



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 05/07/10

To: Esther Cortez, Human Resources
Director

From: Raul Silguero, Jr.
Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 21086

C.C. Date: 05/11/10

Dept: WIC BREASTFEEDING PROGRAM (1292)

RECEIVED

psa MAY 10 2010
Human Resources

Human Resources Dept:

Received By: Sylvia Rosi

Title: Executive Asst. III

Date: 05.10.10

Time: 2:30 pm



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **WIC B/F (1292)**

DATE: **05/07/10**

CURRENT POSITION TITLE: -

CURRENT SLOT. #: **0030**

REQUESTED POSITION TITLE: **Peer Counselor II**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

ONE (1)	N/A	G4 S1	\$	23,385.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 0-1292-441-00-350-002-0-XXX -WIC B/F GRANT

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	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:	FLSA:	
Exempt	Exempt	<input type="checkbox"/>
Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A		<input type="checkbox"/>

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

Do more person from WIC grant that does BF education to beel counselor grant.

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

Provide BF counseling - to BF mothers & keep track of Breastpumps
→ Nursing basis.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>David Luzzo</u> DEPARTMENT HEAD	<u>5/7/10</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Cather A. Conroy/ape</u> HUMAN RESOURCES DIRECTOR	<u>05.10.10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Allye Dillig</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/07/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

PEER COUNSELOR II

GRADE: 04

GENERAL DESCRIPTION

Support the federally mandated requirement for WIC breastfeeding promotion program by providing basic counseling, education and assistance to women who choose to participate in the program. This position determines and advises clinic staff on appropriate WIC food package prescription for breastfeeding women and their children based upon needs assessment. Incumbent also determines appropriate counseling techniques in a variety of cultural, socioeconomic, family and health situations and when medical referrals are warranted. Decisions about breastfeeding problems out of the incumbent's expertise, work schedules, breastfeeding supplies requests and client needs referrals are referred to the supervisor(s).

EXAMPLES OF WORK PERFORMED

Provides counseling and education to pregnant and breastfeeding women to encourage initiation and increased lactation during of breastfeeding

Confers with physicians, nutritionists and nurses regarding the health of clients and their children

Monitors WIC centers to ensure the environment is conducive to promotion of the breastfeeding program

Documents breastfeeding assessment and counseling in medical records at WIC centers and hospitals

Assesses breastfeeding problems and provides appropriate referrals

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Monitors WIC breastfeeding rates to ensure they meet the performance/program objectives in the contract with the Texas Department of Health

Completes lactation educator certification and participates in regular continuing education

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma or equivalent required; requires lactation educator certification; must have breastfed one child successfully for six (6) months. Must be participating or have

participated in the WIC program within the past year; can give at least a one (1) year commitment.

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English and Spanish language

Must have transportation and telephone availability

Must have a valid Texas Driver's License

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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 encounter 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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **WIC B/F (1292)**

DATE: **05/07/10**

CURRENT POSITION TITLE: -

CURRENT SLOT #: **0031**

REQUESTED POSITION TITLE: **Community Peer Counselor**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

ONE (1)	N/A	G5 S1	\$ 25,256.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 0-1292-441-00-350-002-0-XXX -WIC B/F GRANT

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	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:	FLSA:
Exempt <input type="checkbox"/>	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)

To provide BF education in the community hospitals and clinics.

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

Communicating with ^{WIC} Participants
Document + keep accurate records
Be able to work with ~~off~~ groups of people

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Naama L. Longue</u>	<u>5/7/10</u>		
	<small>DEPARTMENT HEAD</small>	<small>DATE</small>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Anthony Cortez/HR</u>	<u>05-10-10</u>		
	<small>HUMAN RESOURCES DIRECTOR</small>	<small>DATE</small>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u>	<u>5/07/2010</u>		
	<small>DEPARTMENT OF BUDGET & MANAGEMENT</small>	<small>DATE</small>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<small>COMMISSIONERS COURT APPROVAL</small>	<small>DATE</small>		

COMMUNITY PEER COUNSELOR

GRADE: 05

GENERAL DESCRIPTION

Employee responsible for breastfeeding promotion of WIC participants Work involves communicating with WIC participants individually through community group breastfeeding education classes, or one to one counseling in the hospitals. Organize activities related to breastfeeding promotion and present accurate breastfeeding information. Must be able to document and keep accurate records. Accurate breastfeeding information must be presented in an enthusiastic manner. She should be a model of good parenting and breastfeeding skills.

EXAMPLES OF WORK PERFORMED

Provide advance breastfeeding counseling to breastfeeding patients who encounter minor breastfeeding problems and provides follow-up. Perform hospital visits according to the standards set by the local hospital

Counsel pregnant and breastfeeding mothers individually about normal breastfeeding methods and how to avoid common breastfeeding problems

Record counseling encounters accurately

Counsel WIC pregnant or nursing mothers by telephone as requested or assigned. Follow up with new mothers by telephone

Teach nutrition education classes for pregnant and breastfeeding women enrolled on the WIC program

Distributes breastfeeding information in prenatal/ breastfeeding classes Provides accurate information and promotion of the benefits of breastfeeding

Addresses specific concerns of expectant mothers and correct misinformation which may prevent a pregnant woman from breastfeeding

Promote breastfeeding within the clinic by preparing bulletin boards and displays

Promotes breastfeeding in the community in conjunction with outreach activities

Oversee the issuance of breast pumps. Issue breast pumps to eligible breastfeeding women according to the WIC-established procedures

Explain proper pump use before distribution. Follow up with those issued breast pumps to assure success of use

Attend WIC staff meetings on a monthly basis

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience in patient care preferred. Graduation from a standard senior high school supplemented by advanced breastfeeding training generally preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Understanding of use of State WIC computer

Able to operate a TV-VCR

Be able to use a personal computer, including use of Word, Excel, and the internet. Knowledge of access helpful

Able to operate and instruct patients about Breast pumps, manual and electric

PHYSICAL DEMANDS:

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Hidalgo County
Department of Budget & Management
FISCAL NOTE

*Fiscal notes are prepared by the Department of Budget & Management 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: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, May 11, 2010

Agenda Item: 21086

Summary of request/proposal:

WIC Brestfeeding Program (1292):

1. Approval to create one (1) regular full-time Peer Counselor II position, slot no. 0030, Grade Level 04.
2. Approval to create one (1) regular full-time Community Peer Counselor position, slot no. 0031, Grade Level 05.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1292	Peer Counselor II	0030	113	0.00	23,385.00	23,385.00
1292	Community Peer Counselor	0031	113	0.00	25,256.00	25,256.00
				0.00	48,641.00	48,641.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1292-441-00-350-002-0-113	WIC B/F PRG - REG F/T EMPLOYEES	\$31,495.51
0-1292-441-00-350-002-0-211	WIC B/F PRG - HEALTH INSURANCE	\$3,505.56
0-1292-441-00-350-002-0-212	WIC B/F PRG - LIFE INSURANCE	\$34.96
0-1292-441-00-350-002-0-220	WIC B/F PRG - FICA	\$2,409.41
0-1292-441-00-350-002-0-230	WIC B/F PRG - RETIREMENT	\$2,998.37
0-1292-441-00-350-002-0-250	WIC B/F PRG - UNEMPLOYMENT COMP	\$157.48
0-1292-441-00-350-002-0-260	WIC B/F PRG - WORKER'S COMP	\$0.00
	2010 Budgetary Impact	\$40,601.29

2011 Budgetary Impact: \$62,703.79

Possible Funding Sources: **Grant 1292 Funds**

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

0-1292-441-00-350-002-0

AI - 21086

WIC B/F PRG

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	COMMUNITY PEER COUNSELOR	5	1	25,256.00	25,256.00	25,256.00	420.00	0.00	0.00	0.00	0.00	25,676.00
0027	113	COMMUNITY PEER COUNSELOR	5	1	25,256.00	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	25,256.00
0028	113	PEER COUNSELOR MANAGER	6	1	27,276.00	27,276.00	27,276.00	300.00	0.00	0.00	0.00	0.00	27,576.00
0029	113	ASSISTANT BREASTFEEDING COORDINATOR	13	2	48,383.00	48,383.00	48,383.00	0.00	0.00	0.00	0.00	0.00	48,383.00
		CREATE THE FOLLOWING:											
0030	113	PEER COUNSELOR II	4	1	23,385.00	23,385.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CREATE THE FOLLOWING:											
0031	113	COMMUNITY PEER COUNSELOR	5	1	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					699,638.60	700,446.00	632,758.00	2,280.00	0.00	0.00	0.00	0.00	635,038.00

Approval to create one (1) regular full-time Peer Counselor II position, slot no. 0030, Grade Level 04.

Approval to create one (1) regular full-time Community Peer Counselor position, slot no. 0031, Grade Level 05.

All personnel actions pending CC approval.