

HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

Job Title: Eligibility Clerk FLSA Status: Non-Exempt

Dept. Code: 240-001 Civil Service Status: Non-Exempt

SUMMARY:

Under the general direction of the lead eligibility worker. Assists the eligibility workers with all clerical tasks;

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enters data and other information into computer system;
- Filing, typing, faxing, copying;
- Interacts with the public and other government agencies;
- Compiles data into report formats and forwards information to the appropriate person;
- Acts as a receptionist;
- Greet the public, assists with applications and other documents;
- Schedules intake appointments;
- Log case numbers;
- Answers telephone or switchboard;
- Assists public with questions and requests;
- Assists eligibility staff with all clerical tasks;
- Ability to work well with others;
- Regular attendance is a must

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

EDUCATION and/or EXPERIENCE:

- High School diploma or GED;
- One (1) year experience in social services field;
- Must have good computer skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County;

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;

**HIDALGO COUNTY
HEALTH & HUMAN SERVICES DEPARTMENT**

Job Title: Eligibility Specialist	FLSA Status: Non-Exempt
Dept. Code: 240-001	Civil Service Status: Non-Exempt

SUMMARY:

Determine eligibility for Hidalgo County residents for County Indigent Health Care Program as well as other direct assistance programs, which include funeral assistance, medical transportation, lodging and meals. Assist County residents in identifying and obtaining various financial and health care resources; provide community resource information and make appropriate referrals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames;
- Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands;
- Prepare various reports and correspondence;
- Be available to answer questions and provide information to the general public and assist in identifying resources;
- Attend and participate in staff meetings and workshops;
- Stay abreast of policies and procedural changes in the Indigent Program and other related health care programs;
- Properly prepare and complete necessary program forms and documents;
- Maintain and update participant computer and hard copy case files;
- Assist in clerical work as needed;
- Regular attendance is a must;
- Ability to work well with others;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

- High School diploma or GED;
- Minimum of two (2) years experience with Indigent Health Care, Medicaid Programs, or related social programs- **PREFERRED**;
- Higher education hours may be substituted for experience up to two (2) years.
- Experience in Eligibility Determination preferred;
- Must have good computer skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County;

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

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

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

- Maintain mental capacity which permits:
- making sound decisions and using good judgment;
 - handling financial affairs effectively and honestly;
 - maintaining confidentiality;
 - demonstrating intellectual capabilities;

- Effectively handle a work environment and conditions which involve:
- working closely with others;
 - working in a multi-task environment;

- Maintain effective audio-visual discrimination and perception needed for:
- making observations;
 - reading and writing;
 - operating assigned equipment;
 - communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;

Hidalgo County Budget Office
FISCAL NOTE

*Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Valde Guerra, Budget Officer
CC Date: Tuesday, September 16, 2008

Agenda Item: AI-11110

SUMMARY OF REQUEST/ PROPOSAL:

The Health & Human Services Dept.- Human Services Division is requesting approval to reclassify 3 positions, slot no.'s 240-001-0006, -0026, and -0028 with no budgeted salary change, effective next full pay period (10/03/08).

Fund	Position	Slot#	Obj	Current Budgeted Salary	Total Salary Requested	Adjustment Requested
1100	Billing Specialist	0006	113	28,629.00	28,629.00	0.00
1100	Eligibility Clerk	0026	113	21,840.00	21,840.00	0.00
1100	Eligibility Specialist	0028	113	28,865.00	28,865.00	0.00
				79,334.00	79,334.00	
						0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
8-1100-444-00-240-001-0-	113	HUMAN SERVICES - PERM F/T EMPL	-
8-1100-444-00-240-001-0-	211	HUMAN SERVICES - HEALTH INSURANCE	-
8-1100-444-00-240-001-0-	212	HUMAN SERVICES - LIFE INSURANCE	-
8-1100-444-00-240-001-0-	220	HUMAN SERVICES - FICA	-
8-1100-444-00-240-001-0-	230	HUMAN SERVICES - RETIREMENT	-
8-1100-444-00-240-001-0-	250	HUMAN SERVICES - UNEMPLOYMENT COMP	-
8-1100-444-00-240-001-0-	260	HUMAN SERVICES - WORKER'S COMP	-
		2008 Budgetary Impact	0.00

2009 Budgetary Impact: N/A

Possible Funding Sources: NO BUDGETARY IMPACT

Budget Office Recommendation:

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HIDALGO COUNTY
COMMISSIONER COURT
2008 SALARY SCHEDULE

AI-11110

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY	2008 ACTUAL SALARY	Longevity 115	Interp. 116	Supplem. 117	Antia. 118	Coling. 119	2008 ACTUAL COMPENSATION TOTAL
0001	113	DIRECTOR	\$68,408.00	\$68,408.00	\$33,331.00	0.04	\$2,736.00	\$0.00	\$71,144.00	\$71,144.00	\$540.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$75,284.00
0002	113	SUPERVISOR	\$33,331.00	\$33,331.00	\$33,331.00	0.04	\$1,333.24	\$0.00	\$34,664.00	\$34,664.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,204.00
0003	113	ADM SECRETARY	\$30,739.00	\$30,739.00	\$30,739.00	0.04	\$1,229.56	\$0.00	\$31,969.00	\$31,969.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,969.00
0004	113	SUPERVISOR	\$30,739.00	\$30,739.00	\$30,739.00	0.04	\$1,230.00	\$0.00	\$31,969.00	\$31,969.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,969.00
0005	113	BILLING SPECIALIST	\$29,402.00	\$29,402.00	\$29,402.00	0.04	\$1,176.08	\$0.00	\$30,578.00	\$30,578.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,058.00
0006	113	BILLING SPECIALIST	\$27,528.00	\$27,528.00	\$27,528.00	0.04	\$1,101.12	\$0.00	\$28,629.00	\$28,629.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,989.00
0007	113	ELIGIBILITY SPECIALIST	\$27,528.00	\$27,528.00	\$27,528.00	0.04	\$1,101.12	\$0.00	\$28,629.00	\$28,629.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,629.00
0008	113	ELIGIBILITY SPECIALIST	\$27,377.00	\$27,377.00	\$27,377.00	0.04	\$1,052.00	\$0.00	\$28,429.00	\$28,429.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,429.00
0010	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,176.00
0011	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,176.00
0012	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,596.00
0013	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,176.00
0014	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,656.00
0015	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,176.00
0016	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,656.00
0017	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,176.00
0018	113	ELIGIBILITY SPECIALIST	\$25,176.00	\$25,176.00	\$25,176.00	0.04	\$1,000.00	\$0.00	\$26,176.00	\$26,176.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,716.00
0019	113	BILLING SPECIALIST	\$22,839.00	\$22,839.00	\$22,839.00	0.0438	\$1,000.00	\$0.00	\$23,839.00	\$23,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,839.00
0020	113	BILLING SPECIALIST	\$22,839.00	\$22,839.00	\$22,839.00	0.0438	\$1,000.00	\$0.00	\$23,839.00	\$23,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,839.00
0021	113	BILLING SPECIALIST	\$22,839.00	\$22,839.00	\$22,839.00	0.0438	\$1,000.00	\$0.00	\$23,839.00	\$23,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,839.00
0022	113	BILLING SPECIALIST	\$22,839.00	\$22,839.00	\$22,839.00	0.0438	\$1,000.00	\$0.00	\$23,839.00	\$23,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,839.00
0023	113	BILLING SPECIALIST	\$21,395.00	\$21,395.00	\$21,395.00	0.0438	\$1,000.00	\$0.00	\$22,395.00	\$22,395.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,395.00
0024	113	ELIGIBILITY CLERK	\$19,806.00	\$19,806.00	\$19,806.00	0.0438	\$1,000.00	\$0.00	\$20,806.00	\$20,806.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,806.00
0025	113	ELIGIBILITY CLERK	\$19,806.00	\$19,806.00	\$19,806.00	0.0438	\$1,000.00	\$0.00	\$20,806.00	\$20,806.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,806.00
0026	113	BILLING CLERK	\$19,345.00	\$19,345.00	\$19,345.00	0.0438	\$1,000.00	\$0.00	\$20,345.00	\$20,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,345.00
0027	113	ELIGIBILITY CLERK	\$19,345.00	\$19,345.00	\$19,345.00	0.0438	\$1,000.00	\$0.00	\$20,345.00	\$20,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,345.00
0028	113	ELIGIBILITY SPECIALIST	\$27,755.00	\$27,755.00	\$27,755.00	0.04	\$1,110.20	\$0.00	\$28,865.00	\$28,865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,865.00
0029	113	ELIGIBILITY SPECIALIST	\$26,000.00	\$26,000.00	\$26,000.00	0.04	\$1,000.00	\$0.00	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00
0030	113	BILLING SPECIALIST	\$23,839.00	\$23,839.00	\$23,839.00	0.04	\$1,000.00	\$0.00	\$24,839.00	\$24,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,839.00
0031	113	BILLING SPECIALIST	\$23,839.00	\$23,839.00	\$23,839.00	0.04	\$1,000.00	\$0.00	\$24,839.00	\$24,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,839.00
0032	113	ELIGIBILITY CLERK	\$21,840.00	\$21,840.00	\$21,840.00	0.04	\$1,000.00	\$0.00	\$22,840.00	\$22,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,840.00
TOTAL			\$746,444.00	\$746,444.00	\$746,444.00				\$746,444.00	\$746,444.00						\$815,042.00

***Position reclassifications pending CC approval.