

# HUMAN RESOURCES DEPARTMENT REQUISTION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE CLERK III

NEW POSITION OR REPLACEMENT FOR: MARIA SANTOS GUZMAN EMPLOYEE NO 095004

DEPT NO 340

POSITION/SLOT NO 001-0031


ADVERTISED SALARY: 23,993.00 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: HIDALGO COUNTY MON. - FRI. 7:30AM - 5:30PM

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221

  
\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 08/06/12

BUDGETED SALARY, GRADE & STEP: GRADE 5 STEP 1

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

\_\_\_\_\_  
APPROVED HR CHIEF OF STAFF / DATE

\_\_\_\_\_  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES  NO . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## **CLERK III**

**GRADE: 05**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) clerical work in areas 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.

### **EXAMPLES OF WORK PERFORMED**

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding procedures and policies, assists the public and staff in filling out forms, and assembles and mails information packets

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data; and may compile and tabulate data, and prepare charts, graphs, and tables

Maintains files, materials, and supplies

Opens, stamps, classifies, sorts, and routes mail, and maintains records on postage, registered mail, and packages

Performs data entry, retrieval, and data searches

Receives, stores, and issues stock items

May perform arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive and forward payments to the appropriate agency staff

May screen applicants, administer employment tests, and assist in orienting employees

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for repairs and services

May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

Responsible for answering and routing phone calls

Will be assisting the general public

May be required to work overtime or hours other than standard work schedule during emergencies

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to Three (2-3) years experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Vocational training is preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual required (English/Spanish)

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to maintain excellent customer service

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

### **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 over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### **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.

#### **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
- 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

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE ELIGIBILITY SPECIALIST II

NEW POSITION OR REPLACEMENT FOR: JORGE E. GARCIA EMPLOYEE NO 160849

DEPT NO 240

POSITION/SLOT NO 001-0011

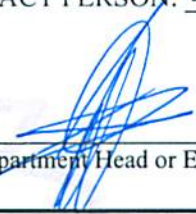
ADVERTISED SALARY: 25,912.00 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: HIDALGO COUNTY MON. - FRI. 7:30AM - 5:30PM

CONTACT PERSON: DAIREN SARMIENTO

EXTENSION / PHONE NO: 318-2011

  
\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 07/17/12

BUDGETED SALARY, GRADE & STEP: GRADE 6 STEP 1

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

\_\_\_\_\_  
APPROVED HR CHIEF OF STAFF / DATE

\_\_\_\_\_  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## **ELIGIBILITY SPECIALIST II**

**GRADE: 06**

### **GENERAL DESCRIPTION**

Determine eligibility for Hidalgo County residents for County Indigent Health Care Program as well as other direct assistance programs, which include funeral assistance, medical transportation, lodging and meals. Assist County residents in identifying and obtaining various financial and health care resources; provide community resource information and make appropriate referrals.

### **EXAMPLES OF WORK PERFORMED**

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames

Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands

Prepare various reports and correspondence

Be available to answer questions and provide information to the general public and assist in identifying resources

Attend and participate in staff meetings and workshops

Stay abreast of policies and procedural changes in the Indigent Program and other related health care programs

Properly prepare and complete necessary program forms and documents

Maintain and update participant computer and hard copy case files

Assist in clerical work as needed

Studies and analyzes operations and problems, and prepares reports of findings and recommendations

Recommends activities to produce a more effective program

Prepares justifications for procedural or policy changes

Provides technical assistance on program services

Works with program staff in determining trends and resolving technical problems

Ability to work well with others

May train others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four (4) years experience with Indigent Health Care, Medicaid Program, or related social programs preferred; Graduation from a high school or equivalent; Associate degree or vocational training; Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; and to train others

### **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 over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **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.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE BILLING SPECIALIST V

NEW POSITION OR REPLACEMENT FOR: MARICELA ESPINOSA EMPLOYEE NO 021164

DEPT NO 340

POSITION/SLOT NO 003-0030


ADVERTISED SALARY: 32,642.00 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: CENTRAL OFFICE (EDINBURG) MON. - FRI. 7:30AM - 5:30PM

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221

  
\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 07/17/12

BUDGETED SALARY, GRADE & STEP: GRADE 9 STEP 1

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

\_\_\_\_\_  
APPROVED HR CHIEF OF STAFF / DATE

\_\_\_\_\_  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES  NO . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## **BILLING SPECIALIST V**

**GRADE: 09**

### **GENERAL DESCRIPTION**

Performs senior-level billing work; Work involves collecting, posting, and managing account payments; Works with minimal supervision with latitude for the use of initiative and independent judgment; May compile reports for upper management review; May supervise staff and train staff.

### **EXAMPLES OF WORK PERFORMED**

Analyze and process all billing transactions

May review billing reports for analysts

Authorize billing adjustments

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Follow up on all past due invoices and failed billing

Identifies problems and issues during billing cycles and solves them

Ensure all tasks and duties are completed within county guidelines and policies

Sets timetables for addressing resolution of problems/issues

Maintains client database

Uses software to track and analysis of data

Produces billing reports for billing supervisor

Maintains strict confidentiality and adheres to all guidelines/requirements

Will work on weekly and monthly billing process

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a standard senior high school required. Five (5) or more years of related experience in billing with high volume billing in the private sector or public setting; An Associate's Degree in Accounting or Business Administration preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Must have strong knowledge of billing and financial concepts

Knowledge of MS Word and Excel

Knowledge of computer equipment and peripherals

Strong analytical skills

Excellent oral and written communication

Demonstrated supervisory experience

### **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 over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **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.

### **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
- 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

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HIDALGO COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE COURIER

NEW POSITION OR REPLACEMENT FOR: ADOLFO REQUENEZ EMPLOYEE NO 052787

DEPT NO 340

POSITION/SLOT NO 003-0043


ADVERTISED SALARY: 19,047.00 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: CENTRAL OFFICE (EDINBURG) MON. - FRI. 7:30AM - 5:30PM

CONTACT PERSON: LYDIA SERNA

EXTENSION / PHONE NO: 383-6221

  
\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 10/03/12

BUDGETED SALARY, GRADE & STEP: GRADE 2 STEP 1

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

\_\_\_\_\_  
APPROVED HR CHIEF OF STAFF / DATE

\_\_\_\_\_  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES  NO . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## **COURIER**

**GRADE: 02**

### **GENERAL DESCRIPTION**

Runs errands and delivers mail to and from various County locations.

### **EXAMPLES OF WORK PERFORMED**

Picks up mail and delivers to offices within the District Attorney's Office and to other County offices

Collects and distributes supplies within the District Attorney's Office and various sub-offices

Picks up and delivers graphics orders

Takes paperwork to Federal Courthouse for filings

Picks up paychecks

Operates a motor vehicle to complete various errands

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

High School diploma or equivalent required; Ability to follow verbal and written instructions. Must have and maintain a valid Texas Driver's License with a good driving record.

#### **Knowledge, Skills, and Abilities**

The duties and tasks of this position are simple and repetitive

Incumbent must make motor vehicle operation decisions to insure the safe and proper operation of County vehicles and the proper transportation of materials handled

Refers questions and problems to higher levels

Ability to communicate effectively

Requires interaction with the Supervisor, Hidalgo County Departments, Vendors and the general public

## **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 over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **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.

## **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