

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): HEALTH & HUMAN SERVICES DEPT.

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE HEALTH INSPECTOR II

NEW POSITION OR REPLACEMENT FOR: RUFINO FARIAS EMPLOYEE NO 133825

DEPT NO 340

POSITION/SLOT NO 001-0006

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

SPECIAL REQUIREMENTS: SEE ATTACHED

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

CONTACT PERSON: ELIZARDO RAMOS

EXTENSION / PHONE NO: 956-383-6221

  
Department Head or Elected Official

11/08/12  
Date

FUNDS AVAILABLE: YES  NO  DATE OF FUND AVAILABILITY: 11/05/12

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

## **HEALTH INSPECTOR II**

**GRADE: 09**

### **GENERAL DESCRIPTION**

Performs entry-level inspection work; Work involves conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Conducts inspections for compliance with Texas codes, standards, and laws and for proper display of current licenses

Makes recommendations on violations and conducts follow-up inspections

Prepares reports and maintains records

Gathers and analyzes data

May collect inspection fees

May assist in identifying the cause of violations

May assist in the administration of state licensing examinations

May train and supervise others

Comply with training and inspector guidelines resulting in additional public health requirements

Inspect non-food establishments for state compliance regarding public health issues

Expand partnership with FDA at all port of entries regarding inspection of unsanitary food products and over the counter medications

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Four (4) years related experience; Graduation from a high school or equivalent; Associate degree or vocational training preferred; Experience and education may be substituted for one another.

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

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Skill in conducting inspections and in determining proper courses of action

Ability to prepare reports and to gather and analyze data

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

May require certification for a specific program area

### **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

