

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 Eligibility Specialist II

NEW POSITION OR REPLACEMENT FOR: Perla F. Guzman EMPLOYEE NO 26662

DEPT NO 240

POSITION/SLOT NO 001-0011

ADVERTISED SALARY: 28,094.00 OTHER COMPENSATION: COMPENSATION TYPE:

SPECIAL REQUIREMENTS: See Attached

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

CONTACT PERSON: Dairen Sarmiento

EXTENSION / PHONE NO: 318-2011 Ext. 424

Department Head or Elected Official

Date

3-5-2013

FUNDS AVAILABLE: YES x NO DATE OF FUND AVAILABILITY: 04/01/13

BUDGETED SALARY, GRADE & STEP: 28,094.00

BUDGETED OTHER ALLOWANCES:

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Syrrina Ros 03-06-13
Designee

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

ELIGIBILITY SPECIALIST II

GRADE: 06

GENERAL DESCRIPTION

Determine eligibility for Hidalgo County residents for County Indigent Health Care Program as well as other direct assistance programs, which include funeral assistance, medical transportation, lodging and meals. Assist County residents in identifying and obtaining various financial and health care resources; provide community resource information and make appropriate referrals.

EXAMPLES OF WORK PERFORMED

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames

Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands

Prepare various reports and correspondence

Be available to answer questions and provide information to the general public and assist in identifying resources

Attend and participate in staff meetings and workshops

Stay abreast of policies and procedural changes in the Indigent Program and other related health care programs

Properly prepare and complete necessary program forms and documents

Maintain and update participant computer and hard copy case files

Assist in clerical work as needed

Studies and analyzes operations and problems, and prepares reports of findings and recommendations

Recommends activities to produce a more effective program

Prepares justifications for procedural or policy changes

Provides technical assistance on program services

Works with program staff in determining trends and resolving technical problems

Ability to work well with others

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four (4) years experience with Indigent Health Care, Medicaid Program, or related social programs preferred; Graduation from a high school or equivalent; Associate degree or vocational training; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; 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

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ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Licensed Vocational Nurse II

NEW POSITION OR REPLACEMENT FOR: Irma Balli EMPLOYEE NO 124206

DEPT NO 340

POSITION/SLOT NO 003-0025


ADVERTISED SALARY: 44,794.00 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: 383-6221



Department Head or Elected Official

3-5-2013

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 03/05/13

BUDGETED SALARY, GRADE & STEP: 44,794.00

BUDGETED OTHER ALLOWANCES: _____

Lydia Serna 03-06-13

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

LICENSED VOCATIONAL NURSE II

GRADE: 11

GENERAL DESCRIPTION

This position provides routine (journey-level) vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares nursing and medical summaries

Administers medication orally, rectally, internally, or by injection

Monitors patients for treatments and procedures

Monitors patients' temperature, pulse, and respiration

Collects specimens for laboratory examination

Counsels patients with specific health goals

Conducts appropriate screening tests

Applies principles and practices to assess, prevent, and control diseases

Maintains records pertaining to medication, deaths, illnesses, and the transfer of patients

Makes rounds or home visits

May participate in conducting therapeutic programs

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in nursing work; Graduation from a standard senior high school or equivalent or from an approved vocational or practical nursing education program is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, and to train others

Registration, Certification, or Licensure

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

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
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INTERNAL ANNOUNCEMENT PROCEDURE

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POSITION TITLE / GRADE Billing Specialist IV

NEW POSITION OR REPLACEMENT FOR: Elva E. Torres EMPLOYEE NO 71005

DEPT NO 340

POSITION/SLOT NO 003-0031

ADVERTISED SALARY: 32,864.00 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

EXTENSION / PHONE NO: 383-6221



Department Head or Elected Official

3-5-2013

Date

FUNDS AVAILABLE: YES NO DATE OF FUND AVAILABILITY: 03/05/13

BUDGETED SALARY, GRADE & STEP: 32,864.00

BUDGETED OTHER ALLOWANCES: _____

Sylvia Rios 03.06.13

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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BILLING SPECIALIST IV

GRADE: 07

GENERAL DESCRIPTION

Employee performs senior-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. Position may involve supervising staff and/or training of 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

Three to Four (3-4) years related experience with high volume billing in the private sector or public setting. Graduation from a standard senior high school is required. Associates Degree in Accounting or Business Administration preferred. 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:

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