



# HIDALGO COUNTY Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Hidalgo County Health & Human Services Department

**DATE:** 11-21-08

**CURRENT POSITION TITLE:** Assistant TVFC Program Manger

**CURRENT SLOT. #:** 012-G009

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other Delete

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 22,942 Current Budgeted Salary      \$ - 0 - Proposed Budgeted Salary      \$ < 22,942 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113       Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121       Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**

Exempt       FLSA: Exempt

Non-Exempt       Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

In 2007 the Health Department requested and received a TVFC Program Coordinator Position, for the Immunization Grant Program. As a result of the immunization expansion the state (DSHS) is requiring the department to update the state provider registry. Increase TVFC providers, and increase educational and outreach activities in Hidalgo County. Consequently, our current four CSA's positions will be cross train to update the state wide registry and increase the community out reach activities in order to meet this requirement. (See attached for continuation of Justification)

**JUSTIFICATION FOR DELETION REQUEST**

The current duties performed by the vacant TVFC Asst. Manager position have been distributed to the Immunization Coordinator and TVFC Manager, thus allowing us to delete the 012-G009 position (TVFC Asst. Manager). DSHS has approved the deletion and distribution of the Asst. TVFC Manager position.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

Attached is the TVFC Asst. Manager Position

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---------------------------------------------------------|---------------------------|-----------------------------------|-----------------------------------------|-----------------------------|
| 1. | <u>E. Olivarez</u><br>DEPARTMENT HEAD                   | <u>11/21/08</u><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>11/21/2008</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>11/21/2008</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                      |                                   |                                         |                             |

## HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

**Job Title:** Assistant TVFC Program Manager **FLSA Status:** Exempt  
**Dept. Code:** 340 **Civil Service Status:** Non-Exempt

**SUMMARY:**

Functions under the supervision of the TVFC Program Manager. Assists with the general management of the TVFC Program. Assists with generating and submitting TVFC reports as required. Assists with immunization clinics. Communicates vaccine and immunization recommendations/requirements to medical professionals and the general public. Assists with other duties as assigned.

**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 duties and responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- o Assists with conducting TVFC quality assurance activities to Public Health Clinics and private providers;
- o Assists with conducting TVFC enrollments and trainings to all enrolled private providers
- o Assists with educating public health and private sector physicians and nurses on vaccine management which includes ordering, receipts, storage, packing, shipping, handling, administration, schedules, recommendations and requirements;
- o Assists with educating the general public with TVFC schedules, recommendations, and requirements;
- o Assists with educating and training on Imm Trac registry;
- o Assists with other TVFC population based assessments.
- o Assists with management of Rabies & PPD dispensing Program;
- o Assist with other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- o High School Diploma or GED plus
- o Requisite education/experience to perform the duties required (e.g. nursing, public health technician, Administrative technician).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License; must be able to be insured by County Insurance carrier.

**OTHER SKILLS AND ABILITIES:**

- o Good knowledge of the Immunization Program and the Texas Vaccines for Children Program (TVFC);
- o Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures;
- o Skilled in the use of desk top computer and software;
- o Ability to establish and maintain effective working relationships with supervisors, co-workers, and subordinates;
- o Ability to communicate effectively both orally and in writing;
- o Ability to communicate and deal with health care providers and the general public.
- o Maybe be required to work other than normal hours including weekends and holidays.

**SPECIAL INSTRUCTIONS AND/OR REMARKS:**

- o Ability to travel within the county to provide technical assistance and occasional statewide/out of state travel for training.

**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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 50 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

**IMMUNIZATION/TB SCREENING REQUIREMENTS:**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- o sitting for extended periods of time
- o frequent standing, bending and reaching
- o operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department safety regulations.

Revised 04/01



# HIDALGO COUNTY Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Health & Human Services Department **DATE:** 11-18-08

**CURRENT POSITION TITLE:** Community Service Aide **CURRENT SLOT. #:** 012-G010

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**  
 New Position     Temporary Position     Position Reclassification\*     Other  
\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**  
Salary Amount: \$ 20,445.00 Current Budgeted Salary    \$ 25,445.00 Proposed Budgeted Salary    \$ 5,000.00 Net Change

Position to be funded from one of the following:  
 Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**  
Full Time Employee Object 113     Part Time Employee Object 114   
Full Time Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:		FLSA:		
Exempt <input type="checkbox"/>		Exempt <input type="checkbox"/>		
Non-Exempt <input checked="" type="checkbox"/>		Non-Exempt <input type="checkbox"/>		
N/A <input type="checkbox"/>				

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
As a result of the Immunization's Program expansion, the state is requiring the department to update the state provider registry, increase TVFC providers, and increase educational and outreach activities in Hidalgo County. Consequently, our current 4 CSA's positions will be cross trained to update the statewide registry and increase the community outreach activities, to assist in meeting this requirement. DSHS has approved the distribution of excess grant salary monies among these 4 CSA's positions.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

See Attached Job Description

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |                                                         |                           |                                   |                                                                     |
|----|---------------------------------------------------------|---------------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <u>[Signature]</u><br>DEPARTMENT HEAD                   | <u>11-19-08</u><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>11/21/2008</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>11/21/2008</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                      |                                   |                                                                     |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Health & Human Services Department

**DATE:** 11/18/08

**CURRENT POSITION TITLE:** Community Service Aide

**CURRENT SLOT. #:** 012 G011

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 20,445.<sup>00</sup> Current Budgeted Salary     
 \$ 25,445.00 Proposed Budgeted Salary     
 \$ 5,000.<sup>00</sup> Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114   
 Full Time Temporary Object 121      
 Part Time Temporary Object 122

Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
<b>CIVIL SERVICE:</b> Exempt <input type="checkbox"/> FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A <input type="checkbox"/>				

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

As a result of the Immunization's Program expansion, the state is requiring the department to update the state provider registry, increase IVFC providers, and increase educational and outreach activities in Hidalgo County. Consequently, our current 4 CSA's positions will be cross-trained to update the statewide registry and increase the community outreach activities to assist in meeting this requirement. DSHS has approved the distribution of excess grant salary monies among these 4 CSA's positions.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

See Attached Job Description

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>E. Dunning / 2008</u> DEPARTMENT HEAD	<u>11-19-08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> DEPARTMENT HEAD DIRECTOR	<u>11/21/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/21/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

See Attached Job Description

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. E. Dominguez (2008)  
 DEPT. MGR. HEAD

2. [Signature]  
 HUMAN RESOURCES DIR. / DEPT. MGR.

3. [Signature]  
 DEPARTMENT OF BUDGET & MANAGEMENT

4. COMMISSIONERS COURT APPROVAL

11-17-08  
 DATE

11/21/2008  
 DATE

11/21/2008  
 DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

PERSONNEL PROCEDURES COMPLETED

BUDGET PROCEDURES COMPLETED

YES  NO

YES  NO

YES  NO



11/19/08

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

See Attached Job Description

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>2002/12/11</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11-19-08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>11/21/2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/21/2008</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

# HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

**Job Title:** Community Service Aide **FLSA Status:** Non-Exempt  
**Dept. Code:** 340 **Civil Service Status:** Non-Exempt

## **SUMMARY:**

Performs duties under the supervision of the TVFC Program Coordinator & DON. Conducts assigned immunization audits in assigned childcare facilities, Head Start Centers, and Private & Public Schools. Assists with annual assessments (CASA) as assigned. Assists with investigation of vaccine-preventable disease and other Immunization tasks as assigned. Assists with TVFC consumer information activities. Assists in updating the state wide immunization registry as assigned. Assists with Immunization clinics. Assists with other duties as assigned.

## **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 duties and responsibilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- o Conducts assigned immunization audits in assigned child care facilities and schools
- o Assists with clinic assessments software applications (CASA) as assigned
- o Assists with investigation of vaccine-preventable diseases and suspected Hep B infections in pregnant women
- o Assists with follow-up on the non-reactive rubella referrals
- o Assists with TVFC consumer information activities.
- o Assists in updating the state wide immunization registry by using a variety of established methods to parents/provides i.e., phone, fax, face to face. Also, will resolve questionable matches in Imm Trac.
- o Assists LVN with service delivery activities
- o Assists with other TVFC program tasks as assigned
- o Performs other duties assigned.

## **EDUCATION AND EXPERIENCE:**

- o High School Diploma or GED
- o Technical school certificate or experience in similar work

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License.
- o Must be able to be insured by County Insurance carrier

## **OTHER SKILLS AND ABILITIES:**

- o Bilingual English-Spanish required
- o Able to perform duties in assigned areas
- o Maybe be required to work other than normal or scheduled hours including weekends and holidays

## **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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk, sit, use hands and fingers, handle or feel objects, tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

**IMMUNIZATION/TB SCREENING REQUIREMENTS:**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines). TB skin testing may be required.

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- o sitting for extended periods of time
- o frequent standing, bending and reaching
- o operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve

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

Maintain effective audio-visual discrimination and perception needed for

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

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department safety regulations