



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH & HUMAN SERVICES (340-068)

DATE: 3/23/2017

CURRENT POSITION TITLE: PHPR / FLC

CURRENT SLOT# :

REQUESTED POSITION TITLE: ZIKA Public Health Technician (Temp)

NEW SLOT # 068-T0001 to T0006  
T002, T003, T004, T005, T006

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: 0.00 Current G&S/ Budgeted Salary    \$ 9,360 x 6 = \$ 56,160.00 Proposed G&S/ Budgeted Salary    \$ 56,160.00 Net Change 0.00

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other PHPR FY 18 Grants (F-1293, Program 068)

**POSITION Type:**

Full Time Employee Object 113  Part Time Employee Object 114  \$ 12.00 Enter hourly rate for temp. positions  
Full Time Employee Object 121  Part Time Temporary Object 122  \$ 12.00 Hourly Rate x 780 = \$ 9,360 x 6 = \$ 56,160.00  
Hourly Rate "2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

5/1/2017 Start Date    10/29/2017 End Date    Mon-Friday 6 hrs/day Working Days & Hours    30 Hours Per Week    6 months (26 weeks) 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)

This is for six slots of the ten temporary part-time positions that will be performing activities that will support the PHPR (ZIKA) grant.  
Temporary Part-Time positions work hours will consist of up to 5 days per week; up to 30 hrs weekly.

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

See job description.


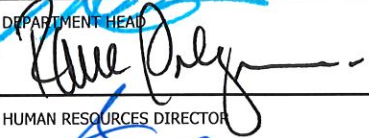

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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

Not to exceed six months.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	<u>03/24/2017</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
2.	 HUMAN RESOURCES DIRECTOR	<u>3/28/17</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/31/17</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: HEALTH & HUMAN SERVICES (340-068)

DATE: 3/23/2017

CURRENT POSITION TITLE: \_\_\_\_\_

CURRENT SLOT# : \_\_\_\_\_

REQUESTED POSITION TITLE: ZIKA Public Health Technician (Temp)

NEW SLOT # 068-T0007 to T0010  
1008, 1009, 1010

### REQUEST FOR:

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

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

### POSITION SALARY REQUEST:

Salary Amount: 0.00 Current G&S/ Budgeted Salary      \$ 9,360 x 4 = 37,440.00 Proposed G&S/ Budgeted Salary      \$ 37,440.00 Net Change  
*am*

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other PHPR FY 18 Grants (F-1293, Program 068)

### POSITION Type:

Full Time Employee Object 113  Part Time Employee Object 114  \$ 12.00  
Enter hourly rate for temp. positions

Full Time Employee Object 121  Part Time Temporary Object 122  \$ 12.00 Hourly Rate = 9360 x 4 = 37,440.00  
Hourly Rate "2,080 hrs. per year = Annual Salary" *x 780*

### TEMPORARY POSITIONS:

6/12/2017 Start Date      12/10/2017 End Date      Mon-Friday 6 hrs/day Working Days & Hours      30 Hours Per Week      6 months (26 weeks) 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)

This is for FOUR slots of the ten temporary part-time positions that will be performing activities that will support the PHPR (ZIKA) grant.  
Temporary Part-Time positions work hours will consist of up to 5 days per week; up to 30 hrs weekly.

**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)

Not to exceed six months.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		<u>03/24/2017</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>3/28/2017</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>3/31/17</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

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH & HUMAN SERVICES (340-069) DATE: 3/24/2017

CURRENT POSITION TITLE: \_\_\_\_\_ CURRENT SLOT# : \_\_\_\_\_

REQUESTED POSITION TITLE: ZIKA Public Health Technician NEW SLOT # 069-0001

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:	<u>0.00</u>	\$	<u>31,255.00</u>	\$	<u>31,255.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Grade 7, Step 1

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other    ELC FY 18 Grant (F-1293, Program 069)

**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:**

_____	_____	_____	_____	_____
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 will support the Epidemiology & Laboratory Capacity grant that has been awarded to Health & Human Services Dept.

The scope of work for this program is to initiate response activities to the the ZIKA public health threat.

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		<u>03/24/2017</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>3/28/17</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>3/31/17</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 HEALTH & HUMAN SERVICES**

## **ZIKA PUBLIC HEALTH TECHNICIAN (TEMP)**

### **GENERAL DESCRIPTION**

Performs routine (entry-level) public health work related to surveillance, preparedness and response of Zika Virus. Work involves conferring with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of Zika Virus. 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 Zika Virus

Serves as a public resource in creating awareness of Zika virus updates

Disseminates Zika Virus information on public health and health education programs

Participates in planning and conducting Zika Virus health training courses

Evaluates training and education needs to promote the acceptance of public health programs related to Zika Virus and mosquito-borne illnesses

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 related to Zika Virus and mosquito-borne illnesses

Conducts Zika Virus disease and mosquito surveillance for disease identification and prevention

Mosquito trapping and collection in the field

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

At least one to two (1-2) years of experience in public health work or related field is preferred; or

At least 60 hours of college or university with major course work in infectious disease, entomology, biology, public health, environmental sciences or related field; or,

Graduation from a four (4) year college or institution preferred.

### **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

### **Knowledge, Skills, & Abilities**

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

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; and to analyze and evaluate public health needs.

### **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.

Field work may be required

## **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

# **HIDALGO COUNTY HEALTH & HUMAN SERVICES**

## **ZIKA PUBLIC HEALTH TECHNICIAN**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) public health work related to surveillance, preparedness and response of Zika Virus. Work involves conferring with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of Zika Virus. 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 Zika Virus

Serves as a public resource in creating awareness of Zika virus updates

Disseminates Zika Virus information on public health and health education programs

Participates in planning and conducting Zika Virus health training courses

Evaluates training and education needs to promote the acceptance of public health programs related to Zika Virus and mosquito-borne illnesses

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 related to Zika Virus and mosquito-borne illnesses

Conducts Zika Virus disease and mosquito surveillance for disease identification and prevention

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Graduation from an accredited four (4) year college or university with major course work in infectious disease, entomology, biology, public health, or related field required;

One to two (1-2) years of experience in public health work or related field preferred.

### **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

### **Knowledge, Skills, & Abilities**

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

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; and to analyze and evaluate public health needs.

### **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