



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: WIC/350 **DATE:** 9/27/2016

CURRENT POSITION TITLE: PEER COUNSELOR I **CURRENT SLOT #:** 017-003 & 017-004

REQUESTED POSITION TITLE: PEER COUNSELOR I DT
002-037 + 002-038
6

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change in Funding Source

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

POSITION SALARY REQUEST:

350-017	2	\$ 21,638.00 X 2	\$ 0.00	\$ (43,276.00)
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
350-002	2	0.00	21,638.00 X 2	43,276.00
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	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 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 Non-Exempt

FLSA: Exempt Non-Exempt

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

TO PLACE EMPLOYEES IN THE PROPER PROGRAM AS PER THEIR ASSIGNED DUTIES.



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

Budgetary & Accounting concerns / matters. (RA)

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|--------------------------|-----------------------------------|---|
| 1. | <u>Clara J</u>
DEPARTMENT HEAD | <u>9/26/16</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u>9/26/2016</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>9/26/2016</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: WIC/350 **DATE:** 9/27/2016

CURRENT POSITION TITLE: PEER COUNSELOR II **CURRENT SLOT #:** 002-001

REQUESTED POSITION TITLE: PEER COUNSELOR II **017-006 DT**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change in Funding Source

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

POSITION SALARY REQUEST:

350-002	1	\$ 25,830.00	\$ 0.00	\$ (25,830.00)
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
350-017	1	0.00	25,830.00	25,830.00
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	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 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 Non-Exempt

FLSA: Exempt Non-Exempt



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

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

Budgetary AND Accounting matter.

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|------------------------|-----------------------------------|---|
| 1. | <i>Clara S</i>
DEPARTMENT HEAD | <i>9/26/16</i>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Alle Dely...</i>
HUMAN RESOURCES DIRECTOR | <i>9/26/16</i>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | <i>9/26/16</i>
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: WIC/350 **DATE:** 9/27/2016

CURRENT POSITION TITLE: COMMUNITY PEER COUNSELOR **CURRENT SLOT #:** 002-026 & 002-027

REQUESTED POSITION TITLE: COMMUNITY PEER COUNSELOR 017-007 & 017-008 ST

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change in Funding Source

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

POSITION SALARY REQUEST:

350-002	2	\$ 26,794.00 X 2	\$ 0.00	\$ (53,588.00)
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
350-017	2	0.00	26,794.00 X 2	53,588.00
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	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 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.)
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CIVIL SERVICE:

Exempt **FLSA:** Exempt

Non-Exempt Non-Exempt



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

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


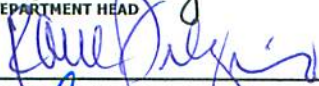

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

Budgetary and Accounting matter (R)

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 _____ DEPARTMENT HEAD	9/26/16 _____ Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	9/26/2016 _____ Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 _____ DEPARTMENT OF BUDGET & MANAGEMENT	9/26/2016 _____ 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: WIC/350 **DATE:** 9/27/2016

CURRENT POSITION TITLE: PEER COUNSELOR MANAGER **CURRENT SLOT #:** 017-002

REQUESTED POSITION TITLE: PEER COUNSELOR MANAGER *350-002-DT 0035 05*

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change in Funding Source

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

POSITION SALARY REQUEST:

350-017	1	\$ 28,836.00	\$ 0.00	\$ (28,836.00)
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	Net Change
350-002	1	0.00	28,836.00	28,836.00
Account No.	No. of Positions	Current Budgeted Salary/ Allowance	Proposed Budgeted Salary/ Allowance	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

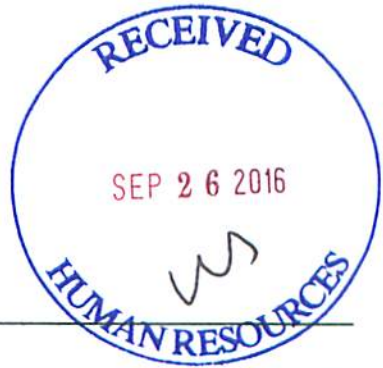
Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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

CIVIL SERVICE: Exempt Non-Exempt

FLSA: Exempt Non-Exempt



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

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

Budgetary AND Accounting matter (R)

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	9/26/16 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	9/26/2016 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	9/26/2016 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: WIC/350 - 002 B/F Program

DATE: 9-27-16

CURRENT POSITION TITLE:

CURRENT SLOT. #: 002-038

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

BF
Breastfeeding Coordinator Assistant

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 \$ 36,000.00 Proposed Budgeted Salary \$ 36,000.00 Net Change PM

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
- 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)

Increased workload with the WIC Peer Counselor program and Lactation Center.

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

sdfsdfsdf

See job description attached.




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

1.	 DEPARTMENT HEAD	9/21/16 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	9/26/2016 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	9/26/2016 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY WIC PROGRAM

B/F OF BREASTFEEDING COORDINATOR ASSISTANT

GENERAL DESCRIPTION

Responsible for assisting Breastfeeding Coordinator with the monitoring of breastfeeding program activities.

Trains and oversees peer counselor activities and assists in the overall program planning and management. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides monthly training to peer counselors at the program meetings

Provides breastfeeding training of WIC staff and peer counselors as needed

Maintains complete case files on each client

Assist in Breastfeeding promotion activities for the agency

Determines need for, issues, tracks, and retrieves breast-pumps and breastfeeding aids/incentives

Prepares monthly and yearly breastfeeding apparatus reports

Counsels participants with breastfeeding situations requiring special assistance

Manages client caseload; matches peer counselors with clients deemed appropriate for services

Monitors and evaluates client progress toward completion of assistance plan, amending and revising plan as necessary

Monitors peer counselors for compliance with WIC policies and procedures

Prepares, schedule and supports delivery of interactive counseling education curriculum to facilitate staff learning about typical program issues and counseling techniques

Maintains records and other required paperwork as necessary

Will conduct home visits as needed

Depending on program assigned, may assist in breastfeeding training of WIC staff and potential breastfeeding resource to WIC staff and community

Performs other related work as assigned by WIC Director

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of PC experience, 2 years Hospital/BF promotion experience related to the department/program

Previous administration/management experience preferred

Graduation from a high school or equivalent (GED)

Associate's degree in social services or related field

Three (3) years of experience may be substituted for one (1) years of education

Completion of Peer Counselor Training "Loving Support through Peer Counseling: A Journey Together"

Certificates, Licenses, & Registration

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

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

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English and Spanish language

Bilingual (Spanish and English) with ability to converse fluently in both languages

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

Ability to explain rules, regulations and policies of the program in terms understood by clients and the general public

Ability to exercise considerable discretion in handling confidential files

Ability to manage inventory/property

Ability to document and keep accurate records

Be able to use a personal computer, including use of Word, Excel, and the internet; knowledge of access helpful

If hired by the WIC department: Ability to operate and instruct patients about Breast pumps, manual and electric; Ability to provide breastfeeding training to staff

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