



# HIDALGO COUNTY

## RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Health & Human Services Dept. - Health Div.

REQUEST DATE: 11/25/2008

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 012

CURRENT SLOT #: 0012

### DEPARTMENT RECLASSIFICATION REQUEST

#### CURRENT:

Community Service Aide

\$20,445.00

Classification/Position Title

Pay Grade/Salary

#### REQUESTED ADJUSTMENT:

Community Service Aide II

\$25,445.00

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Community Service Aide II

\$25,445.00

Classification/Position Title

Pay Grade/Salary

#### COMMENTS:

APPROVAL HAS BEEN RECEIVED FROM THE STATE  
DEPARTMENT OF HEALTH SERVICES FOR THE GRANT ADJUSTMENT.

#### SIGNATURES

  
Human Resources Representative

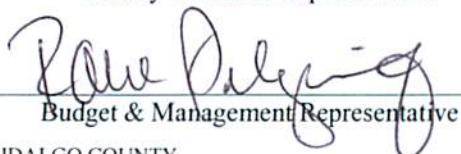
Date

12/4/2008

  
County Treasurer Representative

Date

12/01/08

  
Budget & Management Representative

Date

12/01/2008



# 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-G012

**REQUESTED POSITION TITLE:** Community Service Aide II  
 (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.)

- CIVIL SERVICE:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

**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>E. Adamez / 12/13</u> SUPERVISOR	<u>11-19-08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input 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

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**Job Title:** Community Service Aide **FLSA Status:** Non-Exempt

**Dept. Code:** 340 **Civil Service Status:** Non-Exempt

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**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 Hept. 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 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.

# HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

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**Job Title:** Community Service Aide II **FLSA Status:** Non-Exempt

**Dept. Code:** 340 **Civil Service Status:** Non-Exempt

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- 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 Assists with educational and community outreach activities.
- o Educates and trains on Imm Trac registry.
- o Assists with other TVFC population based assessments.
- 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:**

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