



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT (340-001)-ADMINISTRATION

DATE: 05/23/2011

CURRENT POSITION TITLE:

CURRENT SLOT: 0046

REQUESTED POSITION TITLE: Environmental Health Services Division Manager

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other

### POSITION SALARY REQUEST:

ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE	PROPOSED SALARY
340-001	1		G15, S1	\$54,526.00	\$54,526.00
340-001	auto allow.		\$5,000.00	\$5,000.00	\$5,000.00

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Contingency \_\_\_\_\_

### 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  Non-Exempt  N/A

FLSA: Exempt  Non-Exempt

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

This position is essential to oversee the day-to-day management of the public health environmental services which include Sanitarian / Health Inspections, OSSF Septic System Inspections, Vector Control, Zoonosis, Animal Control and TCEQ coordination within Hidalgo County.

This position will require comprehensive knowledge of State and Federal rules and regulations that govern the public health environmental services

areas. This position also assist the Public Health Chief Administrative Officer with the development of various public health strategies and programs with the goal of improving the quality of life for Hidalgo County residents.

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


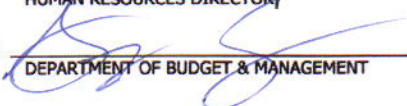
Job Description is attached.

**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>05/23/2011</u>			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez /afe</u>	<u>06-08-11</u>			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		<u>06/08/2011</u>			
	DEPARTMENT OF BUDGET & MANAGEMENT	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 DEPT (340-001)-ADMINISTRATION

DATE: 06/07/2011

CURRENT POSITION TITLE:

CURRENT SLOT: 0047

REQUESTED POSITION TITLE: ~~PUBLIC HEALTH SPECIALIST & MATERIALS DEVELOPER~~  
Public Health Technician II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other

**POSITION SALARY REQUEST:**

<b>340-001</b>	<b>1</b>		<del>G12, S1 \$41,120.00</del>	<del>\$41,120.00</del>	<del>\$41,120.00</del>
			G11, S1 \$40,078	\$ 40,078.00	40,078.00
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE	PROPOSED SALARY

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other Contingency

**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:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

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

This position is essential to develop and perform health educational functions in the county community that relate to communicable disease awareness, obesity & diabetes prevention and education with emphasis on vaccine preventable diseases. This position will be responsible to develop and perform public health educational workshops, health fairs and overall community public health education focusing on improving Hidalgo County residents'

lifestyles and health outlook. This position will also be responsible for creating educational, promotional and marketing materials that will be disseminated through various media outlets.

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




Job Description is attached.

**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.	 DEPARTMENT HEAD	06/07/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	06-08-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/08/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			