

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Health & Human Services Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Clerk II

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 340

POSITION/SLOT NO 001-0052

ADVERTISED SALARY: 24,929.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: (956)383-6221

Edwards Olvera / Aleida Serna
Department Head or Elected Official

03/08/13
Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 03/19/13

BUDGETED SALARY, GRADE & STEP: 24,929.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Ruiz 03-08-13
APPROVED HR CHIEF OF STAFF / DATE
Designee

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 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; of 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

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FROM (NAME OF DEPARTMENT): Health & Human Services Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Billing Specialist III

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 340

POSITION/SLOT NO 003-0133

ADVERTISED SALARY: 26,014.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

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

CONTACT PERSON: Lydia Serna, DON

EXTENSION / PHONE NO: (956) 383-6221

Edward Olivarez / Alicia Suter
Department Head or Elected Official

03/08/13
Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 03/19/13

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rios 03.08.13
APPROVED HR CHIEF OF STAFF / DATE
Designee

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:

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Closing Date

BILLING SPECIALIST III

GRADE: 05

GENERAL DESCRIPTION

Employee performs moderate-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyze and process all billing transactions

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

Identify, understand, address, and prevent delinquency issues

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

Conduct research and perform reconciliations on transactions

Will create reports showing delinquent accounts

Maintains strict confidentiality and adheres to all guidelines/requirements

Will work on weekly and monthly billing process

Performs related work as assigned

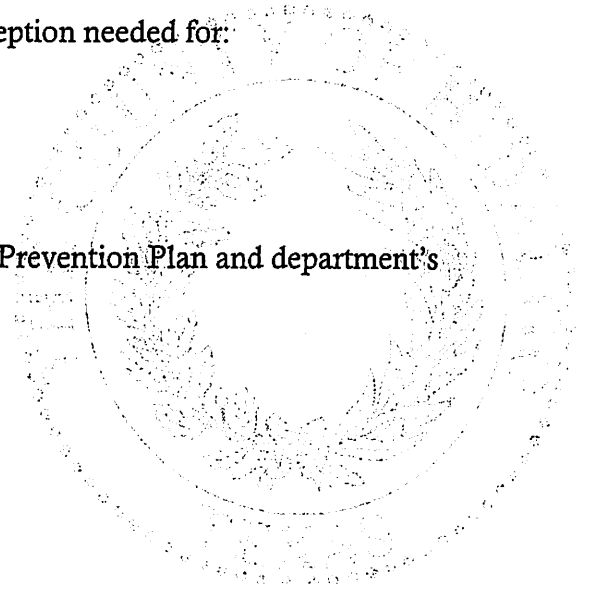
GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years related experience in billing with some college hours is preferred. Graduation from a standard senior high school is required. Experience and education may be substituted for one another.

Maintain effective audio-visual discrimination and perception needed for:

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OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Medical Technician II

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 340

POSITION/SLOT NO 001-0051

ADVERTISED SALARY: 26,014.00.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Hidalgo County Mon. - Fri. 7:30am - 5:30pm or as assigned

CONTACT PERSON: Lydia Serna

EXTENSION / PHONE NO: (956)383-6221

Edwards Oliver / Alicia Sertey
Department Head of Elected Official

03/08/13
Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 03/19/13

BUDGETED SALARY, GRADE & STEP: 26,014.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rio 03-08-13
APPROVED HR ~~CHIEF OF STAFF~~ / DATE
Designee

APPROVED HR DIRECTOR / DATE

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MEDICAL TECHNICIAN II

GRADE: 07

GENERAL DESCRIPTION

Assist and augment the Registered Nurse (RN) in the performance of clinical duties and treatment of clients. Perform technical nursing functions. Under direction, administer medications and immunizations in the clinic. Assist with medical care documentation and reports. Function autonomously in the absence of the RN within his or her scope of practice/training to provide medical support and to conduct the operations of the medical unit.

EXAMPLES OF WORK PERFORMED

Assists with medical screens and physical exams, i.e., vital signs, height, weight, history

Assists with pelvic exams and STD testing

Draws blood for HIV and DNA testing

Assesses residents' medical complaints and reports to the RN

Treats residents' minor complaints

Prepares and dispenses prescribed medications to residents

Assists the physician with daily clinic activities and directs medical unit in the RN's absence

Sets up and maintains medical files, files drug screens, lab reports, SASSI, TB results, and documents medical records

Keeps statistics on drug screens, number of youth on psychotropic medications

Prepares medical records for youth committed to the Texas Youth Commission

Maintains clinic environment and supplies

Assists with nursing tasks under the supervision of the RN

Under the physician's direction, administers immunizations and other injections as needed

Performs technical testing and lab procedures

Provides health education with job scope and refers appropriately

Records vaccine administration information and prepares report of vaccine usage

Monitors clinic supply inventory; assists with maintaining adequate levels and properly stores and inventories biological and other testing materials

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of college in a related field or equivalent job related work experience; Two (2) years hospital experience as a nurse and laboratory technician. Certification required in Patient Care Technician, Phlebotomy, CPR and First Aid.

Knowledge, Skills, and Abilities

Ability to make decisions about patient medical conditions in order to make appropriate referrals, including medical emergencies; any questions concerning illness or injury beyond the scope of experience and any questions concerning prescription medications are referred to Supervisor

Position may require professional interaction(s) with the Health Department, Probation Officers, TYC Probation Officer, Patients, Purchasing Agents, Client Family Members, AccuChem Laboratories, Quest Diagnostic, TYC, Private Health Facilities, and Vendors

PHYSICAL DEMANDS:

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SAFETY REQUIREMENTS:

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

Maintain mental capacity which permits:

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