocacy Program volunteers and staff;

Attends educational seminars concerning aging issues and maintains close contact with other involved agencies;

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Coordinates, schedules and attends various meetings and makes presentations, as appropriate;

Assists with the preparation of required reports; and

Provides technical assistance to Health, Information, Counseling and Advocacy Program (HICAP) volunteers.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and an awareness of aging services.

*Skill/Ability to:* a demonstrated ability to relate to older individuals and their families and an ability to establish and maintain effective working relationships with agencies and organizations to carry out the goals of the program; identify needs, analyze information and develop workable solutions; demonstrate high level of organization, demonstrate proficiency in both oral and written communication and operate computer using standard word processing, spreadsheet & database software packages.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, gerontology, sociology, social work, or a related field.

*or* bachelor's degree in public administration, gerontology, sociology, social work, or a related field, plus at least one year of experience in aging programs;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities;

### **CERTIFICATES AND LICENSES REQUIRED**

Certification as a Level II Benefits Counselor within 6 months of employment;

Certification for Advanced Directives within 12 months of employment; and

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: AREA AGENCY ON AGING PROGRAM SPECIALIST (CARE COORDINATION)**

**CLASS NO.:** 611

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION:**

Performs advanced case management services to assist the older adult population and their families. Work involves developing and maintaining contact with clients, client families, and service providers for medical, social, educational, and related service needs. Performs informational, educational, and social services work directly to AAA-eligible clients and community groups. Work also involves coordinating activities with and serving as a liaison to hospitals, nursing homes, other branches of the local medical community, and other human service volunteer agencies. Other work involves preparing reports and ensuring timely submission of departmental reports relating to the care coordination program in compliance with state and federal rules, regulations, policies, and procedures. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to the Director of Area Agency on Aging and/or her designee.
2. Directs: This is a non-supervisory position.
3. Other: Interaction/contact with AAA staff, clients, client's family members, representatives of local, state, and federal government agencies, public and private organizations, service providers, other program personnel, volunteers, other agency clients, private non-contracting entities, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Interviews client, members of client's family, and other concerned parties to obtain appropriate case assessment information, and assists, in determining eligibility for agency and other collateral care services;

Organizes and maintains complete and accurate documentation of all client data/contacts following applicable rules, regulations, policies, and procedures in a manner that supports local, state, and federal requirements;

Plans, organizes, and conducts care coordination services, and receives contractor billing, verifies for accuracy, and submits billing to finance for payment;

Maintains knowledge of current information about available services in the region. Provides information to clients about available services and gaining access to available services. Interviews/assesses clients to gather information regarding service needs. Such interviews/assessments may occur over the phone or at the client's home;

Ensures that referrals are made to appropriate resources, and follows up to ensure satisfactory outcomes occur;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Develops and implements care plans as necessary to meet the client's needs and conducts reassessments as necessary;

Authorizes care coordination services and/or supplemental services that coordinate with other service provider activities; and serves as a liaison between clients, client families, caregivers, and service providers as needed;

Ensures accurate, timely, and complete programmatic reporting to comply with state and federal rules, regulations, and requirements to meet current contract and departmental standards;

Maintains strict confidentiality of client information, whether such data is electronic or otherwise;

Conducts customer satisfaction surveys with clients and groups at a minimum annually, as appropriate;

Coordinates a continuum of care between hospitals and other local medical and human services agencies;

Conducts and participates in appropriate conferences, meetings, and seminars; and

Maintains/updates contractor applications/agreements.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* provisions of the Older Americans Act and applicable regulations and social service delivery systems in Texas and community resources. The process of aging, Medicare, and Medicaid; public and private sector resources, general office policies and procedures and computer operations.

*Skill/Ability to:* establish and maintain effective working relationships with older individuals, citizen groups, service providers, state and local government officials, and the general public; interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to aging programs and caregiving; interview clients skillfully, provide care/client planning skills, evaluate client needs, work independently and in a team setting, and demonstrate proficiency in both oral and written communication. Operate a computer using standard word processing, spreadsheet & database software packages, respect and maintain the confidentiality of client information; and be sensitive to the needs of older individuals.

Bilingual preferred.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in social work, sociology, gerontology, psychology, business or public administration or a related field;

or bachelor's degree in social work, sociology, gerontology, psychology, business or public administration, or a related field, plus one year of relevant experience;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Obtain Benefits Counseling Level 1 certification within the first 12 months of employment; and

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disability Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: AREA AGENCY ON AGING CAREGIVER PROGRAM SPECIALIST**

**CLASS NO.:** 613

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION:**

Performs complex planning and research work along with informational, educational, and social services work directly to AAA eligible clients and community groups. Work involves identification/ongoing evaluation of service priorities for caregivers in the Panhandle. Other work involves implementing area plans, collecting and analyzing data, preparing reports, and ensuring timely submission of departmental reports relating to the National Family Caregiver Support Program in compliance with state and federal rules, regulations, policies and procedures. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Area Agency on Aging Director and Operations Manager.
2. Directs: This is a non-supervisory position.
3. Other: Interaction/contact with AAA staff, caregivers, caregivers' family members, representatives of local, state and federal government agencies, public and private organizations, service providers, other program personnel, volunteers, other agency clients, private non-contracting entities and general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists the AAA Director and Operations Manager in the compilation, analysis and submission of fiscal and programmatic reports in compliance with applicable rules, regulations, policies and procedures in a manner that supports local, state and federal requirements;

Organizes and maintains complete and accurate documentation of all client data/contacts in accordance with applicable rules, regulations, policies and procedures in a manner that supports local, state and federal requirements;

Ensures accurate, timely and complete programmatic reporting to comply with state and federal rules, regulations and requirements to meet current contract and departmental standards;

Plans, organizes, and conducts annual caregiver workshop, and assesses and evaluates training needs of caregivers;

Maintains knowledge of current information about available services in the region and provides information to caregivers about available services and assistance to caregivers in gaining access to available services;

Organizes monthly support groups in a manner that assists caregivers in making decisions and solving problems relating to their caregiving roles, as appropriate;

Provides educational programs or presentations to departments, agencies, civic groups, caregivers, and the general public;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Maintains caregiver libraries set up across the Panhandle;

Explains program benefits and requirements to caregivers and clients;

Interviews/assesses caregivers to gather information regarding service needs, interviews/assessments may occur over the phone or at client's home;

Conducts reassessments as necessary;

Refers caregivers to other agencies for assistance as appropriate;

Develops and implements care plans to meet the caregivers/recipients' needs;

Authorize respite and/or supplemental services, to complement care provided by caregivers and to coordinate with other service provider activities;

Provides case management for the length of the care plan and serves as a liaison between clients, client families, caregivers and service providers;

Ensures accurate and complete data entry into statewide database, as applicable;

Implements, coordinates and conducts evidence-based programming for caregivers as defined by ACL as funding allows;

Maintains strict confidentiality of client information, whether such data is electronic or otherwise;

Conducts customer satisfaction surveys with clients and groups at a minimum annually, as appropriate;

Maintains/updates contractor applications and agreements annually;

Designs, initiates and develops special projects in relation to caregiver activities, as available through state and/or federal resources; and

Attends training, meetings and conferences related to program goals, as approved by Director and as funding allows.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* The process of aging and aging programs, planning techniques, interviewing techniques, local state and federal regulations relating to human and social service programs including long-term care, Medicare and Medicaid; public and private sector resources, general office policies and procedures and computer operations.

*Skill/Ability to:* Interpret and communicate to others rules, regulations and guidelines prepared by state and federal agencies relating to aging programs and caregiving; establish and maintain effective working relationships with clients, citizen groups, volunteers and the general public; interview clients skillfully, provide care/client planning skills, evaluate client needs, work independently and in a team setting, and demonstrate proficiency in both oral and written communication. Work as a leader in the community to educate individuals/groups regarding public/private benefits and resources;

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in social work, sociology, gerontology, psychology, business or public administration or a related field;

or bachelor's degree in social work, sociology, gerontology, psychology, business or public administration, or a related field, plus one year of relevant experience;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

or any equivalent combination of experience and training that provides required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Obtain Benefits Counseling Level 1 certification within the first 12 months of employment;

Obtain a minimum coach certification for any implemented caregiver evidence-based program (as funding allows); and

Appropriate Texas driver's license or available alternate means of transportation.

# **WORKFORCE DEVELOPMENT**

## **Job Description: WORKFORCE DEVELOPMENT DIRECTOR**

**CLASS NO.:** 701

**EEOC CATEGORY:** Official and Administrator

**PAY GROUP:** 13/14/15

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of workforce development services. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Executive Director.
2. Directs: Department personnel.
3. Other: Works closely with departmental staff; representatives of local, state, and federal agencies; contractors; local businesses; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties \***

Directs departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Develops, oversees the implementation of, and evaluates various workforce training programs, ensuring that programs are in compliance with applicable laws and regulations;

Maintains up-to-date knowledge of state and federal laws and rules governing workforce development programs and informs staff and participants of necessary changes and/or updates;

Prepares and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Provides technical assistance to staff and service providers to assure delivery of a comprehensive service system;

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of workforce development projects;

Interviews job applicants and performs other administrative duties;

Conducts meetings with local state and federal officials;

Prepares and delivers presentations; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Testifies at hearings and legislative meetings, as appropriate;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs;

Assists in identifying the need for new programs;

Analyzes the application of programs, develops action plans to improve or initiate programs;

Schedules, coordinates, and attends various meetings, briefings, seminars, and training sessions as appropriate;

Coordinates the preparation and submission of program documents, including grant applications, plans, contracts, requests for proposals, financial reports and various other program reports;

Ensures program records and files are properly maintained and updated;

Serves as contact person in negotiations with funding agencies at the state and federal level and with elected officials, private organizations, and businesses;

Oversees the development of the department's work plan, assigns work activities and projects, monitors work flow, and evaluates products, methods, and procedures for compliance requirements; and

Manages primary service provider contracts and associated procurement activities.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* supervisory techniques; budgetary processes and procedures; and laws and regulations governing the development and implementation of employment and training programs.

*Skill/Ability to:* supervise and motivate employees; establish and maintain effective working relationships with representatives of local, state, and federal agencies, contractors, local businesses, and the general public; demonstrate proficiency in both oral and written communication; understand, apply, and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to employment and training programs; prepare proposals and administer grants and contracts; operate a computer using

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

standard word processing and spreadsheet software packages; and develop and administer program budget.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, business, social science, education, or a related field, plus at least three years of progressively responsible experience in workforce development;

*or* bachelor's degree in public administration, business, social science, education, or a related field, plus at least five years of progressively responsible experience in workforce development;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: WORKFORCE DEVELOPMENT CONTRACT/ACCOUNTING MANAGER**

**CLASS NO.:** 703

**EEOC CATEGORY:** Professional

**PAY GROUP:** 10/11/12

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration or direction work in the provision of workforce development services. Work involves workforce contract management, monitoring and analyzing budgets, developing and evaluating budget requests, and coordinating program activities. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards; and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: May supervise support personnel.
3. Other: Works with departmental staff, training institutions, contractors, employers, representatives of governmental agencies, program participants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Assists Workforce Director with departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Validates invoices associated with contractor-authorized services delivered to program participants, employers, and other customers, including those from training institutions, child care providers and vendors of supportive services;

Validates all participant timesheets and their data entry into payroll system, processes payroll card applications, and coordinates any necessary changes or corrections with the financial institution;

Prepares the processing of contractor-authorized payments to program participants, employers, training institutions, child care providers and vendors of supportive services;

Receives, reports and tracks participant job injuries;

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Inventories fuel cards, bus tickets, incentive cards and other service cards used for workforce development program purposes;

Conducts departmental financial monitoring activities as needed to supplement the work of professional monitors;

Assists the Director with the Workforce Division's fiscal operations to facilitate the delivery of

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*This job description does not take into account potential reasonable accommodations.*

workforce development programs;

Assist with budgets and manages the utilization of workforce development grant and contract funds;

Budgets and manages workforce development contracts;

Monitors fiscal requirements in workforce contracts and identifies changes needed for compliance;

Prepares financial information required for program management and Board reporting;

Assists in the preparation of financial information required for program management and reporting;

Procures, prepares, and negotiates contracts and administration of grants, renewals and amendments with service deliverers and other vendors;

Assists the Workforce Development Director in developing, oversight of the implementation, and evaluation of various workforce training programs, ensuring that programs are in compliance with applicable laws and regulations;

Facilitates the departmental budget preparation and implementation, including monitoring and approval of expenditures;

Monitors fiscal requirements in grants and contracts and identifies changes necessary for compliance;

Assists with the preparation and submission of program documents, including grant applications, plans, contracts, requests for proposals, and various program reports;

Negotiates and prepares memoranda of understanding and cost sharing agreements with other agencies and organizations;

Develops, procurement, and distribution of program-related software, tools, and customer products and services needed for service delivery;

Secures facilities and provides the associated management services that include, but are not limited to, the procurement, negotiation and preparation of leases and contracts, and purchases of related equipment, furnishings and services;

Evaluates contractor and facility needs, prepares associated budgets, and maintains inventory of departmental property;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs;

Supports the Workforce Development Director in negotiations with funding agencies at the state and federal level and with elected officials, private organizations, and businesses;

Assists the Director with Workforce Development liaison activities with the Finance staff;

Provides support to policy and advisory groups as assigned; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce training programs; education, and human service; methods involved in information gathering and statistical analysis.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; work independently and creatively; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data. Ability to use Microsoft and other financial software (Excel, Access, etc.) as needed.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in accounting, finance, business, public administration, business/contract management, social science, education, or a related field, plus at least two years of progressively responsible experience in workforce development;

*or* bachelor's degree in accounting, finance, business, public administration, business/contract management, social science, education, or a related field, plus at least four years of progressively responsible experience in workforce development;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

## **Job Description: WORKFORCE DEVELOPMENT PROGRAM MANAGER**

**CLASS NO.:** 705

**EEOC CATEGORY:** Professional

**PAY GROUP:** 10/11/12

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing and implementing strategic plans and procedures for regional workforce development programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: May supervise support personnel.
3. Other: Works with departmental staff, program participants, training institutions; contractors, employers, representatives of governmental agencies, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

May supervise the work of others, under the direction of Workforce Development Director;

Procures, negotiates, and prepares contracts, renewals and amendments with service deliverers and other vendors;

Negotiates and prepares memoranda of understanding, infrastructure agreements, cost sharing agreements, and leases with other agencies, organizations and vendors;

Collects, organizes and analyzes labor market and demographic data required in the development of various planning, contractual, and informational documents;

Prepares and distributes program policies and procedures, and provides associated clarification, guidance and instructions to contractors;

Manages online Eligible Training Provider program certifications for the region, including approving applications, and evaluating training program effectiveness; and ensuring that programs are in compliance with applicable laws and regulations;

Collects, organizes and analyzes contracted performance measures and data, provides various plans to improve performances, prepares reports and development of various planning, contractual, and informational documents;

Prepares plans and grant applications in order to obtain funding for various workforce development programs, facilitates utilization of grant funds once awarded, and prepares and submits required reporting to grant partners and funding agencies;

Prepares and updates the Panhandle Workforce Development Board Plan biannually;

Evaluates contractor and facility needs, and prepares associated proposals/requests to Workforce Development Director;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Manages the development, procurement, distribution, and maintains the inventory of program-related software, equipment, tools, and customer products and services needed for service delivery;

Serves as the designated workforce development Equal Opportunity Officer and 504 Coordinator to conduct or facilitate all related activities;

Prepares and facilitates Workforce Development Board, Consortium's Governing Body, and associated Council and Committee meetings and activities under the direction of Workforce Development Director;

Coordinates, schedules, and attends various meetings and seminars and makes presentations;

Prepares, reviews, and submits required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs; and

Oversees program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, or a related field, plus at least two years of progressively responsible experience in workforce development information systems management;

*or* bachelor's degree in public administration, social science, or a related field, plus at least four years of progressively responsible experience in workforce development information systems management;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: WORKFORCE DEVELOPMENT COORDINATOR**

**CLASS NO.:** 707

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional program plans and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: May supervise support personnel.
3. Other: Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Plans and develops workforce programs, ensuring compliance with applicable local, state, and federal policies and statutes;

Performs internal Program Monitoring and coordinates external Fiscal Monitoring of workforce development and child care services provided by the One-Stop Service Delivery System Contractor; and facilitates the workforce development monitoring reviews conducted by the Texas Workforce Commission (TWC), the Texas Health and Human Services Commission (HHSC), and the U.S. Department of Labor (DOL);

Serves as the Workforce Development Point of Contact for programs including, but not limited to, Workforce Innovation and Opportunity Act (WIOA); Child Care Services; Temporary Assistance for Needy Families (TANF)/Choices and Noncustodial Parent (NCP) Choices; Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T); Reemployment Services and Eligibility Assessment (RESEA); and Trade Adjustment Assistance (TAA);

Manages automation/accesses and support desk functions for the TWC systems including, but not limited to, WorkInTexas Case Management System; the Program Integrity Reporting Tracking System (PIRTS); Resource Access Control Facility (RACF); WorkInTexas.com (WIT case management system); plus, the HHSC Texas Integrated Eligibility Redesign System (TIERS);

Serves as the Panhandle Workforce Development Board staff WIT Liaison/Administrator, as well as the PRPC designee for Child Care program Appeal(s) of (an) Adverse Action(s);

Assists in the preparation of program policies and procedures used by Panhandle Workforce Development Board and Contractor staff;

Evaluates program performance and provides technical assistance with recommendations for

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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program improvement and corrective actions for Workforce Solutions staff and other Boards as needed;

Collects, organizes and analyzes data required in the development of various planning, contractual and informational documents;

Conducts periodic reviews of contractor programs ensuring compliance with applicable local, state, and federal policies and statutes;

Prepares, reviews, and submits required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, education, or a related field;

*or* bachelor's degree in public administration, social science, business, education, English, or a related field, plus at least one year of experience in workforce development;

*or* associates degree in business administration, management, marketing, professional communication, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: WORKFORCE DEVELOPMENT PROGRAM SPECIALIST**

**CLASS NO.:** 709

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional program plans and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, employers, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Plans and develops workforce programs, ensuring compliance with applicable local, state, and federal policies and statutes;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce programs;

Prepares grant applications and plans in order to receive funding for various workforce development programs;

Prepares and facilitates Workforce Development Board's Child Care Advisory Committee meetings under the direction of Workforce Development Director;

Assists in the preparation of program policies and procedures used by Workforce Development;

Evaluates program performance and provides technical assistance with recommendations for program improvement and corrective actions;

Collects, organizes and analyzes data required in the development of various planning, contractual and informational documents;

Conducts periodic reviews of contractor programs ensuring compliance with applicable local, state, and federal policies and statutes;

Assists in the preparation, review, and submission of required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Assists preparing written reports on review results, including any findings and related recommendations;

Assists preparing annual risk assessment to direct monitoring activities;

Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, education, or a related field;

*or* bachelor's degree in public administration, social science, business, education, English, or a related field, plus at least one year of experience in workforce development;

*or* associates degree in business administration, management, marketing, professional communication, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: WORKFORCE DEVELOPMENT PROGRAM SPECIALIST**

**CLASS NO.:** 711

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional program plans and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, employers, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Plans and develops workforce programs, ensuring compliance with applicable local, state, and federal policies and statutes;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce programs;

Prepares grant applications and plans in order to receive funding for various workforce development programs;

Assists in the preparation of program policies and procedures used by Workforce Development;

Evaluates program performance and provides technical assistance with recommendations for program improvement and corrective actions;

Collects, organizes and analyzes data required in the development of various planning, contractual and informational documents;

Conducts periodic reviews of contractor programs ensuring compliance with applicable local, state, and federal policies and statutes;

Assists in the preparation, review, and submission of required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

Assists preparing written reports on review results, including any findings and related recommendations;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Assists preparing annual risk assessment to direct monitoring activities;

Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, education, or a related field;

*or* bachelor's degree in public administration, social science, business, education, English, or a related field, plus at least one year of experience in workforce development;

*or* associates degree in business administration, management, marketing, professional communication, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
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**Job Description: WORKFORCE DEVELOPMENT PROGRAM  
SPECIALIST – WIOA ENROLLMENT LIAISON**

**CLASS NO.:** 713

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional program plans and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Director.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, employers, and the general public.

**EXAMPLES OF WORK**

**Essential Duties\***

WIOA Enrollment Liaison Is responsible for supporting the enrollment process of eligible participants into the WIOA program.

Increase community and system awareness of the WIOA resources and activities available at Workforce Solutions Panhandle;

Assist in outreach, intake, and referral services to ensure participants receive appropriate services to enhance their employability;

Assist participants in completing enrollment paperwork and required documentation. - Provide information on program services, benefits, and expectations;

Track participant progress and provide ongoing support and follow-up;

Plans and develops workforce programs, ensuring compliance with applicable local, state, and federal policies and statutes;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce programs;

Assists in the preparation of program policies and procedures used by Workforce Development;

Evaluates program performance and provides technical assistance with recommendations for program improvement and corrective actions;

Collects, organizes and analyzes data required in the development of various planning, contractual and informational documents;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Assists with the online Eligible Training Provider program certifications for the region, including approving applications, and evaluating training program effectiveness; and ensuring that programs are in compliance with applicable laws and regulations;

Conducts periodic reviews of contractor programs ensuring compliance with applicable local, state, and federal policies and statutes;

Assists in the preparation, review, and submission of required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

Assists preparing written reports on review results, including any findings and related recommendations;

Assists preparing annual risk assessment to direct monitoring activities

Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.

*Skill/Ability to:* understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, social science, education, or a related field;

*or* bachelor's degree in public administration, social science, business, education, English, or a related field, plus at least one year of experience in workforce development;

*or* associates degree in business administration, management, marketing, professional communication, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**Job Description: WORKFORCE DEVELOPMENT**  
**FISCAL ADMINISTRATIVE ASSISTANT – CONTRACT SERVICES**

**CLASS NO.:** 715

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 5/6

**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

Performs moderately complex administrative support and/or technical program assistance work. Work involves collecting and processing client and fiscal information and records associated with Workforce Development programs. Works under general supervision with moderate latitude for use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Contract/Accounting Manager.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants and their families, contractors, training institutions, employers, representatives of governmental agencies, and the general public.

**EXAMPLES OF WORK**

**Essential Duties\***

Receives billing claims from Child Care service providers and reviews for appropriate authorization and accuracy;

Coordinates necessary changes or corrections with Child Care contractor staff;

Submits approved Child Care claims for processing through States' data collection system (TWIST/TX3C);

Assists with Child Care payment processing, disbursements, and reports;

Collects Child Care service provider payment information and updates records as necessary;

Helps receive, review, and verify participant timesheets and enters data into payroll system, provides wage verification upon request;

Enter participants' vital information in payroll system, verifying documents for completeness and accuracy;

Maintains filing systems for participant payroll documentation;

Helps receive, report, and track participant job injuries;

Maintains a contract and worksite numbering system for non-financial and on-the-job training agreements;

Maintain a Rapid Response numbering system as notification of an activity is received, entering that information into TWIST/WIT and sending Workforce the required numbering information;

Assists with the management and ordering of inventory of fuel cards, bus tickets, and incentive cards used for workforce development program purposes;

Assist in grant/contract in office and out of office monitoring requirements;

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*



Facilitates smooth operations during board and governing board meetings by:

- Setting up PowerPoint presentations for visual aids.
- Ensuring accurate recording of meeting proceedings.
- Managing participant attendance.
- Ensuring proper upload and storage of meeting recordings for archival and viewing purposes.

Is cross-trained and capable of performing the duties of Fiscal Administrative Assistant – Program Services, when necessary, in a back-up capacity;

Maintains up to date knowledge of local, state, and federal guidelines and policies governing workforce training programs; and

Attends workshops and meetings as required.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal laws and regulations relevant to program area; workforce training program intake procedures.

*Skill/Ability to:* establish effective working relationships with coworkers, program participants, contractors, training institutions, employers, and the general public; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing and spreadsheet software packages; maintain clerical records and files; organize data; type accurately at a speed of at least 50 words per minute.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in accounting, or a related field;

or high school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or workforce development program experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**Job Description: WORKFORCE DEVELOPMENT**  
**FISCAL ADMINISTRATIVE ASSISTANT – PROGRAM SERVICES**

**CLASS NO.:** 717

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 5/6

**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

Performs moderately complex administrative support and/or technical program assistance work. Work involves collecting and processing client and fiscal information and records associated with Workforce Development programs. Works under general supervision with moderate latitude for use of initiative and independent judgment.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Workforce Development Contract/Accounting Manager.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants and their families, contractors, training institutions, employers, representatives of governmental agencies, and the general public.

**EXAMPLES OF WORK**

**Essential Duties\***

Receives billing claims from Child Care service providers and reviews for appropriate authorization and accuracy;

Coordinates necessary changes or corrections with Child Care contractor staff;

Submits approved Child Care claims for processing through States' data collection system (TWIST/TX3C);

Assists with Child Care payment processing, disbursements, and reports;

Collects Child Care service provider payment information and updates records as necessary;

Assists with processing of contractor-authorized payments to program participants, employers, training institutions, child care providers, and vendors of supportive services;

Assists with receipt of invoices and statements from vendors based on payment authorizations, verify accuracy and processing related accounts payable vouchers;

Assists with receipt of invoices and statements from vendors, verifying accuracy and processing related accounts payable for all facilities costs associated with all Workforce Offices and Mobile Units;

Helps coordinate any related changes or corrections with contractor staff and vendors;

Helps enter authorization and payment data into client payables system and produce reports as requested;

Ensures the timely submission of payables to the finance department on a weekly basis;

Helps track and report contractor authorized and obligated expenditures for management purposes;

Serves as liaison between the PRPC Finance department and the contractor staff in order to

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

maintain an accurate and current vendor list;

Helps maintain filing systems for payables documentation;

Responsible for the collection and distribution of all incoming departmental mail;

Assist in grant/contract in office and out of office monitoring requirements;

Is cross-trained and capable of performing the duties of Fiscal Administrative Assistant – Contract Services, when necessary, in a back-up capacity;

Perform annual costs comparison for larger purchase categories used as Workforce facilities services and pre-approved vendors to be used by Contractor staff;

Maintains up to date knowledge of local, state and federal guidelines and policies governing workforce training programs; and

Attends workshops and meetings as required.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal laws and regulations relevant to program area; workforce training program intake procedures.

*Skill/Ability to:* establish effective working relationships with coworkers, program participants, contractors, training institutions, employers, and the general public; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing and spreadsheet software packages; maintain clerical records and files; organize data; type accurately at a speed of at least 50 words per minute.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in accounting, or a related field;

or high school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or workforce development program experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

# **DISPUTE RESOLUTION CENTER**

## **Job Description: DISPUTE RESOLUTION CENTER PROGRAM COORDINATOR**

**CLASS NO.:** 801

**EEOC CATEGORY:** Professional

**PAY GROUP:** 8/9/10

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs advanced planning, research, consultative, technical and program administration work for the Dispute Resolution Center. Work involves developing, implementing and managing local and regional program plans. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Deputy Executive Director/Finance Director
2. **Directs:** May supervise support personnel or contractors.
3. **Other:** Has regular contact with judges and attorneys; juvenile probation officers; legal, community, and social service groups and organizations; Dispute Resolution Center volunteers; and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Plans and implements Dispute Resolution Center programs, ensuring compliance with applicable local, state, and federal policies and statutes;

Liaison to volunteer Mediators;

Adheres to program guidelines, procedures and policies;

Prepares budgets and performs other administrative duties;

Schedules mediations with lawyers, clients, volunteer mediators and judges as necessary;

Assists in development of program funding plan;

Prepares, reviews, and submits required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;

Makes presentations regarding DRC to legal community, and civic and social service groups and organizations;

Completes and maintains spreadsheet for tracking of mediation schedule and payments;

Plans and moderates remote mediations via Zoom;

Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities; and

Prepares, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state, and federal guidelines and policies governing the field of Alternative Dispute Resolution; and the current legislation which affects the DRC including funding, operations, and qualifications.

*Skill/Ability to:* understand, apply, and communicate to others effective working relationships with volunteer mediators, case referral services, attorneys, school representatives, and the general public; demonstrate proficiency in both oral and written communications; evaluate and prepare Dispute Resolution programs, and prepare reports on services; and develop the program budget.

Adhere to all company policies, procedures and guidelines.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in communications, political science, sociology, social work, public relations, public administration, or a related field;

*or* bachelor's degree in communications, political science, sociology, social work, public relations, public administration, or a related field, plus at least four years of progressively responsible experience in related field;

*or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

Must have completed or be willing to complete within three months of the date of hire, the 40 hours basic mediation training and the additional 30 hours family law mediation training. Training will be covered at the expense of the PRPC.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## Appendix A

### EEOC DESCRIPTIONS OF JOB CATEGORIES

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

1. **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, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, and kindred workers.
2. **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, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, and kindred workers.
3. **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 and operators, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.
4. **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, and kindred workers.
5. **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. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary welfare service aides, recreation assistants, homemakers' aides, and kindred workers.
6. **Office and Clerical.** 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, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.
7. **Skilled Craft Workers.** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes 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, and kindred workers.
8. **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 groundskeepers, refuse collectors, construction laborers, and kindred workers.

**Appendix B**  
**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Executive Director	\$106,500 – 171,688	\$155,000	Executive Director Director V Director VI	\$106,500 – 171,688 112,047 – 189,499 123,252 – 208,449	Exempt 4 B30 B31
Deputy Executive Director/ Finance Director	\$86,785 – 137,779	\$124,820	Manager VII Director III Director IV	\$92,600 – 156,612 92,600 – 156,612 101,860 – 172,272	B28 B28 B29
Executive Assistant	\$60,975 – 85,550	\$72,220	Executive Assistant III Manager II	\$54,278 – 87,046 61,184 – 99,658	B21 B23
Receptionist	\$27,653 – 39,908	\$21,583.75 *2	Administrative Assistant II Customer Service Representative I	\$32,332 – 47,355 32,332 – 47,355	A11 A11
Receptionist	\$27,653 – 39,908	\$36,155	Administrative Assistant II Customer Service Representative I	\$32,332 – 47,355 32,332 – 47,355	A11 A11



**Panhandle Regional Planning Commission Position/Salary Comparisons  
To Similar State of Texas Positions/Salaries  
(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Assistant Finance Director	\$78,890 – 125,253	\$108,382	Director I Accountant VII Manager V	\$76,530 – 129,430 76,530 – 129,430 76,530 – 129,430	B26 B26 B26
Accountant II	\$60,975 – 85,550	\$67,063	Accountant V Financial Analyst II	\$57,614 – 93,138 57,614 – 93,138	B22 B22
Accounting Systems Program Specialist (Accounts Payable Specialist)	\$44,536 – 64,280	\$62,712	Administrative Assistant VI Accountant III	\$48,244 – 76,028 45,521 – 71,055	A19 B18
Accounting Systems Program Specialist (Human Resources/ Payroll)	\$44,536 – 64,280	\$56,814	Human Resources Specialist II Payroll Specialist III	\$42,976 – 64,469 \$48,244 – 76,028	B17 B19

**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Regional Services Director	\$86,785 – 137,779	\$103,160	Director III Director IV	\$92,600 – 156,612 101,860 – 172,272	B28 B29
Regional Emergency Communications and Preparedness Program Manager	\$65,201 – 103,510	\$87,384	Program Specialist VI Planner IV Contract Specialist V Project Manager III Manager IV	\$61,184 – 99,658 65,104 – 106,634 65,104 – 106,634 65,104 – 106,634 69,572 – 114,099	B23 B24 B24 B24 B25
Regional Emergency Management Planning Program Coordinator	\$60,975 – 85,550	\$59,488	Planner III Program Specialist V Emergency Management Program Coordinator III	\$57,614 – 93,138 54,278 – 87,046 54,278 – 87,046	B22 B21 B21
Regional Services Emergency Program Specialist	\$44,536 – 64,280	\$51,648	Program Specialist II Planner I Emergency Management Program Coordinator I	\$45,521 - \$71,055 45,521 - \$71,055 42,976 – 64,469	B18 B18 B17
Regional Services Program Specialist	\$44,536 – 64,280	*3	Planner I Contract Specialist II Program Specialist II	\$45,521 – 71,055 45,521 – 71,055 45,521 – 71,055	B18 B18 B18

**Panhandle Regional Planning Commission Position/Salary Comparisons  
To Similar State of Texas Positions/Salaries  
(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Local Government Services Director	\$86,785 – 137,779	\$105,371	Manager V Director III Director IV	\$76,530 – 129,430 92,600 – 156,612 101,860 – 172,272	B26 B28 B29
Local Government Services Manager	\$65,201 – 103,510	\$83,463	Planner IV Program Specialist VI Project Manager III	\$65,104 – 106,634 61,184 – 99,658 65,104 – 106,634	B24 B23 B24
Local Government Services Coordinator	\$60,975 – 85,550	\$74,026	Planner III Program Specialist VI Project Manager II	\$57,614 – 93,138 61,184 – 99,658 57,614 – 93,138	B22 B23 B22
Local Government Services Coordinator	\$60,975 – 85,550	\$65,427	Planner III Program Specialist VI Project Manager II	\$57,614 – 93,138 61,184 – 99,658 57,614 – 93,138	B22 B23 B22
Local Government Services Coordinator	\$60,975 – 85,550	\$65,427	Planner III Program Specialist VI Project Manager II	\$57,614 – 93,138 61,184 – 99,658 57,614 – 93,138	B22 B23 B22

**Panhandle Regional Planning Commission Position/Salary Comparisons  
To Similar State of Texas Positions/Salaries  
(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Local Government Services Program Specialist	\$44,536 – 64,280	\$55,428	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18
Community and Economic Development Program Specialist	\$44,536 – 64,280	\$47,960	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18

**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Regional 9-1-1 Director	\$86,785 – 137,779	\$98,189	Geographic Information Specialist V Director III Director IV	\$76,530 – 129,430 92,600 – 156,612 101,860 – 172,272	B26 B28 B29
Regional 9-1-1 Network /Information Technology Program Coordinator	\$60,975 – 85,550	\$72,220	Program Specialist VI Network Specialist IV Database Administrator II	\$61,184 – 99,658 61,184 – 99,658 61,184 – 99,658	B23 B23 B23
Regional 9-1-1 Network Program Specialist	\$44,536 – 64,280	\$51,648	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18
Regional 9-1-1 Network Program PSAP Program Specialist	\$44,536 – 64,280	\$56,814	Program Specialist II Planner I	\$45,521 – 71,055 45,521 – 71,055	B18 B18
Regional 9-1-1 Network Information Systems/Technical Program Specialist	\$44,536 – 64,280	\$47,960	Geographic Information Specialist I Network Specialist I	\$45,521 – 71,055 42,976 – 64,469	B18 B17

**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Regional 9-1-1 Network Geographic Information Systems Administrative Assistant	\$40,484 – 58,434	\$46,948	Administrative Assistant V Geographic Information Specialist I	\$42,976 – 64,469 45,521 – 71,055	A17 B18

**Panhandle Regional Planning Commission Position/Salary Comparisons  
To Similar State of Texas Positions/Salaries  
(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Area Agency on Aging Director	\$86,785 – 137,779	\$100,294	Director III Director IV	\$92,600 – 156,612 101,860 – 172,272	B28 B29
Area Agency on Aging Operations Manager	\$65,201 – 103,510	\$83,174	Manager III Director I Planner IV	\$65,104 – 106,634 76,530 – 129,430 65,104 – 106,634	B24 B26 B24
Area Agency on Aging Managing Local Ombudsman	\$60,975 – 85,550	\$59,488	Planner III Social Worker IV Program Specialist V Ombudsman III	\$57,614 – 93,138 57,614 – 93,138 54,278 – 87,046 54,278 – 87,046	B22 B22 B21 B21
Area Agency on Aging Public Education and Benefits Counseling Program Specialist	\$44,536 – 64,280	\$38,736 *2	Volunteer Services Coordinator IV Planner I Social Worker II Program Specialist II	\$48,244 – 76,028 45,521 – 71,055 45,521 – 71,055 45,521 – 71,055	B19 B18 B18 B18
Area Agency on Aging Benefits Counselor Program Specialist	\$44,536 – 64,280	\$61,182	Planner I Social Worker II Program Specialist II	\$45,521 – 71,055 45,521 – 71,055 45,521 – 71,055	B18 B18 B18

**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Area Agency on Aging Program Specialist (Care Coordination)	\$44,536 – 64,280	\$52,757	Planner I Social Worker II Program Specialist II	\$45,521 – 71,055 45,521 – 71,055 45,521 – 71,055	B18 B18 B18
Area Agency on Aging Caregiver Specialist Program Specialist	\$44,536 – 64,280	\$51,648	Planner I Social Worker II Program Specialist II	\$45,521 – 71,055 45,521 – 71,055 45,521 – 71,055	B18 B18 B18



**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Workforce Development Director	\$86,785 – 137,779	\$122,198	Director III Director IV	\$92,600 – 156,612 101,860 – 172,272	B28 B29
Workforce Development Contract/Accounting Manager	\$65,201 – 103,510	\$93,775	Accountant VI Planner IV Contract Specialist V Project Manager III Manager V	\$65,104 – 106,634 65,104 – 106,634 65,104 – 106,634 65,104 – 106,634 76,530 – 129,430	B24 B24 B24 B24 B26
Workforce Development Program Manager	\$65,201 – 103,510	\$79,441	Planner IV Contract Specialist V Project Manager III Manager V	\$65,104 – 106,634 65,104 – 106,634 65,104 – 106,634 76,530 – 129,430	B24 B24 B24 B26
Workforce Development Coordinator	\$60,975 – 85,550	\$67,305	Planner III Program Specialist VI	\$57,614 – 93,138 61,184 – 99,658	B22 B23
Workforce Development Program Specialist	\$44,536 – 64,280	\$51,648	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18

**Panhandle Regional Planning Commission Position/Salary Comparisons**  
**To Similar State of Texas Positions/Salaries**  
**(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Workforce Development Program Specialist	\$44,536 – 64,280	\$55,428	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18
Workforce Development Program Specialist – WIOA Enrollment Liaison	\$44,536 – 64,280	\$46,790	Planner I Program Specialist II	\$45,521 – 71,055 45,521 – 71,055	B18 B18
Workforce Development Fiscal Administrative Assistant – Contract Services	\$40,484 – 58,434	\$43,596	Contract Specialist I Administrative Assistant IV	\$40,918 – 61,130 38,976 – 58,045	B16 A15
Workforce Development Fiscal Administrative Assistant – Program Services	\$40,484 – 58,434	\$48,122	Contract Specialist I Administrative Assistant IV	\$40,918 – 61,130 38,976 – 58,045	B16 A15

**Panhandle Regional Planning Commission Position/Salary Comparisons  
To Similar State of Texas Positions/Salaries  
(September, 2025)**

<b>PRPC POSITION TITLE</b>	<b>FY25 AUTHORIZED PRPC SALARY RANGE</b>	<b>CURRENT PRPC SALARY</b>	<b>SIMILAR STATE CLASS TITLE(S)</b>	<b>AUTHORIZED*1 STATE SALARY RANGE(S)</b>	<b>STATE SALARY GROUP</b>
Dispute Resolution Center Program Coordinator	\$60,975 – 85,550	\$62,499	Ombudsman IV Program Specialist VI	\$61,184 – 99,658 61,184 – 99,658	B23 B23

\*1 – As provided for in the 2023 General Appropriations Act  
for the 2024-2025 Biennium

- 88th Legislative Session indicated change to previous biennium

\*2 – Currently a part-time position. Salary indicated reflects a  
full-time salary equivalent amount at current rate of pay

\*3 – Position currently vacant