



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: INFECTIOUS DISEASE CONTROL DIVISION (340-060)

DATE: 3/18/2014

CURRENT POSITION TITLE: N/A

CURRENT SLOT#: N/A

REQUESTED POSITION TITLE: **EPIDEMIOLOGIST II**

NEW SLOT # 6001

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0 Current G&S/ Budgeted Salary \$ 50,000.00 Proposed G&S/ Budgeted Salary \$ 50,000.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Infectious Disease Control Grant FY 14 (Fund 1293, Program 060) Effective 04/01/14

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 meet the scope of the Infectious Disease Control Unit / Foodborne Associated Infectious Interviews grant received by Hidalgo County Health & Human Services Dept. Position duties include performing public health disease surveillance activities related to foodborne and waterborne illness and outbreak. Duties include but are not limited to fulfilling the Texas DSHS IDCU/FDBNE INV contract goals. Position will also support surveillance and epidemiology activities during other major outbreaks and / or disasters.

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

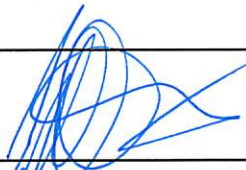
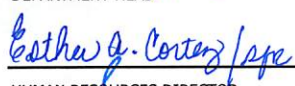

See attached job description.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>03/18/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		<u>03-28-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		<u>03/31/2014</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

EPIDEMIOLOGIST II

GENERAL DESCRIPTION

Performs moderately complex (journey-level) epidemiological work; under the direction of the Chief Administrative Officer or designee, performs public health disease surveillance activities related to foodborne and waterborne illness and outbreak. Assists with office functions, performs data entry and serves as a resource. Duties include but are not limited to fulfilling the Texas DSHS IDCU/FDBN INV contract goals. "On-call" availability required; may perform surveillance and epidemiology activities during other major outbreaks and/or disasters. Performs work in a professional, responsible and timely manner ensuring the collection of information in a confidential, accurate, and consistent manner. Responsibilities are performed with moderate latitude for use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conferring with local health agencies, private physicians, individuals, and/or community action groups regarding the treatment, control, or prevention of diseases and injuries related to foodborne and waterborne illnesses and/or outbreaks

Collect specimens, maintain inventory of specimen collection kits and related supplies

Educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding foodborne and waterborne illnesses

Attend local and/or non-local trainings as required by the Texas DSHS IDCU/FDBN INV contract and Hidalgo County Health & Human Services

Perform all other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor Degree in Environmental Sciences, Laboratory Sciences or related field of study; Master Degree in laboratory sciences, environmental sciences with an emphasis in microbiology or related field of study

Must be proficient in lab and clinical analysis/identification of Environmental Infectious Diseases

Minimum 2 year experience in health, data entry or related work

Knowledge, Skills, and Abilities

Ability to maintain confidentiality and knowledge of HIPAA requirement

Limited knowledge of medical terminology and Texas public health laws

Knowledge of computer software

Skill in problem solving

Skill in communicating effectively orally and in writing

Bilingual English/Spanish with the ability to converse fluently in both languages

Skill in preparing technical reports in a clear and concise manner

Skill in proofreading and editing documents

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines

Ability to work independently

Ability to work on multiple tasks at the same time

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Certificates, Licenses, Registrations

Must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County insurance carrier

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