

**HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
 PPCPS / PHER FA1 GRANT CONTRACT - EMPLOYEE SALARY SCHEDULE
 0-1293-441-00-340-042-1-XXX**

Term: 10/01/2010 - 07/31/2011

Slot #	Employee Name	Employee Title	Salary	Salary	Salary
			10/01/2010-12/31/2010	01/01/2010-07/31/2010	Grant Period
		Epidemiologist Assistant	13,631.70	31,807.30	45,439.00
		Epidemiologist Assistant	13,631.70	31,807.30	45,439.00
		Public Health Planner	10,019.70	23,379.30	33,399.00
		Public Health Specialist III	10,019.00	23,379.00	33,398.00
		Public Health Web Developer Tec	8,589.90	20,043.10	28,633.00
		Public Health Specialist III	10,019.70	23,379.30	33,399.00
		Public Health Specialist III	10,019.70	23,379.30	33,399.00
		Total Salary	75,931.40	177,174.60	253,106.00
		Health Insurance	3600 / Yr / employee		29,148.00
		Life Insurance	27 / Yr / employee		227.00
		FICA	7.65%		19,363.00
		Retirement	8.92%		22,577.00
		Unemployment	0.50%		12,655.00
		Workermans Compensation	-		-
		Total Fringes			83,970.00

For Reporting purposes only. *pc*

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

New staff will conduct pandemic response planning, preparation and implementation activities. (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)



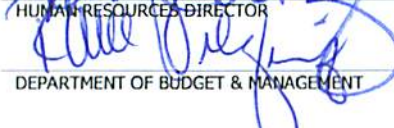
This grant contract has a grant period of 10/01/2010 through 07/31/2011 and the hiring of staff as soon as possible is crucial for Hidalgo County to meet its obligation under this grant contract.

Note: Two positions are being requested at Grade 14, Step 0 (In case a current County Employee applies / is hired for this position, then Step 1).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

PENDING Revision To Position Control List (R)

1.	 DEPARTMENT HEAD	11/19/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/19/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/19/2010 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

EPIDEMIOLOGIST ASSISTANT

GRADE: 15

GENERAL DESCRIPTION

Under the general supervision of the Chief Physician and Public Health Coordinator, assists the disease surveillance department and participates as needed during a biological attack or disease outbreak. Serves as a county specialist on seasonal influenza, pandemic influenza, 2009 H1N1 influenza, and prevention and control of selected infectious diseases; Conducts surveillance for influenza and notifiable conditions in Hidalgo County, as needed; Implements policies and protocols to improve influenza and acute and chronic disease surveillance activities; Assists with the planning, developing, and conducting of epidemiologic investigations and monitoring active, passive, and sentinel surveillance programs; Plans, develops and conducts disease surveillance and response trainings; Retrieves, collects, and maintains surveillance data. Duties are performed under the supervision of the HCHHS Epidemiologist; Will be required to be "on call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Collaborates with other laboratories (including the Laboratory Response Network), the Early Warning Infectious Disease Surveillance program, and rapid influenza testing sites in the state to acquire virologic testing results, data, and specimens for further virologic testing

Collaborates with the clinical community and diagnostic laboratory community to facilitate timely and appropriate use of influenza diagnostics

Expands and sustains laboratory capacity to accession specimens, perform virus identification and characterizations studies (including PCR, isolation, typing and sub-typing, and other characterization studies including tests for antiviral resistance), and report results in a timely fashion year-round

Expands and sustains laboratory capacity to expeditiously manage a surge of testing, reporting, and client services activities anticipated during an influenza pandemic

Collaborates with clinical and epidemiological community to implement testing algorithms to assure efficient use of laboratory resources during periods of surge of testing demand

Maintains specimen submission for national virologic surveillance by laboratories in your jurisdiction that participate in the U.S. national virologic surveillance system

Recruits and retains sentinel providers for the Influenza Sentinel Provider Surveillance Network

Facilitates influenza specimen submission from the Influenza Sentinel Provider Surveillance Network to the state public health laboratory as needed

Sustains surveillance for influenza as indicated in CDC guidance for case-based or aggregate reporting as appropriate; Reports surveillance information at intervals established in CDC guidance during influenza season

Improves monitoring of 1) influenza- like illness, 2) hospitalizations for respiratory infection, and 3) influenza and pneumonia mortality by using electronic data sources that currently exist or that have capability to be rapidly modified for reporting

Reports influenza-related pediatric deaths through the National Notifiable Diseases Surveillance System

Investigates reports of novel influenza virus infection as appropriate for identifying changes in epidemiology or virulence of influenza

Develops a collaborative relationship between Epidemiology and Laboratory Capacity (ELC) staff

Implements improvements in influenza surveillance as recommended based on guidance from CDC

Develops data standards compatible with national standards for reporting of influenza associated hospitalizations, electronic influenza laboratory reports and electronic influenza death reports

May be required to work other than normal hours, including weekends and holidays must be able to travel on short notice

Performs other related duties as assigned to fulfill grant activities

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate's or Bachelor's degree in nursing, allied health, or epidemiology from an accredited college or university; Work experience in the medical field preferred but not required; Significant knowledge of communicable diseases; Experience with 2009 H1N1 preparedness and response; Experience using data management software.

Knowledge, Skills, and Abilities

Knowledge of the principles of epidemiology and Texas public health laws, especially those that govern the control and reporting of notifiable conditions

Knowledge of the transmission of infectious disease, biowarfare preparedness and response, and current social, economic and public health issues relevant to public health

Knowledge of medical terminology and data management

Skill in using word processing, database, spreadsheet and graphic software packages including Word, Access, Excel, and Power Point

Skill in interpreting diagnostic laboratory results and information from medical charts

Skill in training and making public presentations

Skill in writing and editing

Ability to organize and prioritize workload and meet deadlines

Ability to communicate effectively both verbally and in writing

Ability to establish and maintain effective working relationship with employees, management, representatives of local medical and public health communities, the medical and the general public

Ability to present complex information to a variety of audiences

Ability to identify problems and implement appropriate solutions

Ability to work independently and exercising sound judgment

Ability to initiate projects and work on multiple projects at the same time and to work discreetly and maintain confidentiality

May be required to work other than normal hours including weekends and holidays.

Must provide your own dependable transportation (automobile)

Registration, Certification, or Licensure

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

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 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

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, rabies, anthrax and smallpox vaccines) TB skin testing will be required initially and periodically.

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

EPIDEMIOLOGIST ASSISTANT

GRADE: 15

GENERAL DESCRIPTION

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EXAMPLES OF WORK PERFORMED

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GENERAL QUALIFICATION GUIDELINES

Experience and Education

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Knowledge, Skills, and Abilities

Knowledge of the principles of epidemiology and Texas public health laws, especially those that govern the control and reporting of notifiable conditions

Knowledge of the transmission of infectious disease, biowarfare preparedness and response, and current social, economic and public health issues relevant to public health

Knowledge of medical terminology and data management

Skill in using word processing, database, spreadsheet and graphic software packages including Word, Access, Excel, and Power Point

Skill in interpreting diagnostic laboratory results and information from medical charts

Skill in training and making public presentations

Skill in writing and editing

Ability to organize and prioritize workload and meet deadlines

Ability to communicate effectively both verbally and in writing

Ability to establish and maintain effective working relationship with employees, management, representatives of local medical and public health communities, the medical and the general public

Ability to present complex information to a variety of audiences

Ability to identify problems and implement appropriate solutions

Ability to work independently and exercising sound judgment

Ability to initiate projects and work on multiple projects at the same time and to work discreetly and maintain confidentiality

May be required to work other than normal hours including weekends and holidays.

Must provide your own dependable transportation (automobile)

Registration, Certification, or Licensure

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

PHYSICAL DEMANDS:

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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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

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, rabies, anthrax and smallpox vaccines) TB skin testing will be required initially and periodically.

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
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- operating assigned equipment

Maintain mental capacity which permits:

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- Effectively handle a work environment and conditions which involve:
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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

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

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

New staff will conduct pandemic response planning, preparation and implementation activities. (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)




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Note: One position is being requested at Grade 11, Step 0 (In case a current County Employee applies / is hired for this position, then Step 1).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

PENDING REVISION TO POSITION CONTROL LIST / 25

1.	 DEPARTMENT HEAD	11/19/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/19/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/19/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

PUBLIC HEALTH PLANNER

GRADE: 11

GENERAL DESCRIPTION

Under the supervision of the Chief Administrative Officer and the PHEP Coordinator, supports the Public Health Emergency Response (PHER) Division for local public health response to duties related to influenza pandemic planning and vaccine planning, preparation and implementation of the H1N1 activities. The Public Health Planner will be responsible, accountable, and work under the PHER grant. Planner will identify gaps related to mass vaccination planning, vaccine delivery, vaccine administration, related communications planning and implementation. Planner will address the gaps by implementing procedures and guidelines to overcome these gaps. Identify entities (community vaccinators etc...) with which contracts can be established; Develop effective and efficient community mitigation strategies, accommodating surge in healthcare demand and facilities, and integrating emergency medical services systems into pandemic preparedness plans and Strategic National Stockpile exercises or drills; Participates in the training, planning, development, interpretation, assessment and mitigation measures to simulated or natural responses (exercise/drills) related to H1N1 or influenza outbreaks. Duties are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Shall respond to all H1N1 and Influenza related public health emergencies anywhere in the state. Planner will be required to be "on-call" 24/7 as assigned or during an emergency event.

EXAMPLES OF WORK PERFORMED

Develops local influenza plans and ensure coordination and integration with regional and statewide planning efforts

Reviews and update mass vaccination plans as needed

Attends public health preparedness meetings

Finalizes vaccination planning for public health-organized clinics

Responsible for complying with grant federal and state guidelines and regulations

Provides requisite planning activity reports, budget documentation and/or other documentation for federal and state emergency response funding sources, and adhere to budgetary procedures outlined by county and state auditors

Identifies possible locations and staffing requirements for public health-organized clinics

Estimates the population to be targeted (taking into account expected private sector delivery)

Identifies the need for contracting staff for potential vaccination settings, and finalize agreements regarding vaccination venues

Identifies and engage private sector partners for potential vaccine administration

Will compile a list of vaccine receiving sites and their relative allocation of vaccine to serve as the basis for directing distribution of a possible mass vaccine effort

Estimates staffing needs for public health clinics, and determine gaps that exist when what is needed is measured against existing resources

Assists local government entities in developing and implementing policies and procedure for plan implementation and for measuring progress towards achieving objectives

Coordinates with local governmental entities and other community organizations in planning and implementing exercises relating to H1N1 and influenza outbreaks

Serves as a liaison/planner with federal, state, and local agencies in matters concerning H1N1 and Influenza

May be assigned to monitor the implementation of community mitigation measures, including establishing a written plan with local education agencies to report school dismissals to state agencies and CDC on a timely basis

Assists in the development and compilation of policies and plans that support mass vaccination plans

Performs other duties as necessary to fulfill Public Health Emergency Response grant requirements

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelors degree preferred in healthcare administration or concentration on planning, policy and procedures in the healthcare industry; Bilingual (English – Spanish) preferred; Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of Epidemic or Pandemic Influenza events and Infection control practices and measures

Knowledge of Texas Public Health laws to include HIPAA

Knowledge of Principles and practice of health care management and current social, economic and public health issues relevant to South Texas

Ability to present statistical and technical data in a clear and concise format

Ability to communicate effectively both verbally and in writing, organize and prioritize workload and meet deadlines, and establish and maintain effective working relationships

Ability to work effectively with regional and local health department personnel, private practice physicians, hospital staff, media and the general public

Ability to Exercise independent judgment in appraising situations

Skill in conducting community assessments

Strong writing, computers, planning, and presentation skills

Utilization of pertinent software including word processing, PowerPoint, Excel, database statistical and graphic software

Developing a plan of action for resolving problems identified

Skill in mitigation planning and strategies

May be required to work other than normal hours including weekends and holidays.

Must provide your own dependable transportation (automobile)

Registration, Certification, or Licensure

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

Current CPR certification

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.

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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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

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, rabies, anthrax and smallpox vaccines) TB skin testing will be required initially and periodically.

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health & Human Services Department

DATE: November 19, 2010

CURRENT POSITION TITLE:

CURRENT SLOT. #:

6007

REQUESTED POSITION TITLE: Public Health Web Developer Tech
(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: \$ _____ \$ 30,224.00 \$ +30,224.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

68,51

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other PPCPS / PHER Grant Contract # 2011-037518

POSITION Type:

- Full Time Employee Object 113
 Part Time Employee Object 114
 (One position is being requested)
 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 rc
 N/A

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

This position is necessary to fulfill the PPCPS / PHER FY 2011 grant's scope of work as stated:

Contractors (Hidalgo County) shall perform activities in support of the Centers for Disease Control & Prevention (CDC) Cooperative Agreement Work Plan for Public Health Emergency Response (PHER) (Funding Opportunity CDC-RFA-TP09-902-H1N109).

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

New staff will conduct pandemic response planning, preparation and implementation activities. (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)




This grant contract has a grant period of 10/01/2010 through 07/31/2011 and the hiring of staff as soon as possible is crucial for Hidalgo County to meet its obligation under this grant contract.

Note: One position is being requested at Grade 08, Step 0 (In case a current County Employee applies / is hired for this position, then Step 1).

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

PENDING REVISION TO POSITION CONTROL LIST / ps

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4.	COMMISSIONERS COURT APPROVAL	DATE		

PUBLIC HEALTH WEB DEVELOPER TECHNICIAN

GRADE: 8

GENERAL DESCRIPTION

Under supervision of the Chief Administrative Officer, Director of Operations and PHEP Coordinator, participates as a member of the Public Health Emergency Response Division. Performs technical automated data systems support work by way of several different software applications; Work involves data collection and entry into various database software packages including in-house and State provided systems; Provides user training on different software applications both commercial and those developed in-house; The work involves research, analysis, writing, editing, production and coordination of materials to inform and educate the public about public health emergency preparedness and response. Responsibilities are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Shall respond to all H1N1 and Influenza related public health emergencies anywhere in the state; will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Performs technical automated data systems support work by way of several different software applications

Will setup hardware, software and do routine maintenance

Builds and updates websites and information for health alerts on H1N1/seasonal flu and other pandemic responses

Responsible for web-page design and maintenance by providing up to date information on the web page in order to provide health alerts to the community

Participates in exercising the use of social media as a format to inform users of pandemic event

Supports PHER website development

Tests and documents technology software and at times infrastructure

Data entry into GIS mapping system

Uses desktop publishing software to design public information literature

Trains staff on use of different software applications such as Word, MSOffice, Windows, and Excel

Other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School Diploma or GED; Graduate of a two (2) year college program; Two (2) years of experience in data collection/entry working environment in lieu of each year of education; certification or documents required on education.

Knowledge, Skills, and Abilities

Knowledge of Microsoft Windows XP or newer

Knowledge of website design and maintenance

Ability to speak both English and Spanish

Ability to provide services in other areas as needed

Ability to work unusual hours as needed

Registration, Certification, or Licensure

Must have a valid Texas Motor Vehicle Operator's License

PHYSICAL DEMANDS:

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ACCIDENT PREVENTION PROGRAM:

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Note: Three positions are being requested at Grade 11, Step 0 (In case a current County Employee applies / is hired for this position, then Step 1).

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pending Revision To position Control List (PC)

1.	 DEPARTMENT HEAD	11/19/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/19/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/19/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

PUBLIC HEALTH SPECIALIST II

GRADE: 11

GENERAL DESCRIPTION

Provides clinical and administrative support to the Epidemiology surveillance functions; Makes field visits to surveillance sites to collect specimens or testing; Responsible for maintaining inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological samplings; Provides field- and office-based assistance to investigations of health threats; Essential duties also include educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated; Assists with the electronic data entry of reportable diseases; Involved in outreach and educational functions in the community as specifically assigned. May assist with planning development for pandemic response, attend public health trainings, meetings, and participate in the exercising of such plans.

EXAMPLES OF WORK PERFORMED

Makes field visits to disease surveillance sites to distribute specimen collection kits, e.g., for influenza, and picks up and delivers specimens to regional laboratory for testing

Collects, transports and delivers enteric and other biological samples for laboratory testing

Maintains database of records of specimens collected

Maintains inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological sampling

Educates partners about proper specimen collection and storage techniques

Prepares, packs and completes forms for shipment of specimens to State laboratory, if necessary, and assists in completing lab forms, taking samples to lab and retrieving results

Performs outreach and educational functions in the community as specifically assigned

Performs tasks as assigned to support case and outbreak investigators including collection of specimens and gathering data

Assists with the maintenance of the electronic database of reportable conditions

May assist with planning and attending public health meetings or pandemic exercises
Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree preferred in healthcare administration or in healthcare industry;
Current licensure or certification in a health care discipline from an accredited
program preferred; Minimum of two (2) years work experience in a healthcare
setting; Experience with biological specimen collection and processing preferred

Knowledge, Skills, and Abilities

Knowledge of Epidemic or Pandemic Influenza events and Infection control
practices and measures

Knowledge of Biological specimen collection and processing

Knowledge of Texas Public Health laws to include HIPAA

Knowledge of Principles and practice of health care management and current social,
economic and public health issues relevant to South Texas

Ability to communicate effectively both verbally and in writing, organize and
prioritize workload and meet deadlines, and establish and maintain effective working
relationships

Ability to work effectively with regional and local health department personnel,
private practice physicians, hospital staff, media and the general public

Ability to present statistical and technical data in a clear and concise format

Ability to exercise independent judgment in appraising situations

Skill in data entry and use of Microsoft Windows and other basic Microsoft Office
applications

Good verbal and written communication skills required

Strong writing, computers, planning, and presentation skills

Utilization of pertinent software including word processing, PowerPoint, Excel,
database statistical and graphic software

Developing a plan of action for resolving problems identified

Skill in mitigation planning and strategies

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Registration, Certification, or Licensure

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

Current CPR certification

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 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

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, rabies, anthrax and smallpox vaccines) TB skin testing will be required initially and periodically.

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

AI - 24019

**0-1293-441-00-340-042-1-XXX
PPCPS/PHER**

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	
G001	113	EPIDEMIOLOGIST ASSISTANT	14	1	47,963.00	47,963.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G002	113	EPIDEMIOLOGIST ASSISTANT	14	1	47,963.00	47,963.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G003	113	PUBLIC HEALTH PLANNER	11	1	38,074.00	38,074.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G004	113	PUBLIC HEALTH SPECIALIST II	11	1	38,074.00	38,074.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G005	113	PUBLIC HEALTH SPECIALIST II	11	1	38,074.00	38,074.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G006	113	PUBLIC HEALTH SPECIALIST II	11	1	38,074.00	38,074.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G007	113	PUBLIC HEALTH WEB DEVELOPER TECH	8	1	30,224.00	30,224.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL					278,446.00	278,446.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**NEW GRANT- CREATION OF POSITIONS, FUNDED 100% FROM STATE GRANT FUNDS.
POSITION TITLES PENDING REVIEW AND RECOMMENDATION BY CLASSIFICATION COMMITTEE.**