

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 SYSTEM SUPPORT SPECIALIST I

NEW POSITION OR REPLACEMENT FOR: FERNANADO MARTINEZ EMPLOYEE NO 085898

DEPT NO 340 POSITION/SLOT NO 003-0028

ADVERTISED SALARY: 40,078.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: Central Office (Edinburg) Mon. - Fri. 7:30am - 5:30pm

CONTACT PERSON: RIGOBERTO HINOJOSA EXTENSION / PHONE NO: 956-383-6221



Department Head or Elected Official

12-5-12

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 01/07/13

BUDGETED SALARY, GRADE & STEP: 40,078.00 611

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

SYSTEMS SUPPORT SPECIALIST I

GRADE: 11

GENERAL DESCRIPTION

Performs entry-level systems support work; Work involves providing customer support for county information technology systems and operating automated office equipment in a stand-alone, network, or mainframe environment; May train others; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides customer service and answers user inquiries regarding computer software, hardware operation, and the use and interface of systems and software applications

Provides operational assistance in the implementation and utilization of data processing hardware or software

Installs, maintains, and performs minor repairs to hardware, software, or information resources equipment

Maintains records of daily data communication transactions, problems, remedial actions taken, and installation activities

Maintains necessary security controls over software

Assists in setting up equipment for employee use and performing or ensuring proper installation of cables, operating systems, or appropriate software

Assists in troubleshooting and resolving computer-related problems

May prepare, develop, and update personal computer and mainframe application programs

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of experience in systems support work. Graduation from a standard senior high school or equivalent, supplemented by courses in computer science, is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the practices, principles, and techniques of computer operations, of information systems, of computer software and hardware, and of information security policies and procedures

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, 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:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

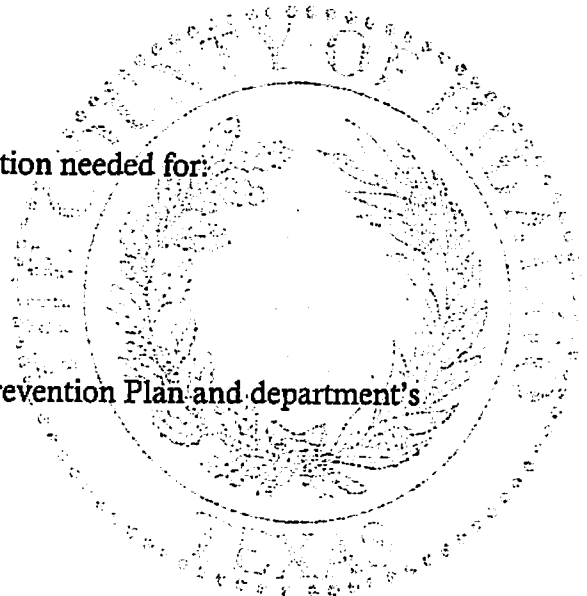
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



HUMAN RESOURCES DEPARTMENT REQUISTION 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 BILLING SPECIALIST V

NEW POSITION OR REPLACEMENT FOR: MAVELI MARTINEZ EMPLOYEE NO 176591

DEPT NO 340

POSITION/SLOT NO 003-0030

ADVERTISED SALARY: 34,360.00 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: 956-383-6221



Department Head or Elected Official

12-5-12

Date

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

BUDGETED SALARY, GRADE & STEP: 34,360.00 6,9

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

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ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE HEALTH INSPECTOR I

NEW POSITION OR REPLACEMENT FOR: RUBEN HERNANDEZ EMPLOYEE NO 133027

DEPT NO 340

POSITION/SLOT NO 001-0014

ADVERTISED SALARY: 30,489.00 OTHER COMPENSATION: 5,000.00 COMPENSATION TYPE: AUTO A.

SPECIAL REQUIREMENTS: SEE ATTACHED

WORK LOCATION / HOURS: Central Office (Edinburg) Mon. - Fri. 7:30am - 5:30pm

CONTACT PERSON: ELIZARDO RAMOS

EXTENSION / PHONE NO: 956-383-6221



Department Head or Elected Official

12-5-12

Date

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

BUDGETED SALARY, GRADE & STEP: 30,489.00

67

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 I

GRADE: 07

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

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

Two (2) years related experience; Graduation from a high school or equivalent; Associate degree or vocational training preferred; Two (2) years of experience may be substituted for one (1) year of education.

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