



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health & Human Services Department / 340

DATE: 1/6/2010

CURRENT POSITION TITLE:

CURRENT SLOT. #:

6012
re

REQUESTED POSITION TITLE: TB Medical Records Clerk
(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: \$ 0- Current Budgeted Salary \$ \$24,996.00 Proposed Budgeted Salary \$ \$24,996.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other 100% Grant Funds

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	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

As a result of an increase in TB activity within our TB Clinic, a request was made for a new position to assist in the recording of data applicable to the patients that are served at our TB Clinic. The Department of State Health Services approved the TB Medical Records Clerk position that we had requested in our application and we now submit this position to Commissioner's Court for approval. 100% of the funding will be provided by grant funds.

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

see attached job description.


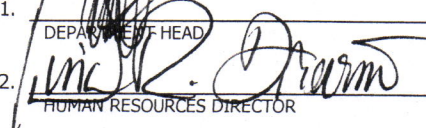
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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.	 DEPARTMENT HEAD	1/6/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/8/10. DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title: TB Record Clerk
TB Medical Records Clerk **FLSA Status:** Non-Exempt
Dept. Code: 340 **Civil Service Status:** Non-Exempt

SUMMARY:

Performs clerical functions reviewing, correcting, and compiling various reports, records, and statistics required by the TB Program. Types referrals, letters, and related TB correspondence. Assists with TB record archiving process. Performs related work as assigned by TB Records Manager or TB Program Coordinator.

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:

- Assists with maintaining TB records archiving system. Assists with computer data entry for necessary TB statistics and reports
- Performs clerical functions; including filing and posting of records and reports. Types correspondence as needed. Entering patient information in computer TB program.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School graduate or GED Plus 2 years on the job experience as a clerk, secretary, or public health clerk. Graduation from technical school may be substituted for 1 year of experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 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:

- Ability to communicate effectively orally and in writing.
- Computer literate basic office administration skills.
- General knowledge of medical terminology.
- Ability to plan work and meet deadlines
- Reviews reports and forms for completeness.
- 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.