



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT. – PHEP (340-013)

DATE: 03/21/12

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: N/A

REQUESTED POSITION TITLE: Public Health Specialist

New Slot #: 0015

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

	34,360.00		34,360.00	
Salary Amount: \$ _____	\$ (Grade 9 / Step 1)	\$ _____	\$ _____	
	Current Budgeted Salary	Proposed Budgeted Salary	Net Change	

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other PPCPS Hazards FY 12 Grant Funding (Fund 1293, Program 013)

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)

This position is needed in order for the HC Health & Human Services Dept. to meet the scope of the PHEP grant requirements. This position will provide assistance with bioterrorism hazards planning, will coordinate and ensure complete reporting, data exchange and specimen submission.

This position will also assist the SNS Coordinator with the information dissemination to educate the media, public, partners and stakeholders regarding the risks associated with real or apparent biohazard threats.

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




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.

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	03/21/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/22/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	3/22/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		