



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: T.B. CONTROL (340-008)

DATE: 9/02/11

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: G009

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 25,256.00 Proposed Budgeted Salary \$ 25,256.00 Net Change
(Grade 5 / Step 1)

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other T.B. CONTROL GRANT APPROPRIATION OF FUNDS EFFECTIVE 09/01/11

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)

This position is essential to manage all of the clerical duties at the Pulmonary Clinic. Hidalgo County currently has a TB program and is comprised of two divisions and there is no Clerk Manager position working in the TB program at this time.

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



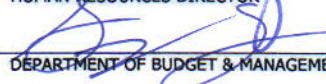
This position involves work in performing complex area such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and / or stock and inventory and maintaining files. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

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	09/02/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	9/8/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	09/08/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY
CLASSIFICATION COMMITTEE
RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH DEPT.

DATE: 9/7/2011

DEPARTMENT NUMBER 340

PROGRAM NUMBER: 008

CURRENT SLOT #: G010

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- *POSITION CLASSIFICATION ONLY*

CURRENT

N/A

Classification/Position Title

N/A

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST
Classification/Position Title

\$34,360.00 (G9 S1)
Pay Grade/Salary

COMMITTEE RECOMMENDATION

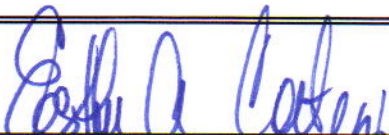
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST
Classification/Position Title

\$34,360.00 (G9 S1)
Pay Grade/Salary

COMMENTS:

CLASSIFICATION FOR THE PROPOSED POSITION UNDER THE CLASSIFICATION & COMPENSATION PAY PLAN POSITION INVENTORY. (CLASSIFICATION COMMITTEE MEETING IS NOT REQUIRED)

SIGNATURES



Human Resources Representative



County Treasurer Representative



Budget & Management Representative



Date

SEP 08 2011

Date

09/08/2011

Date

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


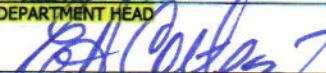

Works under the delegation order of a licensed physician (RSO), TB Program Manager, and RN Clinic Supervisor. Performs chest x-rays at the Pulmonary Clinic as per standards of Title 25, TAC 28; delivers and observes dosing TB Medication to patients; performs and documents drug toxicity; Transports patients to the Pulmonary Clinic; transports patients to TCID in San Antonio.

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

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