



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: NUTRITIONIST I

CURRENT SLOT. #: 018

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 41,280.00 \$ 0 \$ -(41,280.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015 NO funding required.

2014 SEP 10 PM 1:34
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122 \$
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. v vacant position

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

sdfdsfdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

2014 SEP 10 11:11 AM
HIDALGO COUNTY
BUDGET OFFICE

- | | | | | |
|----|-----------------------------------|------------------|-----------------------------------|---|
| 1. | <i>Norma Longue</i> | <i>9/3/14</i> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | |
| 2. | <i>Esmeralda Catg/nq</i> | <i>9.5.14</i> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | |
| 3. | <i>[Signature]</i> | <i>9/19/2014</i> | 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: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE: **CLERK V**

CURRENT SLOT. #: **058**

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 35,391.00 \$ 0 \$ -0 (35,391.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015 No funding required. Pc

2014 SEP 10 AM 11:04
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. Vacant position

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

sdfsdsg

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

2014 SEP 10 AM 11:01
HIDALGO COUNTY
BUDGET OFFICE

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norman Lopez</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esmeralda Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: COURIER

CURRENT SLOT. #: 094

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 27,881.00 \$ 0 \$ -(27,881.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY-2015 No funding required-rc

2014 SEP 10 PM 11:34
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. vacant position

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

sdfdsfdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 PM 11:35

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Lopez</u>
DEPARTMENT HEAD | <u>08/13/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE: **CLERK II**

CURRENT SLOT. #: **122**

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 23,864.00 \$ 0 \$ - (23,864.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015 No funding required.

2014 SEP 10 AM 11:35
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. Vacant position

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

sdfdsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Longoria</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esraa Al-Cheikhly</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: CLERK II

CURRENT SLOT. #: 128

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 23,864.00 \$ 0 \$ (23,864.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other fy 2015 No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. vacant position

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

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

sdfsdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2011 SEP 10 AM 11:35

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Longo</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **133**

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 19,121.00 \$ 0 \$ (19,121.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY ~~2015~~ No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. Vacant position

2014 SEP 10 AM 11:35
HIDALGO COUNTY
BUDGET OFFICE

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

sdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:05

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Lopez</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esmeralda Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **150**

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 19,199.00 \$ 0 \$ -(19,199.00)^{pc}
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015 No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. Vacant position

2014 SEP 10 AM 11:35
HIDALGO COUNTY
BUDGET OFFICE

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

sdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Naime Longow</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esmeralda Patey/19</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: 153

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 19,121.00 \$ 0 \$ -(19,121.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ~~FY 2015~~ No funding required. zc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt		<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

Budgetary cuts. Vacant position

2014 SEP 10 AM 11 05
HIDALGO COUNTY
BUDGET OFFICE

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

sdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

2014 SEP 10 AM 11:35

BUDGET OFFICE

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Normo Ramirez</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther Salazar</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE: **CLERK II**

CURRENT SLOT. #: **154**

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 23,083.00 \$ 0 \$ -(23,083.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ~~FY 2015~~ No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts vacant position

2014 SEP 10 AM 11:35
HIDALGO COUNTY
BUDGET OFFICE

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

sdfsdgsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Longo</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez/ing</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: CLINIC AIDE II

CURRENT SLOT. #: 157

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 23,083.00 \$ 0 \$ ~~0~~ (23,083.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ~~FY 2015~~ No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. vacant position

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

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

sdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norman Lopez</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Estan O. Batz/ngr</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: 173

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 19,121.00 \$ 0 \$ ~~0~~ (19,121.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other ~~FY 2015~~ No funding required. pc

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. vacant positions

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:35

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

sdfsdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:36

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Norman Lopez</i></u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther Cortez</i></u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: CUSTODIAN I

CURRENT SLOT. #: 190895.00

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 23,807.00 \$ 0 \$ 0 (23,807.00)
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015 - No funding required - pc

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Budgetary cuts. vacant position

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

sdfsd sdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma L. Longo</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther P. Lopez</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE: NUTRITIONIST I

CURRENT SLOT #: 218

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other Deletion

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

POSITION SALARY REQUEST:

Salary Amount: \$ 41,280.00 Current Budgeted Salary \$ 0 Proposed Budgeted Salary \$ -0- Net Change (41,280.00)

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other FY 2015 No Funding Required

RE
2014 SEP 10 AM 11 36
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

- Full Time Employee Object 113
 - Part Time Employee Object 114
 - Full Time Temporary Object 121
 - Part Time Temporary Object 122
- Enter hourly rate for temp. positions
\$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

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

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

Budgetary cuts. Vacant position

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

sdfdsfdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11:36

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma Lopez</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Caty/MS</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 350/WIC

DATE: 10-1-14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 248

REQUESTED POSITION TITLE:
(For new positions or reclassifications) **CLINIC MANAGER**

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 Budgeted Salary \$ 44,583.00 Proposed Budgeted Salary \$ -\$44,583.00 Net Change ^{PC}

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other OK FY 2015, FY 2015

2014 SEP 10 AM 11:36
HIDALGO COUNTY
BUDGET OFFICE

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt

FLSA:

Exempt

Non-Exempt

Non-Exempt ^{PC} see attached email.

N/A

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

need a supervisor for clinic.

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

sdfdsfdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Normed Longred</u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esan G. Ortiz</u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY

CLINIC MANAGER

2014 SEP 10 AM 11 36
HIDALGO COUNTY
BUDGET OFFICE

GENERAL DESCRIPTION

Oversee the operation of the Health Department Clinic. Supervise technically skilled public health employees and the required available resources in achieving short and long term goals and objectives of the departmental work group.

EXAMPLES OF WORK PERFORMED

Coordinates all clinic operations to ensure quality care for individuals

Performs professional and managerial level administrative tasks to plan and achieve departmental short-term goals and objectives; troubleshoots routine and special situations and follows through to resolution

Selects, hire, and trains or ensures training of clinic staff to achieve development

Evaluates job and personnel performance of staff; makes decisions or recommendations regarding hiring, promotions, compensation actions, disciplinary actions, demotions and terminations

Reviews ongoing tasks and projects of staff at the appropriate frequency level of review; provides guidance and support to employees in the performance of their duties

May review, recommend and/or implement policy and procedures changes to department and work group to improve efficiency; Allocates resources to most effectively and efficiently meet client needs; Establishes and maintains clinical and support service referral networks

Documents and maintains required records and statistics as it pertains to departmental and work group operations

Ensures compliance with any or all applicable laws, civil service rules, statutes, and regulations; Updates staff on applicable changes; Monitors adherence to funding requirements and guidelines; Coordinates internal and external audits; Ensures compliance with medical protocols and administrative policies and procedures

Prepares and monitors federal and State grant applications

Monitors, tracks and/or controls budgeted departmental expenditures

Performs direct client assessments and clinical support activities as necessary

Coordinates participation in research studies

Serves on Department committees including teams for bioterrorism preparedness and response capacities

May assume duties of departmental manager as directed

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor of Science Degree in Nursing (BSN) required

Texas RN license

Three (3) years supervisory experience with One (1) year related nursing experience

Clinic management experience

Certificates, Licenses, Registrations

Must have a current valid Texas motor vehicle operator's license

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

Knowledge, Skills, and Abilities

Knowledge of fundamental concepts, practices and procedures of field of public health Specialty

Knowledge of disease prevention and public health practices and budget and grant Administration

Supervisory skills

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other agency personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, patients, other

HIDALGO COUNTY
BUDGET OFFICE
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County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **350/WIC**

DATE: **10-1-14**

CURRENT POSITION TITLE:

CURRENT SLOT. #: **249**

REQUESTED POSITION TITLE: **CLINIC MANAGER**
(For new positions or reclassifications)

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 Budgeted Salary \$ 44,583.00 Proposed Budgeted Salary \$ 44,583.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FY 2015

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

2014 SEP 10 AM 11 36
HIDALGO COUNTY
BUDGET OFFICE

TEMPORARY POSITIONS:

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

see attached email.

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

Need a supervisor for clinic

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

sdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HIDALGO COUNTY
BUDGET OFFICE
2014 SEP 10 AM 11 36

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Norma Longo</i></u>
DEPARTMENT HEAD | <u>9/3/14</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esra Liberty / mg</i></u>
HUMAN RESOURCES DIRECTOR | <u>9.5.14</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/19/2014</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY
BUDGET OFFICE
14 SEP 10 PM 11 36

HIDALGO COUNTY

CLINIC MANAGER

GENERAL DESCRIPTION

Oversee the operation of the Health Department Clinic. Supervise technically skilled public health employees and the required available resources in achieving short and long term goals and objectives of the departmental work group.

EXAMPLES OF WORK PERFORMED

Coordinates all clinic operations to ensure quality care for individuals

Performs professional and managerial level administrative tasks to plan and achieve departmental short-term goals and objectives; troubleshoots routine and special situations and follows through to resolution

Selects, hire, and trains or ensures training of clinic staff to achieve development

Evaluates job and personnel performance of staff; makes decisions or recommendations regarding hiring, promotions, compensation actions, disciplinary actions, demotions and terminations

Reviews ongoing tasks and projects of staff at the appropriate frequency level of review; provides guidance and support to employees in the performance of their duties

May review, recommend and/or implement policy and procedures changes to department and work group to improve efficiency; Allocates resources to most effectively and efficiently meet client needs; Establishes and maintains clinical and support service referral networks

Documents and maintains required records and statistics as it pertains to departmental and work group operations

Ensures compliance with any or all applicable laws, civil service rules, statutes, and regulations; Updates staff on applicable changes; Monitors adherence to funding requirements and guidelines; Coordinates internal and external audits; Ensures compliance with medical protocols and administrative policies and procedures

Prepares and monitors federal and State grant applications

Monitors, tracks and/or controls budgeted departmental expenditures

Performs direct client assessments and clinical support activities as necessary

Coordinates participation in research studies

Serves on Department committees including teams for bioterrorism preparedness and response capacities

May assume duties of departmental manager as directed

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor of Science Degree in Nursing (BSN) required

Texas RN license

Three (3) years supervisory experience with One (1) year related nursing experience

Clinic management experience

Certificates, Licenses, Registrations

Must have a current valid Texas motor vehicle operator's license

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

Knowledge, Skills, and Abilities

Knowledge of fundamental concepts, practices and procedures of field of public health Specialty

Knowledge of disease prevention and public health practices and budget and grant Administration

Supervisory skills

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other agency personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, patients, other

2014 SEP 10 AM 11 36

HIDALGO COUNTY
BUDGET OFFICE

County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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


HIDALGO COUNTY
BUDGET OFFICE
2019 SEP 10 AM 11 36

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

Zimbra

rosalinda.cantu@co.hidalgo.tx.us

Re: PAR forms (AI-46359)- Creation of two (2) new Clinic Manager positions

From : Nereida Garza <nereida.garza@co.hidalgo.tx.us> Fri, Sep 19, 2014 10:31 AM
Subject : Re: PAR forms (AI-46359)- Creation of two (2) new Clinic Manager positions  1 attachment
To : Rosalinda Cantu
<rosalinda.cantu@co.hidalgo.tx.us>

Hello Rosie,

In reviewing the other clinic mgr they would non exempt.

Should you have any questions or need additional information, please email or call me at 318-2660 ext. 4907.

Thank You! 😊

Nereida Garza, Executive Assistant II

Hidalgo County Human Resources

208 West Cano

Edinburg, Texas 78539

Office: (956)318-2660

Fax: (956)318-2669

Email: nereida.garza@co.hidalgo.tx.us

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From: "Rosalinda Cantu" <rosalinda.cantu@co.hidalgo.tx.us>
To: "nereida garza" <nereida.garza@co.hidalgo.tx.us>
Cc: "Obdett Calzada" <obdett.calzada@co.hidalgo.tx.us>, "Diana M. Muñoz" <diana.munoz@co.hidalgo.tx.us>
Sent: Friday, September 19, 2014 9:06:13 AM
Subject: Fwd: PAR forms (AI-46359)- Creation of two (2) new Clinic Manager positions

Good morning Nereida,

I was just informed that Sylvia Rios is not in today. Can you please provide me with the following information.

Sincerely,

**Rosalinda Cantu
Budget Analyst II**

Department of Budget & Management- **Budget Division**
2818 S. Bus Hwy 281 - Edinburg, Texas 78539
(956) 292-7025 extension 5408 (956) 292-7035 Fax
rosalinda.cantu@co.hidalgo.tx.us

From: "Rosalinda Cantu" <rosalinda.cantu@co.hidalgo.tx.us>
To: "Sylvia Rios" <sylvia.rios@co.hidalgo.tx.us>
Cc: "Obdett Calzada" <obdett.calzada@co.hidalgo.tx.us>
Sent: Friday, September 19, 2014 8:58:15 AM
Subject: PAR forms (AI-46359)- Creation of two (2) new Clinic Manager positions

Good morning Sylvia,

The PAR forms for the creation of two (2) new Clinic Manager positions are missing the FLSA exemption status. I can check that off myself, I just need confirmation from you on the appropriate status.

Sincerely,

**Rosalinda Cantu
Budget Analyst II**

Department of Budget & Management- **Budget Division**
2818 S. Bus Hwy 281 - Edinburg, Texas 78539
(956) 292-7025 extension 5408 (956) 292-7035 Fax
rosalinda.cantu@co.hidalgo.tx.us