



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ZIKA CLERK II**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, and purchasing in support of Zika-related activities; Work involves compiling and tabulating data, checking documents for accuracy, transporting specimens and documents, packaging and shipping specimens and documents, and maintaining files; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs Zika-related correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone about Zika and other Mosquito-borne illnesses

Posts Zika information to agency records and modifies forms or records

Files and maintains Zika forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs, along with human and mosquito specimens related to Zika

Performs Zika data entry and retrieval of documents, specimens, and mosquitos

May receive Zika shipments and supplies, inspect for damage, and check for correct quality and quantity

May maintain office schedules and appointments and provide notification of appointments for Zika clients

May perform back-up receptionist or telephone switchboard duties within the Zika program

Maintains inventory control of education outreach and supplies related to Zika

Performs Zika-related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in Zika-related work

Graduation from a high school or equivalent (GED) Required

Associates' Degree in a Science-related field Preferred

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

A Certification in the National Electronic Disease Surveillance System (NEDSS) is Preferred

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Zika support functions of business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Knowledge of packaging, handling, and shipping of Zika-related and mosquito specimens

Knowledge of laboratory safety procedures

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

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

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 twenty-five (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.

The work environment is usually a combination of office-based, vehicle-based, and/or field-type work.

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
- standing for extended periods of time
- operating assigned equipment
- using personal protective equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ZIKA COORDINATOR II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) program/department coordination work planning, developing, and implementing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public, as related to Zika. May assign and/or supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops and implements Zika county program(s) and/or service(s)

Develops and provides information on Zika recommendations, regulations, policies, and procedures

Prepares justification for implementation Zika procedural or policy changes

Prepares Zika performance, quarterly, and grant reports and recommends quality improvement opportunities

Participates in Zika program planning, development, and implementation

Analyzes Zika operations, reviews reports, makes recommendations, and provides justifications when needed to improve Zika program outcomes

Analyzes the applications and variations of Zika program(s) to develop an action plan to improve the Zika grant program

Provides Zika consultative services and technical assistance to plan, implement, and monitor effective programs and services

Act as a Zika program liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

Reviews Zika research findings relative to programs and/or services being developed

Reviews Zika information on service delivery system methods, outputs, and activities to identify gaps in resources, and recommends improvements

May assign and/or supervise Zika-related work of others

Performs all other Zika-related duties as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in Zika program coordination, business management, or a related field related to the specific program or department

Graduation from an accredited four (4) year college or university with a Bachelor's degree in biology, public health, business administration, or a field relevant to the assignment

Graduation from an accredited graduate college or university program with a Master's degree in public health, biology, statistics, business administration, or a field relevant to the assignment

Two (2) years of Zika experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

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

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

A Certification in the National Electronic Disease Surveillance System (NEDSS) is Preferred

A Certificate in Public Health (CPH) is a Plus

A Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) License is a Plus

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws related to the program area; of public health and management techniques; of Zika virology and pathogenesis; of statistical analysis processes; and of public health program planning and implementation

Ability to gather, assemble, correlate, and analyze Zika facts; to devise solutions to problems; to prepare Zika reports; to develop and evaluate policies and procedures; and to communicate effectively

Good verbal and written communication and presentation skills

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

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 twenty-five (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
- standing for extended periods of time
- operating assigned equipment
- using personal protective equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

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
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COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ZIKA PUBLIC HEALTH SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provides clinical and administrative support to the Zika surveillance functions; Makes field visits to Zika surveillance sites to collect specimens for testing; Responsible for maintaining inventory of Zika and vector surveillance equipment and supplies; Provides both office-based and fieldwork assistance to investigations of Zika virus; Essential duties may also include educating partners about proper Zika specimen collection and shipment to state, federal, or other laboratories when indicated; Assists with the electronic data entry of Zika virus disease investigations; Involved in outreach and educational functions with stakeholder agencies to provide essential health updates on Zika.

EXAMPLES OF WORK PERFORMED

Develops Zika-related guidance, plans, and recommendations for clinical testing, vector-control, surveillance investigations, and other related Zika activities

Conducts Zika Virus and mosquito surveillance for disease identification and prevention

Collaborates with research and higher education institutions on the surveillance and epidemiological finding of mosquitos

Answers inquiries regarding policies and procedures related to Zika

Conduct case management and epidemiological investigations of Zika virus clients

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

Assembles, organizes, and tabulates Zika data and performs arithmetical computations; may prepare charts, graphs, and tables

Files and maintains Zika forms, records, and reports

Performs Zika data entry and retrieval of documents, specimens, and mosquitos

Performs Zika-related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major coursework in biology, virology, entomology, or public health

One (1) year of experience in Zika case management or entomological research

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

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

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

A Certification in the National Electronic Disease Surveillance System (NEDSS) is Preferred

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Zika support functions of program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Knowledge of vector surveillance and control practices

Skill in using a personal computer and office equipment; MS Word and Excel

Skill in using a surveillance analysis software and mapping

Ability to conduct Zika and vector surveillance programmatic functions using the scientific method

Ability to communicate with stakeholder agencies on vector surveillance and control program objectives

Ability to communicate with patients and/or clients concerning testing outcomes and surveillance investigation questionnaires

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

PHYSICAL DEMANDS

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The employee must occasionally lift and/or move over twenty-five (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.

The work environment is usually a combination of office-based, vehicle-based, and/or field-type work.

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
- standing for extended periods of time
- operating assigned equipment
- using personal protective equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

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:

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COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ZIKA RESEARCH ANALYST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) Zika research work. Work involves performing specialized Zika research projects pertaining to epidemiological, biological, mathematical, and geo-spatial analysis functions of the county. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, compiles, and analyzes Zika research data

Uses statistical methods and relational databases to analyze Zika data sets

Prepares or assists with preparing vector reports of research findings related to Zika

Develops and conducts research projects related to Zika virus and pathology

Formulates Zika research objectives, programs, and priorities

Leads in drafting, authoring, and/or editing technical reports and summaries of findings from Zika virus-related research projects

Conducts statistical and spatial-epidemiological Zika research through the use of computer software programs

Performs Zika-related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major coursework in biology, epidemiology, biomedical sciences, or statistical analysis

One (1) year of experience in Zika research is a Plus

One (1) year of experience in statistical or geo-spatial analysis is a Plus

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

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

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

A Certification in the National Electronic Disease Surveillance System (NEDSS) is Preferred

A certification or license in data analysis software is a Plus

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of statistical concepts and methods and their application to Zika research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies

Knowledge of Zika virology, pathogenesis and epidemiology for the evaluation of disease risk and mitigation

Skill in conducting qualitative and quantitative Zika research, in the use of a computer and applicable software, and in using statistical tools and programs

Ability to plan, organize, and administer Zika research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; and to communicate effectively

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

PHYSICAL DEMANDS

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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
- standing for extended periods of time
- operating assigned equipment
- using personal protective equipment

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- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- abiding by health information privacy (HIPAA) standards

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 County of Hidalgo Accident Prevention Plan and department's safety regulations