



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

Elections

DATE: Enter Date

5-12-08

CURRENT POSITION TITLE: Enter position Title

Data Processor

CURRENT SLOT. #: Enter current

130-001-0022

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

N/A

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other from part-time to full-time

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

POSITION SALARY REQUEST:

Salary Amount: \$ 12,527.00 ~~12,257.00~~
 \$ 19,424.00
 \$ 6,897.00 ~~7,167.00~~ *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 N/A

POSITION Type:

- Full Time Employee Object 113
 Part Time Employee Object 114
 Full Time Temporary Object 121
 Part Time Temporary Object 122

from part-time to full-time

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: | <input type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Exempt | <input type="checkbox"/> |
| | | Non-Exempt | <input checked="" type="checkbox"/> |

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

Hidalgo County has an 84% registration rate, increased voter registration workload due to the number of registrants, changes, additions, out of county and responsibilities that include data entry. The Department would be better served by including an additional full-time position, that just happens to be part-time at the moment. 2008 is a Presidential Election Year, and is receiving an average of 500 voter registration cards every 3-4 days.

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)

Over 100,000 registered voters will be affected in year 2008, elections are time-consuming

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>5-12-08</u>	* With a deleted position	
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	_____	_____	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE	_____	_____

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)

Position no longer needed due to restructuring of office personnel

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 

5-12-08
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. DEPARTMENT OF BUDGET & MANAGEMENT

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Elections

DATE: Enter Date
5-12-08

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current
130-001-0084

REQUESTED POSITION TITLE: Enter New Position Title
 (For new positions or reclassifications)
Voter Registration Information Technology Specialist

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 \$ 40,000.00 \$ 40,000.00
 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 N/A

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	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>

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

Hidalgo County has an 84% registration rate, increased voter registration workload due to the number of registrants, changes, additions, out of county and responsibilities that include data entry. The Department would be better served by including a dedicated information technology specialist to handle the day to day operations of uploading, inputting, and preparing election information for the public. Voter Registration requires extensive background technology expertise. 2008 is a Presidential Election Year, and is receiving an average of 500 voter registration cards every 3-4 days.

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)
Please review Justifications/Priority – Operations of voter registration will be divided and monitored to ensure the new voter registration software completed with daily voter requirements to the State are met

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

Over 100,000 registered voters will be affected in year 2008, elections are time-consuming

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		5-12-08	* With a deleted position	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE		PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE		BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE				