

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: \_\_\_\_\_

Business Unit Number: \_\_\_\_\_

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is computer usage < 25%?	Yes      No	Does not require annual Cybersecurity training if "Yes"

### SECTION II – REASON FOR REQUEST

--

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	_____	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

### SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Title		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account ( <i>Same for all Business Units</i> )	510010	Account ( <i>Same for all Business Units</i> )	510010
Business Unit PC ( <i>Projects or Grants only</i> )		Business Unit PC ( <i>Projects or Grants only</i> )	
Project/Grant ( <i>Projects or Grants only</i> )		Project/Grant ( <i>Projects or Grants only</i> )	
Activity ID ( <i>Projects or Grants only</i> )		Activity ID ( <i>Projects or Grants only</i> )	



Lori Remington, Division Director of Human Resources

Business Unit Approval (Business Unit Head or Designee)

Date

## Specialist II – 28500

Job Code:	FLSA Status:	Job Division:
000333 – Specialist II	Non-Exempt	Harris County Public Library
Job Business Unit:	Functional Title:	Report To:
Library - 28500	Specialist II - ESL	Division Director, Programs, Partnerships, and Outreach
Pay Grade:	PCN	Date Created
012	10026968	05/2025

### GENERAL SUMMARY

Under the supervision of the Program, Partnerships, and Outreach Division Director, the Specialist II supports the daily operations of ESL and Citizenship programming services and workshops, ensuring efficient delivery across library branches and community partners. Responsibilities include supporting ELS team leaders, supporting curriculum, and coordinating specialized training with branch library staff. The role also involves organizing outreach efforts, monitoring program performance, maintaining student records, and serving as a backup ESL instructor. The Specialist I works collaboratively with internal teams and external partners to ensure integrated, high-quality services that meet community needs.

### DUTIES & RESPONSIBILITIES

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Supports daily operations of ESL and adult-literacy programs across all branches, ensuring smooth class logistics, timely distribution of instructional materials, and high-quality service delivery
- Coordinates with branches and community-partner leads to align workflows and resource needs
  - Cultivates and maintains relationships with community partners to expand program reach and resources
  - Collaborates with branch staff and external partners to develop, update, and manage ESL and literacy instructional materials.
- Provides guidelines, resources, and partnership connections to empower branch-based ESL and adult-literacy teams
- Acts as a backup ESL instructor and assists with class evaluations and tutor training when needed.
- Assist in designing and delivering internal staff and external partner training on ESL best practices and language-translation service access
- Assist with plans and participate in meetings, workshops, community events, marketing initiatives, and professional conferences to raise program visibility and engagement
- Serves as backup ESL instructor and supports tutor training, class evaluations, and system-wide program coordination.
- Supports branch staff in delivering ESL services and facilitates system-wide coordination meetings to align efforts across service locations.

- Actively serve on relevant committees to drive continuous improvement
- Develops, administers, and analyzes surveys and evaluation tools to monitor program performance and learner outcomes
- Maintains accurate student records and compiles monthly statistics
- Prepares quarterly and annual performance reports, including data summaries for internal review and external stakeholders
- Assists with additional administrative tasks related to literacy services as assigned
- Attend staff and administrative meetings, and contribute to library-wide initiatives as needed
- Other duties as assigned.

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

- Strong understanding of ESL instruction, adult education principles, and language acquisition
- Familiarity with citizenship education, immigration processes, and community integration services
- Translation and interpretation tools and language access best practices
- Excellent organizational and time management skills, with the ability to coordinate complex schedules and multiple program components
- Strong communication skills, both verbal and written, including public speaking and facilitation
- Proficient in planning and executing training, meetings, and outreach events
- Skilled in data collection, analysis, and reporting for program evaluation
- Competent in using technology for scheduling, database management, and communication (e.g., Microsoft Office, Google Workspace, or similar systems)
- Ability to work collaboratively with diverse teams, community partners, and stakeholders.
- Ability to adapt to changing needs and problem-solve effectively
- Ability to serve as an ESL instructor when needed and support instructional delivery
- Ability to maintain confidentiality when dealing with sensitive information
- Ability to add, subtract, multiply, and divide numbers and common decimals
- Must use your personal mobile device for our Multifactor Authentication process

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

-Driving: Will be required to provide available and reliable transportation for frequent travel throughout Harris County.

-Office Equipment: Daily use of a computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs, including Microsoft Office Suite, Outlook, Word, Excel, and GPS.

-Physical Activities: Sits for long periods; light physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting, and carrying

-Lifting: Ability to lift, carry, and exert up to 25 pounds. Occasionally lifts, carries, and exerts up to 40 pounds

-Vision and Hearing: Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation, and respond to verbal inquiries.

-Exposure to Environmental Conditions: The position generally works in an office setting with overhead lighting and long periods of screen time.

#### **POSITION TYPE AND TYPICAL HOURS OF WORK**

The position is generally scheduled Monday through Saturday, with a once-a-month standard for weekend outreach work. Attendance at evening meetings, after-hours events, and off-site meetings will be required. Possible work in an outdoor environment with exposure to inclement weather or various temperature changes.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in education, Human Services, Social Sciences, or other related field from an accredited college or university
- One (1) year of full-time experience in literacy programs or special education experience

#### **OR**

- Associate degree in any field or 60 hours of secondary education credits from an accredited college or university, and
- Two (2) years of full-time experience in literacy programs or special education experience

#### **OR**

- High school diploma or G.E.D. equivalent, and
- Five (5) years of full-time experience in literacy programs or special education experience

#### **PREFERRED QUALIFICATIONS**

-Bilingual Preferred

#### **OTHER DUTIES**

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

#### **REPORTING RELATIONSHIPS**

Reports to Position: Division Director, Programs, Partnerships and Outreach  
Supervises Positions: None

#### **EQUAL OPPORTUNITY STATEMENT**

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

#### **JOB DESCRIPTION APPROVAL**

This Job Description has been approved by the appropriate levels of management.

**Approver**

**Signature**

**Date**

Manager \_\_\_\_\_

Date: \_\_\_\_\_

HR Rep. \_\_\_\_\_

Date: \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential duties, and responsibilities of the position.

Employee \_\_\_\_\_

Date: \_\_\_\_\_