



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - ADM DIVISION (340-001)

DATE: 2/27/2013

CURRENT POSITION TITLE: FAMILY PLANNING AIDE

CURRENT SLOT #: 0027

REQUESTED POSITION TITLE:

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00    \$ 0.00    \$ (26,014.00)  
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 \_\_\_\_\_

### 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.)

CIVIL SERVICE:    FLSA:  
Exempt        Exempt      
Non-Exempt        Non-Exempt      
N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

To delete slot as duties are not in line with the position that is needed.

**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

2-28-13

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. *Catherine G. Cortez*  
HUMAN RESOURCES DIRECTOR

03.05.13

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. *[Signature]*  
DEPARTMENT OF BUDGET & MANAGEMENT

03/02/2013

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. \_\_\_\_\_  
COMMISSIONERS' COURT APPROVAL

Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - ADM DIVISION (340-001)

DATE: 2/27/2013

CURRENT POSITION TITLE: ELIGIBILITY SPECIALIST I

CURRENT SLOT #: 0033

REQUESTED POSITION TITLE:

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 24,929.00    \$ 0.00    \$ (24,929.00)  
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 \_\_\_\_\_

### 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.)

CIVIL SERVICE:    FLSA:  
Exempt        Exempt      
Non-Exempt        Non-Exempt      
N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

To delete slot as duties are not in line with the position that is needed.

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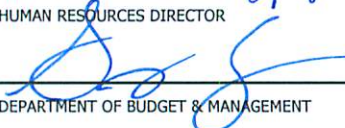
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>2-28-13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		<u>03.05.13</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		<u>03/07/2013</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - CLINICS DIVISION (340-003)      DATE: 2/27/2013  
CURRENT POSITION TITLE: CLERK III      CURRENT SLOT #: 0041  
REQUESTED POSITION TITLE:

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00      \$ 0.00      \$ (26,014.00)  
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 \_\_\_\_\_

### 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.)

CIVIL SERVICE:      FLSA:  
Exempt          Exempt      
Non-Exempt          Non-Exempt      
N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

To delete slot as duties are not in line with the position that is needed.

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\_\_\_\_\_  
\_\_\_\_\_

**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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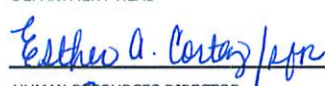

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		2-28-13	Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD					
2.		03-05-13	Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR					
3.		03/07/2013	Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT					
4.			Date			
	COMMISSIONERS' COURT APPROVAL					



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - ADM DIVISION (340-001)

DATE: 2/27/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: N/A

REQUESTED POSITION TITLE: MEDICAL TECHNICIAN II

NEW SLOT # 051  
M

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ \_\_\_\_\_    \$ 26,014.00    \$ 26,014.00  
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 \_\_\_\_\_

**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)

This position is needed to provide essential clinic services.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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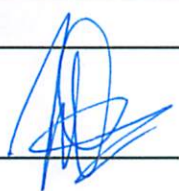
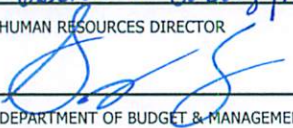
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>2-28-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD				
2.	<u>Ernesto A. Cortez / efc</u>	<u>03-05-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>03/07/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT				
4.					
	COMMISSIONERS' COURT APPROVAL	Date			

## **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:**

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



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - ADM DIVISION (340-001)

DATE: 2/27/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: N/A

REQUESTED POSITION TITLE: CLERK II

NEW SLOT # 052  
*for*

### REQUEST FOR:

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

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ \_\_\_\_\_    \$ 24,929.00    \$ 24,929.00  
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 \_\_\_\_\_

### 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.)

CIVIL SERVICE:                      FLSA:  
Exempt                                            Exempt                        
Non-Exempt                                            Non-Exempt                        
N/A                     

### JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position is needed to provide essential clinic services.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.		<u>2-28-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD				
2.		<u>03.05.13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR				
3.		<u>03/07/2013</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT				
4.		_____ Date			
	COMMISSIONERS' COURT APPROVAL				

## 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



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH - ADM DIVISION (340-003)

DATE: 2/27/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: N/A

REQUESTED POSITION TITLE: BILLING SPECIALIST III

NEW SLOT # 0133

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ \_\_\_\_\_    \$ 26,014.00    \$ 26,014.00  
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 \_\_\_\_\_

**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.)

CIVIL SERVICE:    FLSA:  
Exempt        Exempt      
Non-Exempt        Non-Exempt      
N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

This position is needed to perform essential billing operations in Health Dept. Billing Division.

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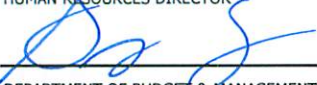
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		2-28-13	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		03-05-13	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		03/07/2013	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	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.

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

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

## **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

