



# HIDALGO COUNTY

## Personnel Adjustment Request Form



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

DATE: 3/7/2013

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: N/A

REQUESTED POSITION TITLE: PUBLIC HEALTH TECHNICIAN II

NEW SLOT # 0053

### REQUEST FOR:

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

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

### POSITION SALARY REQUEST:

Salary Amount:

\$ \_\_\_\_\_    \$ 43,000.00    \$ 43,000.00  
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)

Position will perform complex public health work. Work involves conferring with local health agencies, private physicians, individuals and community action groups on the treatment, control or prevention of diseases and injuries. This position will also be involved with the implementation of standards and measures required by the Public Health Accreditation Board.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

See job description



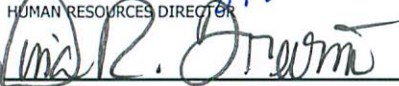
**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

The public health accreditation process is expected to clarify the public's expectations of health departments and lead to higher performance and increased accountability of local health departments.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

<p>1.           _____          DEPARTMENT HEAD</p>	<p><u>03/07/2013</u>          Date</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p>	<p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p>
<p>2.           _____          HUMAN RESOURCES DIRECTOR</p>	<p><u>03-08-13</u>          Date</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>3.           _____          DEPARTMENT OF BUDGET &amp; MANAGEMENT</p>	<p><u>3/11/13</u>          Date</p>	<p>BUDGET PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>4. _____          COMMISSIONERS' COURT APPROVAL</p>	<p>_____          Date</p>		

## **PUBLIC HEALTH TECHNICIAN II**

**GRADE: 11**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) public health work. Work involves conferring with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of diseases and injuries. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Confers with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of communicable and chronic diseases

Serves as a public resource in creating awareness of health problems and programs

Disseminates information on public health and health education programs

Participates in planning and conducting health training courses

Evaluates training and education needs to promote the acceptance of public health programs

Conducts inspections, surveys, and licensing functions

Assists in evaluating the effectiveness of educational programs

Assists in formulating definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

May evaluate work to improve efficiency and determine program effectiveness

May train others

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three to four (3-4) years of experience in public health work or related field required. Graduation from an accredited four-year college or university with major course work in social services, public health, or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

**Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

**Knowledge, Skills, and Abilities**

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures.

Ability to interpret public health laws and regulations; to communicate effectively; to analyze and evaluate public health needs; and to assign and/or supervise the work of 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.

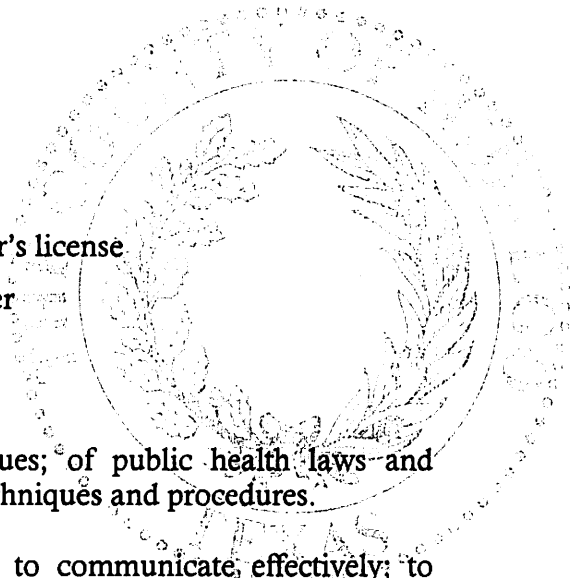
**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- 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

