

AI-33911

Health & Human Services Dept. 10. B.

CC REGULAR

Meeting Date: 09/11/2012

Submitted For: Eddie Olivarez Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Prenatal Services (1293):

1. Requesting authorization to accept the Department of State Health Services grant contract #2013-042404 in the amount of \$165,909.00 for the period of 09/01/12 to 08/31/13.
2. Requesting authorization for County Judge to sign the Certification Regarding Lobbying.
3. Requesting authorization for County Judge to sign the Disclosure of Ownership and Control Interest Statement.
4. Requesting approval of the Certification of Revenue in the amount of \$165,909.00.
5. Requesting approval of the Prenatal FY 13 budget appropriation in the amount of \$165,909.00.
6. Requesting approval to delete and create the following full-time position(s);

Action	Slot #	Position Title	Grade
Delete	0002	Clerk III	5
Create	0004	Clerk II	3

7. Approval of salary schedule.

BACKGROUND

08/14/12 - AI-33614 - Request to renew grant to be stated for the record, positions deleted and created as follows:

Action	Acct./ Program	Slot #	Position Title	Grade	Percent Allocation
Delete	340-003 (Clinics)	G077	Clerk III	5	19.82%
	340-052 (Prenatal)	0002			80.18%
Create	340-003 (Clinics)	G130	Clerk II	3	0.20%
	340-052 (Prenatal)	G004			0.80%

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 2-1293-441-00-340-052-3-XXX

**FUNDS AVAILABLE Y/N?: Y**

**MATCHING FUNDS Y/N?: N**

**BUDGETARY IMPACT:**

No local matching funds required.

See attached appropriation of funds for funding availability.

**Attachments**

Core Contract  
cert of revenues  
salary schedule  
appropriation  
salary budget

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Human Resources	Sylvia Rios	09/07/2012 04:18 PM
Budget & Management	Merlen P. Munoz	09/07/2012 04:19 PM
Budget & Management	Merlen P. Munoz	09/07/2012 04:19 PM
Rosalinda Cantu	Rosie Cantu	09/07/2012 04:53 PM
Purchasing Department	Monica Badillo	09/07/2012 05:33 PM
Form Started By: Mike Escaname		Started On: 08/28/2012 03:17 PM
Final Approval Date: 09/07/2012		

**Employee and Position Information**

Emp. Status :  Vacant Date :  Hire Date :

Position Title:  Job Code :

Grade & Step :  Step:  Salary:  G&S Id :

Law enforcement S&G  Calculate Unemployment [Y/N]  Employee # :  Soc. Sec. # :

Safety Sensitive  F.L.S.A.  C.S.  First Name :

L.E.D.:  LED Type :  Last Name :  ExtendedDate:

Transfer Date :  Prorate Longevity  Date of Birth :  Age :  Gender :  VacantDays:

Department : CHILD HEALTH SERVICES GRANT - 1293-441-00-340-051-2

Object Code : 113 - PERMANENT FULL-TIME EMPLOYEES

Slot Number : G001

Worker's Comp : 8833 - HOSPITAL PROFESSIONAL & CLERICAL

WC. Rate : 0.0088

2011 Budgeted Salary	Inc %	Increase Amount	Other Increase	2012 Budgeted Salary	Hourly Rate	2012 Actual Salary	Longevity 115	Allowances				Total Allowances	2012 Actual Total Compensation
								Interpreter 116	Supplemen 117	Auto Allow 118	Clothing 119		
\$3,999.00	0	\$0.00	\$0.00	\$3,999.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	0	\$0.00	\$0.00	\$21,257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$3,999.00	0	\$0.00	\$0.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2012 Budgeted Total Compensation	Health (211)	Life (212)	FICA (220)	RET (230)	Unemp. (250)	Workers' Comp (260)	%	Longevity Pay
Total Comp.	Health 211	Life 212	FICA 220	Ret. 230	Unemp. 250	W.C. 260	Comp %	Longevity
\$3,999.00	\$659.16	\$4.27	\$305.92	\$419.90	\$20.00	\$35.19	15.83%	\$0.00
\$21,257.00	\$3,504.84	\$22.73	\$1,626.16	\$2,231.99	\$106.29	\$187.06	84.17%	\$0.00
	\$4,164.00	\$27.00	\$1,932.08	\$2,651.88	\$126.28	\$222.25	100.00%	\$0.00

**Longevity Reference Evaluation :**

L.E.D  End Date

Current Worked Years

Prior Years of Services

**Total Worked Years :**

Longevity Base Amt :

Total Longevity Amt.



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH - PRENATAL DIVISION (340-003)      DATE: 9/10/2012  
HEALTH - PRENATAL DIVISION (340-052)

CURRENT POSITION TITLE: \_\_\_\_\_ NEW SLOT# G130<sub>re</sub>      General Fund  
 NEW SLOT# G 004      Grant - Prenatal

REQUESTED POSITION TITLE: CLERK II

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:			(GRADE 3 / STEP 1)		
GF	\$ _____	\$ <u>4,331.00</u>		\$ <u>4,331.00</u>	
P	\$ _____	\$ <u>17,322.00</u>		\$ <u>17,322.00</u>	
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other    Fund 1293, Program 052; Prenatal FY 13 Grant Funding

**POSITION Type:**

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

Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

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)

Clerk III positions functions as Clerk Manager in the clinics and the Clerk Manager position is not needed at this time and is being deleted.

Clerk II positions require routine clerical work which involve compiling & tabulating data, opening records, registering clients, keeping appointment schedules, recording, sorting & dispatching incoming & outgoing mail. These are duties currently in demand at our health clinics and creating this position will help support the clinic's functions.

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

See 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	9-10-12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	_____ Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	09/10/12 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



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

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	9-10-12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	_____ Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	09/10/12 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____

## CLERK II

**GRADE: 03**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, and purchasing. Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under moderate supervision with limited 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 policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data and performs arithmetical computations; may prepare charts, graphs, and tables

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Performs data entry and retrieval

May receive shipments and supplies, inspect for damage, and check for correct quality and quantity

May maintain office schedules and appointments and provide notification of appointments.

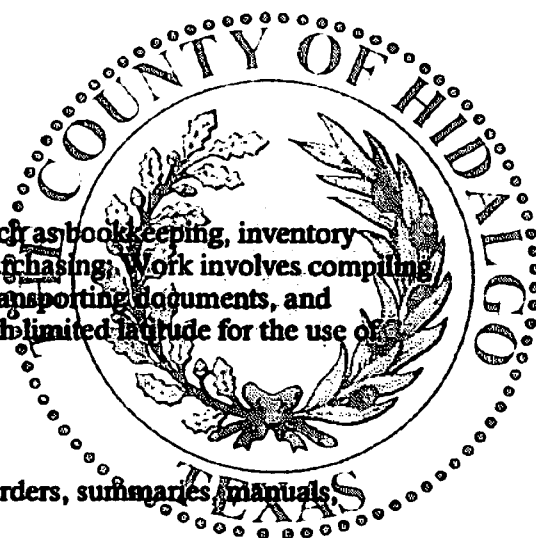
May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May assist in balancing accounts by running tapes and proofreading

May prepare summaries of balances and cost information and formulate other reports as required

May administer employment tests



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

May receive and count cash

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) year experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of business or program terminology, methods, and procedures; office procedures; and of spelling, punctuation, grammar, and arithmetic

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

### **Registration, Certification, or Licensure**

May require a valid driver's license

### **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



## **CLERK III**

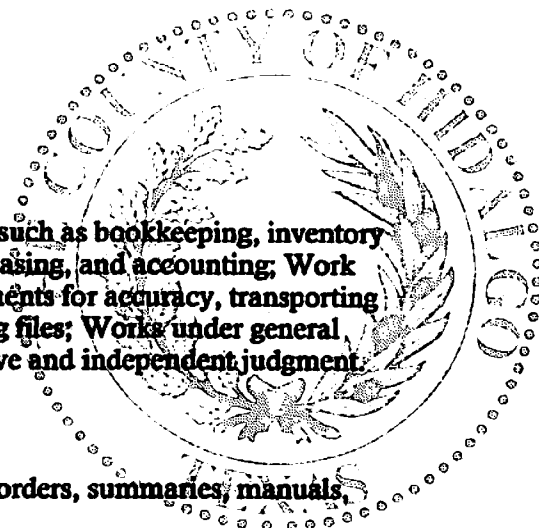
**GRADE: 05**

### **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

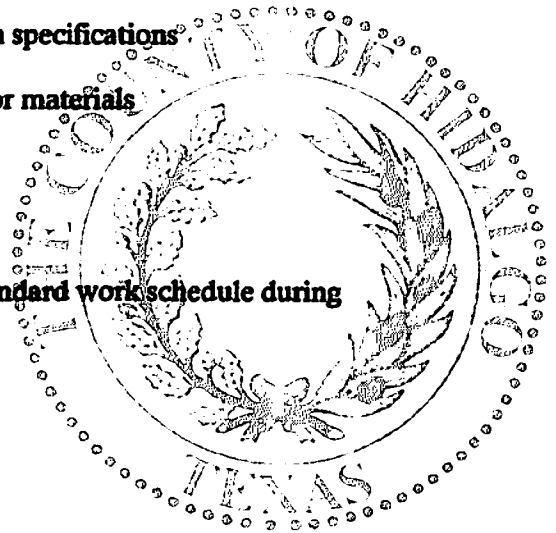
May deliver or pick up documents, supplies, equipment, or materials

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.

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- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

**HIDALGO COUNTY**  
**DEPARTMENT OF BUDGET & MANAGEMENT**  
**FISCAL NOTE**

\*Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, September 11, 2012

Agenda Item: 33911

**Summary of request/proposal:**

**PRENATAL GRANT (1293):**

Approval to delete and/or create the following full-time positions:

Fund	Position	Slot#	Obj	G	S	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1293	CLERK III	0002	113	5	1	20,250.00	0.00	(20,250.00)
1293	CLERK II	G004	113	3	1	0.00	17,322.00	17,322.00
						20,250.00	17,322.00	(2,928.00)

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1293-441-00-340-052-3-113	PRENATAL/MATERNITY- REG F/T EMPLOYEES	(\$897.47)
2-1293-441-00-340-052-3-211	PRENATAL/MATERNITY- HEALTH INSURANCE	\$0.00
2-1293-441-00-340-052-3-212	PRENATAL/MATERNITY- LIFE INSURANCE	\$0.00
2-1293-441-00-340-052-3-220	PRENATAL/MATERNITY- FICA	(\$68.66)
2-1293-441-00-340-052-3-230	PRENATAL/MATERNITY- RETIREMENT	(\$89.30)
2-1293-441-00-340-052-3-250	PRENATAL/MATERNITY- UNEMPLOYMENT COMP	(\$4.49)
2-1293-441-00-340-052-3-260	PRENATAL/MATERNITY- WORKER'S COMP	\$0.00
	2012 Budgetary Impact	(\$1,059.92)

2013 Budgetary Impact: (\$3,457.97)

**Possible Funding Sources:** NO BUDGETARY IMPACT - COST SAVINGS

**HEALTH CLINICS**

Fund	Position	Slot#	Obj	G	S	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	CLERK III	G077	113	5	1	5,006.00	0.00	(5,006.00)
1100	CLERK II	G130	113	3	1	0.00	4,331.00	4,331.00
						5,006.00	4,331.00	(675.00)

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-441-00-340-003-0-113	HEALTH CLINICS - REG F/T EMPLOYEES	(\$206.90)
2-1100-441-00-340-003-0-211	HEALTH CLINICS - HEALTH INSURANCE	\$0.00
2-1100-441-00-340-003-0-212	HEALTH CLINICS - LIFE INSURANCE	\$0.00
2-1100-441-00-340-003-0-220	HEALTH CLINICS - FICA	(\$15.83)
2-1100-441-00-340-003-0-230	HEALTH CLINICS - RETIREMENT	(\$20.59)
2-1100-441-00-340-003-0-250	HEALTH CLINICS - UNEMPLOYMENT COMP	(\$1.03)
2-1100-441-00-340-003-0-260	HEALTH CLINICS - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	(\$244.35)

2013 Budgetary Impact: (\$797.18)

**Possible Funding Sources:** NO BUDGETARY IMPACT - COST SAVINGS

**Comments:**

**DATE: September 01, 2012**

**DEPARTMENT HEAD: Eduardo Olivarez, Chief Administrative Officer**

**DEPARTMENT NAME: Hidalgo County Health & Human Services Department**

**ACCOUNT NUMBER: 2-1293-441-00-340-052-3-XXX Prenatal**

**SUBJECT: Budget Amendments (Increases) in Accordance with Local Government Code,  
Chapter 111, Subchapter C**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increase) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

<b>INCREASE OBJECT NUMBER(S)</b>	<b>ACCOUNT (OBJECT) NAME</b>	<b>AMOUNT</b>
<b>Personnel</b>		
2-1293-441-00-340-052-3-113	Prenatal - Reg F/T Employees	\$ 61,127.00
<b>Fringes</b>		
2-1293-441-00-340-052-3-211	Prenatal - Health Insurance	\$ 10,244.00
2-1293-441-00-340-052-3-212	Prenatal - Life Insurance	\$ 67.00
2-1293-441-00-340-052-3-220	Prenatal - FICA	\$ 4,677.00
2-1293-441-00-340-052-3-230	Prenatal - Retirement	\$ 5,869.00
2-1293-441-00-340-052-3-250	Prenatal - Unemployment Comp	\$ 306.00
2-1293-441-00-340-052-3-260	Prenatal - Workers Comp	\$ 807.00
<b>Supplies</b>		
2-1293-441-00-340-052-3-601	Prenatal - Office & Comp Supplies	\$ 15,000.00
2-1293-441-00-340-052-3-603	Prenatal - Educational / Instructional Supplies	\$ 10,000.00
2-1293-441-00-340-052-3-604	Prenatal - Medical & Laboratory Supplies	\$ 37,812.00
<b>Other</b>		
2-1293-441-00-340-052-3-540	Prenatal - Advertising	\$ 10,000.00
2-1293-441-00-340-052-3-550	Prenatal - Printing & Bindinig	\$ 10,000.00
<b>TOTAL APPROPRIATION</b>		<b>\$ 165,909.00</b>
2-1293-331-12-340-052-3-000	Prenatal - Grant Revenue	\$ 165,909.00
<b>TOTAL APPROPRIATION</b>		<b>\$ 165,909.00</b>

**REASON: To appropriate the grant monies for the Prenatal program**

**DEPARTMENT HEAD SIGNATURE**

**APPROVED COMMISSIONER'S C**

**DATE**



**ATTEST CO. CLERK**

## PRENATAL FY 13

### Salary / Fringes Salary Schedule 09/01/2012 - 08/31/2013 *For Budget Purposes Only*

Slot #	Position Title	Grade & Step Salary	Hourly	Hourly	Work Hours		2012	2013	Projected Salaries	Distribution				Insurance		
			Hourly Rate	With COLA Increase 3%	# of Hours @ 2012 Pay	# of Hours @ 2013 Pay	09/12 - 12/12	01/13 - 08/13		340-003	%	340-052	%	Health Ins.	Life Ins.	
0001	Maintenance II	23,927.00	11.50	11.85	688	1,392.00	7,914.32	16,493.07	24,407.38	2,684.81	0.11	21,722.57	0.89	3,705.96	24.03	
0002	Clerk III	25,256.00	12.14	12.51	688	1,392.00	8,353.91	17,409.16	25,763.06	5,152.61	0.20	20,610.45	0.80	3,331.20	21.60	
0003	Clinic Aide II	23,927.00	11.50	11.85	688	1,392.00	7,914.32	16,493.07	24,407.38	5,613.70	0.23	18,793.68	0.77	3,206.28	20.79	
<b>Total Gross Salary - &gt;</b>											<b>61,126.70</b>				<b>10,243.44</b>	<b>66.42</b>
Health Insurance - (\$4,164.00 / yr * % of pay from grant)															<b>10,243.44</b>	
Life Insurance - (\$27 / Yr / person prorated by % of pay from grant)															<b>66.42</b>	
FICA - (7.65% * Gross Salary)															<b>4,676.19</b>	
Retirement - (9.95% * Gross Salary)															<b>5,868.16</b>	
Unemployment - (.50% * Gross Salary)															<b>305.63</b>	
Worker's Comp - (1.32% * Gross Salary)															<b>806.87</b>	
															<b>83,093.42</b>	

**Notes:**

- 1 There are 2,080 work hours during the grant period of 09/01/2012 through 08/31/2013.
- 2 Health Insurance is \$4,164.00 / yr times the percentage of pay from the grant.
- 3 2012 Fringe Rates 
- 4 Existing Salary Schedule 

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1100-441-00-340-003-0**

**AI - 33911**

**HEALTH CLINICS**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ADVANCED CLINICAL PRACTITIONER	21	1	\$86,526.00	\$86,526.00	\$86,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,526.00
0002	113	ADVANCED CLINICAL PRACTITIONER	21	2	\$89,554.00	\$89,554.00	\$89,554.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,854.00
0003	113	DIRECTOR OF NURSING	19	3	\$79,374.00	\$79,374.00	\$79,374.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,334.00
0004	113	BUDGET MANAGER II	17	1	\$63,599.00	\$63,599.00	\$63,599.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,019.00
0005	113	ASSISTANT DIRECTOR OF NURSING	17	4	\$70,277.00	\$70,277.00	\$70,277.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,117.00
0006	113	DIRECTOR OF OPERATIONS	16	5	\$67,132.00	\$67,132.00	\$67,322.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,162.00
0008	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,694.00
0009	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,394.00
0010	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,888.00
0011	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,334.00
0012	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,888.00
0013	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,214.00
0014	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$57,513.00	\$57,513.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,293.00
0016	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$55,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,788.00
0017	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$55,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,788.00
0018	113	HR COORDINATOR II	13	8	\$58,199.00	\$48,199.00	\$48,200.00	\$1,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,760.00
0019	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,489.00
0020	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,029.00
0021	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,149.00
0022	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,849.00
0023	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,849.00
0024	113	LICENSED VOCATIONAL NURSE II	11	1	\$40,078.00	\$40,078.00	\$40,078.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,078.00
0025	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,969.00
0026	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,909.00
G027	113	EXECUTIVE ASSISTANT I	11	2	\$41,481.00	\$41,481.00	\$41,481.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,861.00
0028	113	SYSTEM SUPPORT SPECIALIST I	11	1	\$40,078.00	\$40,078.00	\$40,078.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,558.00
0029	113	TB RECORD MANAGER	10	2	\$38,408.00	\$38,408.00	\$38,408.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,848.00
0030	113	BILLING SPECIALIST V	9	1	\$34,360.00	\$34,360.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,360.00
0031	113	BILLING SPECIALIST IV	7	3	\$31,520.00	\$31,520.00	\$31,907.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,747.00
0032	113	MEDICAL TECHNICIAN II	7	3	\$31,520.00	\$31,520.00	\$31,520.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,900.00
0033	113	MEDICAL TECHNICIAN I	5	5	\$28,792.00	\$28,792.00	\$28,792.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,392.00
0034	113	MEDICAL TECHNICIAN I	5	2	\$26,140.00	\$26,140.00	\$26,143.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,923.00
0035	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,564.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,764.00
0036	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,563.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,923.00
0037	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,563.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,003.00
0038	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0039	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,563.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,223.00
0040	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,291.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,891.00
0041	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1100-441-00-340-003-0  
HEALTH CLINICS**

**AI - 33911**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0042	113	LABORATORY TECHNICIAN	4	3	\$25,021.00	\$25,021.00	\$25,021.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,681.00
0043	113	COURIER	2	7	\$24,261.00	\$24,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0044	113	CLERK II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,780.00
0045	113	CLINIC AIDE II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,320.00
0046	113	CLINIC AIDE II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,360.00
0047	113	INVENTORY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,743.00
0048	113	CLERK II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0049	113	CLERK II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0050	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0051	113	CLINIC AIDE II	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0053	113	CLERK II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0055	113	CLINIC AIDE II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,540.00
0056	113	CLINIC AIDE II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0057	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
G058	113	PUBLIC HEALTH SPECIALIST	9	0	\$32,642.00	\$16,119.00	\$16,119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,119.00
G060	113	LICENSED VOCATIONAL NURSE II	11	1	\$40,078.00	\$10,450.00	\$10,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,450.00
G061	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$13,256.00	\$13,863.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,283.00
G062	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$13,256.00	\$13,863.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,283.00
G063	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$14,211.00	\$14,211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,211.00
G064	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$11,430.00	\$11,430.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,730.00
G065	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$11,213.00	\$11,213.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,753.00
G067	113	SOCIAL WORKER	11	4	\$44,287.00	\$44,287.00	\$44,678.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,158.00
G068	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$9,663.00	\$9,663.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,143.00
G069	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$9,663.00	\$9,663.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,663.00
G070	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$9,664.00	\$9,664.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,744.00
G071	113	OUTREACH SPECIALIST II	6	3	\$29,186.00	\$8,980.00	\$8,980.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,120.00
G072	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$55,790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,790.00
G073	113	REGISTERED NURSE III	14	1	\$50,487.00	\$50,487.00	\$50,487.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,487.00
G075	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$7,980.00	\$7,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,980.00
G076	113	BILLING SUPERVISOR	11	1	\$40,078.00	\$40,078.00	\$40,078.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,518.00
		DELETE POSITION (AGENDA ITEM NO. 33911)											
G077	113	CLERK III	5	1	\$25,256.00	\$5,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE POSITION (AGENDA ITEM NO. 33922)											
G080	113	CLERK III	5	1	\$25,256.00	\$3,999.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G084	113	CLINIC AIDE II	3	4	\$23,927.00	\$5,331.00	\$5,404.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,404.00
G086	113	MAINTENANCE II	3	4	\$23,927.00	\$2,491.00	\$2,564.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,884.00
G087	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$1,341.00	\$1,730.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,510.00
G088	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$2,076.00	\$2,076.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,736.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**AI - 33911**

**2-1100-441-00-340-003-0**

**HEALTH CLINICS**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G089	113	ASST TB RECORDS MNGR	4	3	\$25,021.00	\$1,656.00	\$1,658.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,498.00
G090	113	OUTREACH SPECIALIST I	4	1	\$23,385.00	\$526.00	\$526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$526.00
G092	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$1,856.00	\$1,856.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,856.00
G093	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$1,880.00	\$1,880.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,420.00
0094	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
G095	113	COMMUNITY SERVICE AIDE	6	0	\$25,912.00	\$674.00	\$674.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$674.00
G096	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$757.00	\$757.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.00
G098	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G100	113	HEALTH TECHNICIAN	7	1	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G102	113	PUBLIC HEALTH SPECIALIST	9	1	\$34,360.00	\$0.00	\$0.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G103	113	HEALTH TECHNICIAN	7	2	\$30,489.00	\$0.00	\$0.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G104	113	PUBLIC HEALTH PREP COORD	16	1	\$58,888.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G105	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0110	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,888.00
0111	113	REGISTERED NURSE II	12	5	\$49,344.00	\$49,344.00	\$49,344.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,064.00
0112	113	MEDICAL TECHNICIAN I	5	2	\$26,140.00	\$26,140.00	\$26,143.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,143.00
0113	113	MEDICAL TECHNICIAN I	5	2	\$26,140.00	\$26,140.00	\$26,143.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,623.00
0115	113	EPIDEMIOLOGIST I	15	2	\$56,434.00	\$56,434.00	\$56,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,434.00
A120	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0121	113	ADVANCED CLINICAL PRACTITIONER	21	3	\$92,582.00	\$92,582.00	\$92,582.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,582.00
A122	113	TB PROGRAM MANAGER	18	1	\$68,687.00	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A123	113	TX VCCNS MANAGER	11	1	\$40,078.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A124	113	OUTREACH SPECIALIST II	6	3	\$29,186.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0125	113	REGISTERED NURSE V	17	1	\$63,599.00	\$61,828.00	\$61,828.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,828.00
A126	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A127	113	CLERK III	5	1	\$25,256.00	\$0.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A128	113	STRATEGIC NATIONAL STOCKPILE COORDINATOR	11	1	\$40,078.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		CREATE POSITION (AGENDA ITEM NO. 33922)											
G129	113	CLERK II	3	1	\$21,653.00	\$3,464.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		CREATE POSITION (AGENDA ITEM NO. 33911)											
G130	113	CLERK II	3	1	\$21,653.00	\$4,331.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$4,020,131.00	\$2,895,815.00	\$2,874,517.00	\$47,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,914,597.00

Approval of salary schedules and personnel actions pending CC approval.

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1293-441-00-340-052-3-  
PRENATAL SERVICES**

**AI - 33911**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	MAINTENANCE II	3	4	\$23,927.00	\$21,436.00	\$21,436.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,436.00
		DELETE											
0002	113	CLERK-III	5	1	\$25,256.00	\$20,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	CLINIC AIDE II	3	4	\$23,927.00	\$18,596.00	\$18,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,596.00
		CREATE											
0004		CLERK II	3	1	\$21,653.00	\$17,322.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>					\$69,507.00	\$57,354.00	\$40,032.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,032.00

APPROVAL OF SALARY SCHEDULE AND PERSONNEL ACTIONS PENDING CC APPROVAL.