



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH CLINICS

DATE: 11/29/2011

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 003

CURRENT SLOT #: 0001

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION (TITLE CHANGE ONLY)

CURRENT

MIDWIFE
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

COMMITTEE RECOMMENDATION

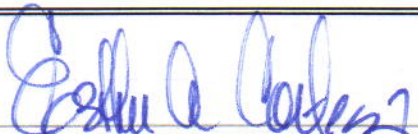
ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

COMMENTS:

TITLE CHANGE ONLY - (NO COMMITTEE MEETING REQUIRED)

SIGNATURES


Human Resources Representative

12/1/2011
Date


County Treasurer Representative

11/30/11
Date


Budget & Management Representative

11/30/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT. - CLINICS (340-003)

DATE: 11/18/11

CURRENT POSITION TITLE: MIDWIFE

CURRENT SLOT #: 0001

REQUESTED POSITION TITLE: ADVANCED CLINICAL PRACTITIONER *Practitioner*

New Slot #: 0001

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Title Change

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

POSITION SALARY REQUEST:

Salary Amount: \$ 92,582.00 (Grade 21/ Step 3) Current Budgeted Salary \$ 92,582.00 (Grade 21/ Step 3) Proposed Budgeted Salary \$ 0.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other _____

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

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

The title change to this position is essential in that the new title will broaden the field of qualified applicants that have the credentials to perform the required scope of work. Under the new title of Advance Clinical Practitioner, any Physician Assistant, Certified Nurse Midwife, Woman's Health Nurse Practitioner or Family Nurse Practitioner would be qualified to apply for this position. This title change will also meet any future requirements in dealing with advance nursing practices as may be required by any grant and / or program.

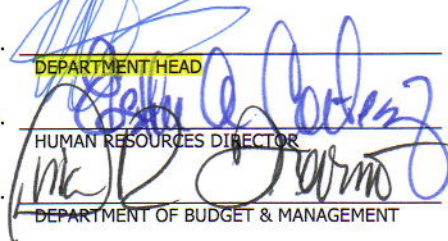


NEW POSITION: Brief job description and attach a copy of the new job description.

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 | 11/18/2011 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 12/1/2011 DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 11/30/11 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 CLINICS

DATE: 11/29/2011

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 003

CURRENT SLOT #: 0002

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION (TITLE CHANGE ONLY)

CURRENT

FAMILY NURSE PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 2) \$89,554.00
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 2) \$89,554.00
Pay Grade/Salary

COMMITTEE RECOMMENDATION

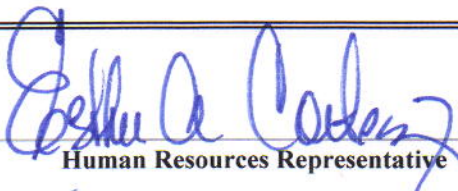
ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 2) \$89,554.00
Pay Grade/Salary

COMMENTS:

TITLE CHANGE ONLY - (NO COMMITTEE MEETING REQUIRED)

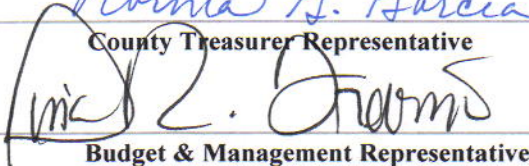
SIGNATURES


Human Resources Representative

12/1/2011
Date


County Treasurer Representative

11/30/11
Date


Budget & Management Representative

11/30/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT. - CLINICS (340-003)

DATE: 11/18/11

CURRENT POSITION TITLE: FAMILY NURSE PRACTITIONER

CURRENT SLOT #: 0002

REQUESTED POSITION TITLE: ADVANCE CLINICAL PRACTITIONER *Practitioner*

New Slot #: 0002

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Title Change

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

POSITION SALARY REQUEST:

| | | | | | | |
|----------------|----|-------------------------|----|--------------------------|----|-------------|
| Salary Amount: | \$ | <u>89,554.00</u> | \$ | <u>89,554.00</u> | \$ | <u>0.00</u> |
| | | (Grade 21/ Step 2) | | (Grade 21/ Step 2) | | Net Change |
| | | Current Budgeted Salary | | Proposed Budgeted Salary | | |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other _____

POSITION Type:

| | | | | |
|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------|---|
| Full Time Employee Object 113 | <input checked="" type="checkbox"/> | Part Time Employee Object 114 | <input type="checkbox"/> | _____ |
| | | | | Enter hourly rate for temp. positions |
| Full Time Temporary Object 121 | <input type="checkbox"/> | Part Time Temporary Object 122 | <input type="checkbox"/> | \$ _____ |
| | | | | 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 checked="" type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | | <input type="checkbox"/> |
| N/A | <input type="checkbox"/> | | | |

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

The title change to this position is essential in that the new title will broaden the field of qualified applicants that have the credentials to perform the required scope of work. Under the new title of Advance Clinical Practitioner, any Physician Assistant, Certified Nurse Midwife, Woman's Health Nurse Practitioner or Family Nurse Practitioner would be qualified to apply for this position. This title change will also meet any future requirements in dealing with advance nursing practices as may be required by any grant and / or program.


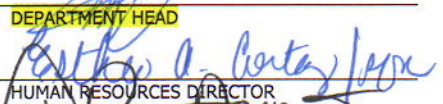

NEW POSITION: Brief job description and attach a copy of the new job description.

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 | 11/18/2011 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 12-01-11 DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 11/30/11 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 CLINICS

DATE: 11/29/2011

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 003

CURRENT SLOT #: 0121

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION (TITLE CHANGE ONLY)

CURRENT

FAMILY NURSE PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

COMMITTEE RECOMMENDATION

ADVANCED CLINICAL PRACTITIONER
Classification/Position Title

(GRADE 21/ STEP 3) \$92,582.00
Pay Grade/Salary

COMMENTS:

TITLE CHANGE ONLY - (NO COMMITTEE MEETING REQUIRED)

SIGNATURES

Esther A. Cortez
Human Resources Representative

12-01-11

Date

Norma G. Garcia
County Treasurer Representative

11/30/11

Date

Eric R. Brown
Budget & Management Representative

11/30/11

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT. - CLINICS (340-003)

DATE: 11/18/11

CURRENT POSITION TITLE: FAMILY NURSE PRACTITIONER

CURRENT SLOT #: 0121

REQUESTED POSITION TITLE: ~~ADVANCE CLINICAL PRACTITIONER~~ Practitioner

New Slot #: 0121

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Title Change & Classification

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

POSITION SALARY REQUEST:

Salary Amount: \$ 92,582.00 (Grade 0 / Step 0) Current Budgeted Salary
\$ 92,582.00 (Grade 21/ Step 3) Proposed Budgeted Salary
\$ 0.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113
Part Time Employee Object 114
_____ Enter hourly rate for temp. positions

Full Time Temporary Object 121
Part Time Temporary Object 122
\$ _____ 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"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | | | | |
| FLSA: Exempt <input checked="" type="checkbox"/> <i>per mike Escaname</i> Non-Exempt <input checked="" type="checkbox"/> | | | | |

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

The title change to this position is essential in that the new title will broaden the field of qualified applicants that have the credentials to perform the required scope of work. Under the new title of Advance Clinical Practitioner, any Physician Assistant, Certified Nurse Midwife, Woman's Health Nurse Practitioner or Family Nurse Practitioner would be qualified to apply for this position.

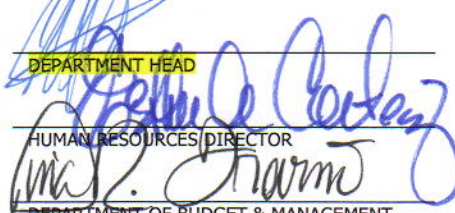
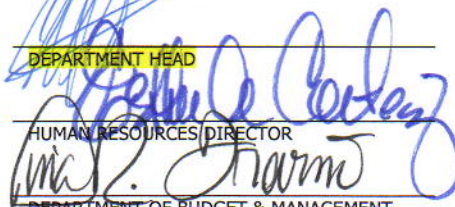

NEW POSITION: Brief job description and attach a copy of the new job description.

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 | 11/18/2011 DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 12/1/2011 DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 11/30/11 DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |