



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 10/24/2008

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0112

REQUESTED POSITION TITLE: ACCOUNTANT I
(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 \$ 33,000.00 Proposed Budgeted Salary \$ 33,000.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other COUNTY WIDE ADM- CONTINGENCY

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: 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)

The assigned duties of an Accountant's position is critical for the maintenance of all financial records pertaining but not limited to contractual services rendered, Chapter 19 funding and HAVA grant funding. The preparation and analysis of budgeting is vital to the services rendered by this department.

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

Performs day-to-day activity in accounting principles and maintains all financial records.

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. Huonnie Ramon 10/24/08 DATE FUNDING AVAILABLE IN DEPT. BUDGET YES NO
- 2. [Signature] DATE PERSONNEL PROCEDURES COMPLETED YES NO
- 3. [Signature] 10/24/2008 DATE BUDGET PROCEDURES COMPLETED YES NO
- 4. COMMISSIONERS COURT APPROVAL DATE