



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections

REQUEST DATE: 12/24/08

DEPARTMENT NUMBER: 130

PROGRAM NUMBER: 001

CURRENT SLOT #: 130-001-010

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Administrative Sec./Bookkeeper

Classification/Position Title

\$29,445.00

Pay Grade/Salary

REQUESTED ADJUSTMENT:

Accounting Clerk

Classification/Position Title

\$32,000.00

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Accounting Clerk

Classification/Position Title

\$32,000.00

Pay Grade/Salary

COMMENTS:

SIGNATURES

[Signature]
Human Resources Representative

1/27/2009
Date

[Signature]
County Treasurer Representative

01/27/09
Date

[Signature]
Budget & Management Representative

01/27/2009
Date

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Administrative Secretary Bookkeeper **FLSA Status:** Non-Exempt
Dept. Code: 150 **Civil Service Status:** Non-Exempt

SUMMARY:

Perform bookkeeping and secretarial duties within the Elections Department. This is a responsible position that may involve supervision and working closely with the Elections Administrator. Work is performed under the administrative direction of the Elections Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Responsible for maintaining employees' attendance records and time sheets;
- o Responsible for maintaining records of accounts receivables, accounts payables, requisitions, and asset inventory;
- o Provide public assistance in responding to telephone calls, questions and requests for information;
- o Process voter registration applications to determine voter eligibility;
- o Work closely with city and school districts regarding lists of registered voters;
- o Prepare correspondence for applications and other parties involved in the process and notify applicants of their voters' status;
- o Prepare the supplies and material list for the early voting election workers;
- o Regular attendance
- o Get along with co-workers

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and requirements.

EDUCATION AND EXPERIENCE:

- o High school diploma or GED
- o One (1) year experience in bookkeeping
- o Must have good computer skills
- o Bilingual -- preferred
- o Some travel required

CERTIFICATES, LICENSES & REGISTRATIONS:

- o Must have a current valid Texas driver's license
- o Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- o Employee may be assigned other duties in addition to those that are listed and duties may change according to changing needs of department.

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;

HIDALGO COUNTY
BUDGET OFFICE
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use hands to finger, 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 to loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- o sitting for extended periods of time
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

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BUDGET OFFICE
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HIDALGO COUNTY ELECTION'S DEPARTMENT

Job Title: Accounting Clerk FLSA Status: Non - Exempt

Dept. Code: 130-001 Civil Services Status: Non - Exempt

SUMMARY:

The Accounting Clerk performs duties under the direct supervision of the Accountant and the Elections Administrator and assists in a variety of accounting procedures in an effort to oversee all financial activity for the Elections Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Accountant and Elections Administrator in gathering information for the preparation of all Reports and billing statements in accordance with generally accepted accounting principles; to include but not limited to any contracts, services and/or grant(s);
- Assist the Accountant and Elections Administrator in gathering information for the preparation of an annual budget report;
- Review budget amendments and line item transfer entries for accuracy on as deemed necessary;
- Assist and/or prepare accounts receivable payments and maintain a system of the accountability of such;
- Prepare and/or assist and supervise purchases of items necessary for the operation of the Elections Department;
- Prepare and/or assist in the preparation of requisition and purchase orders for the purpose of buying and/or encumbering items for the operation of the Elections Department;
- Assist and/or receive and audit invoices for services rendered to the Elections Department to be submitted and processed by the county auditor;
- Assist in the reconciliation and maintenance of vendor accounts with Hidalgo County;
- Assist general public, answer phone inquiries and refer calls accordingly;
- Type letters, reports and other necessary documents as requested by the Accountant and/or the Elections Administrator;

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- On a daily basis, assist and/or prepare entries into programs such as SAGE for purchase order requisitions;
- Have excellent knowledge of Microsoft Office programs, including but not limited to Excel and Word;
- Review daily receipts for accuracy and prepare journal entries if needed;
- Process voter registration applications;
- Meet with the Elections Administrator and Accountant in regards to issues and concerns;
- Must be punctual and have good attendance;
- Must be flexible and available, if assigned to perform other duties in other departments for cross training;
- Any other related duties as may be assigned by the Election's Administrator.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Preferable two (2) years experience in bookkeeping practices;
- Knowledge in computer applications: Microsoft Word, Excel, SAGE, and TAAP.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- Must work well with co-workers.
- Bilingual – preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others in a respectful manner
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

HIDALGO COUNTY
BUDGET OFFICE
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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/23/2008

CURRENT POSITION TITLE: Administrative Secretary/Bookkeeper

CURRENT SLOT. #: 130-001-0010

REQUESTED POSITION TITLE: Accounting Clerk
(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: \$ 29,445.00 \$ 32,000.00 \$ 2,555.00
 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 COUNTY WIDE ADM- CONTINGENCY

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HIDALGO COUNTY
BUDGET OFFICE

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	<input type="checkbox"/>	FLSA:	<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 position of Administrative Secretary/Bookkeeper changed when the Head Bookkeeper position was vacated in February of 2008. The Adm.Secretary/Bkkeeper took over the added responsibilities of purchasing items, preparing requisitions and purchase orders, receiving and auditing invoices for services rendered to the department; reconciling and maintaining vendor accounts, and working closely with the Auditors and Budget Analysts in handling procedures such as item line transfers, as well as working with the Elections Administrator.

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)

New job description attached: Responsibilities of Accounting Clerk to assist Accountant I in preparing purchase items, preparing requisitions and purchase orders, assist in receiving and auditing invoices for services, and assist in reconciling and maintaining vendor accounts. The Accounting Clerk must also assist in creating and billing statements to contracted entities after elections, work closely with the Elections Administrator and the Auditors to ensure honesty and integrity in the billing and collection of monies. The position requires knowledge of various county programs such as SAGE, TAAP, Agenda Quick, and VEMACS, plus knowledge of Microsoft office programs such as Excel and Word.

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

Running an efficient department requires key personnel in place that are knowledgeable of the financial demands of the department. An Accounting Clerk could assist the Accountant as well as assist the Elections Administrator in these critical areas.

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HIDALGO COUNTY
BUDGET OFFICE

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Uriamet Ramon</u> DEPARTMENT HEAD	<u>12/23/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.	<u>Raul Dreyer</u> HUMAN RESOURCES DIRECTOR	<u>01/27/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3.	<u>Raul Dreyer</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/27/2009</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections
DEPARTMENT NUMBER: 130
CURRENT SLOT #: 0014
REQUEST DATE: 12/24/08
PROGRAM NUMBER: 001

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Data Processor

Classification/Position Title

\$ 27,149.00

Pay Grade/Salary

REQUESTED ADJUSTMENT:

Data Processor III

Classification/Position Title

\$ 27,000.00

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Data Processor III

Classification/Position Title

\$ 27,000.00

Pay Grade/Salary

COMMENTS:

SIGNATURES

Human Resources Representative

Theresa A. Alvarez

County Treasurer Representative

[Signature]

Budget & Management Representative

HIDALGO COUNTY DBM

Date

1/27/2009

Date

01/27/09

Date

01/27/2009

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Data Processor	FLSA Status:	Non-Exempt
Dept. Code: 130-001	Civil Service Status:	Non-Exempt

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of the Election Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries.
- Provide public assistance in responding to telephone calls, questions, and requests for information.
- Regular attendance is a must.
- Ability to work well with others.
- Perform such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One (1) year experience.
- Computer and data entry skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk, sit, use hands to

finger, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop or 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 encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition 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.
- communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

ADDITIONAL DUTIES AND RESPONSIBILITY

Approved by CC 3/25/03

- Work closely with Voter registrar to maintain accurate and update voter registration files.
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator.
- Regular attendance is a must.
- Manual filing of voter registration applications.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree GED;
- Must have excellent computer and data entry skills;
- Knowledgeable of Microsoft Office programs such as Word and Excel;
- A minimum of two (2) years experience in reading and interpreting maps and boundaries and knowledge of county jurisdictional lines such as county, commissioner, Justice of the Peace, city and school districts, etc.;
- Must have experience in reading and interpreting public requests;
- Bilingual is preferred.

OTHER SKILLS AND ABILITIES:

- Ability to supervise staff;
- Ability to communicate effectively with the staff and the public;
- Ability to deal with problems involving elections or other situations;
- Regular attendance punctuality is a must;

ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier;

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 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 thirty-five (35) 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.
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/24/2008

CURRENT POSITION TITLE: DATA PROCESSOR

CURRENT SLOT. #: 014

REQUESTED POSITION TITLE: DATA PROCESSOR III
(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: \$ 24,149.00 \$ 27,000.00 \$ 2,851.00
 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 COUNTY WIDE ADM-CONTINGENCY

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 <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)

A reclassification of job descriptions is necessary during this time of reorganizing the Elections Department. Since no clear guidelines exist for the division of duties and expectations, the Election Clerk and Data Processor position outlined the same job descriptions. Data Processor III is the highest level that may be attained by a data processor in the Elections Department. Aside from possessing skills attributed to not just reading but also interpreting maps, this person must also possess the ability to work with programs on street indexing and also possess supervisory characteristics.

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HIDALGO COUNTY
BUDGET OFFICE

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)

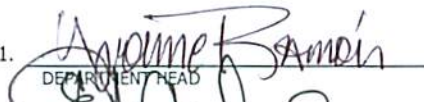

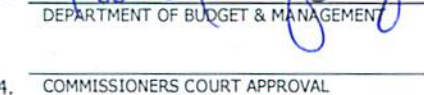
The Data III position must be able to perform all of the I and II duties, and then also create blocks, ranges and precincts. Knowledge of maps and boundaries and knowledge of the county is crucial in knowing the various jurisdictional lines that fall within the county and are so important for the different types of elections. This position requires supervisory and leadership skills, plus must possess skills that require knowledge of the voter registration data base so that batching of certificates and reporting of information may be done accurately. Knowledge of the Election Code, Administrative Code and Ethics Commission is important so that laws and policies are followed with honesty and integrity.

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

Not all data processors will reach the level of III because not all persons have the intrinsic characteristics of being able to read and especially interpret mapping information that is so necessary for accuracy in the voter registration data base.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/23/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/27/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/27/2009 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections

REQUEST DATE: 12/24/08

DEPARTMENT NUMBER: 130

PROGRAM NUMBER: 001

CURRENT SLOT #: 130-001-0015

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Data Processor

\$24,149.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

Data Processor II

\$25,500.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Data Processor II

\$25,500.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

SIGNATURES

[Signature]
Human Resources Representative

1/27/2009
Date

[Signature]
County Treasurer Representative

01/27/09
Date

[Signature]
Budget & Management Representative

01/27/2009
Date

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Data Processor **FLSA Status: Non-Exempt**

Dept. Code: 130-001 **Civil Service Status: Non-Exempt**

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of the Election Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries.
- Provide public assistance in responding to telephone calls, questions, and requests for information.
- Regular attendance is a must.
- Ability to work well with others.
- Perform such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One (1) year experience.
- Computer and data entry skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk, sit, use hands to

finger, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop or 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 encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition 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.
- communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

ADDITIONAL DUTIES AND RESPONSIBILITY

Approved by CC 3/25/03

- Work closely with Voter registrar to maintain accurate and update voter registration files.
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator.
- Regular attendance is a must.
- Manual filing of voter registration applications.

HIDALGO COUNTY

Elections Department

Job Title: Data Processor II	FLSA Status: Non - Exempt
Dept. Code: 130-001	Civil Service Status: Non - Exempt

SUMMARY:

Will work closely with Data Processors I & III to perform the duties of processing voter registration applications and forms; will work with the public to answer questions and assist with public requests; will work closely with the Street Indexing Specialist to correct data entered. Work is performed under the immediate supervision and direction of the Elections Administrator and Executive Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries for proper precinct locations;
- Perform street indexing on incorrect data entry such as addresses and precincts;
- Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process;
- Assist the phone bank supervisor as needed during elections;
- Assist Election Specialist with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary;
- Be knowledgeable of election laws and policies;
- Assist with all Secretary of State Reports, such as, but not limited to DPS, cancellations, deceased, and felons;
- Assist with presentations and projects as assigned by the Elections Administrator and/or Executive Assistant;
- Maintain accurate and up to date voter registration data and files;
- Assist public either by telephone or in person with voter registration application information and elections information as needed;
- Provide public assistance in responding to telephone calls;
- Assist public with request information and questions;
- Perform manual filing and scanning of voter applications and forms;
- Must have good writing and communication skills;
- Must be well organized;
- Ability to work well with others including contractual entities, department employees, elected officials, and department heads;
- Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies;
- Perform other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree GED;
- Must have excellent computer and data entry skills;
- Knowledgeable of Microsoft Office programs such as Word and Excel;
- Bilingual is preferred.

OTHER SKILLS AND ABILITIES:

- Able to read maps and boundaries and acquire knowledge of county jurisdictional lines such as county, commissioner, Justice of the Peace, city and school districts, etc.;
- Ability to read, interpret and accept documents such as public requests;
- Ability to communicate effectively with staff and the public.

ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance punctuality is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

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 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 thirty-five (35) 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;
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/23/2008

CURRENT POSITION TITLE: DATA PROCESSOR

CURRENT SLOT. #: 0015

REQUESTED POSITION TITLE: DATA PROCESSOR II
(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: \$ 24,149.00 \$ 25,500.00 \$ 1,351.00
 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 COUNTY WIDE ADM-CONTINGENCY

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	<input type="checkbox"/>	FLSA:	<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)

A reclassification of job descriptions is necessary during this time of reorganizing the Elections Department. The Election Clerk position and the Data Processor position expectations are basically the same, with no systemic approach to the demands of each position. Reclassifying both positions into Data Processor I, II, and III will allow internal growth and will allow supervisors to quantify and qualify work performance.

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 24 PM 2 04

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)

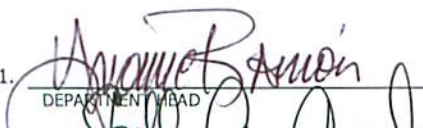

Data Processor II duties include but are not limited to increase in knowledge in interpreting and analyzing maps, and interpreting and submitting reports to the Secretary of State, DPS, cancellations, deceased and felons. This position is critical in assisting Election Specialist with mail-in ballots, provisional ballots, overseas ballots and Ballot Board preparations. The Data Processor II position must perform street indexing, which is a decisive step in creating an accurate voter registration data base.

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

The Data Processor II position will most likely grow into the highest position most data processors may attain. It is important to hire and keep employees that are detailed oriented and have the ability not just to read, but also interpret the various kinds of maps the Election Department utilizes. This position must assist in gathering data for all reporting, especially to the Secretary of State.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/23/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/29/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/27/2009 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections
DEPARTMENT NUMBER: 130
CURRENT SLOT #: 017, 018, 019, 020, 021

REQUEST DATE: 12/24/08
PROGRAM NUMBER: 001

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Election Clerk
Classification/Position Title

\$ 21,424.00
Pay Grade/Salary

REQUESTED ADJUSTMENT:

Data Processor I
Classification/Position Title

\$ 24,000.00
Pay Grade/Salary

COMMITTEE RECOMMENDATION

Data Processor I
Classification/Position Title

\$ 24,000.00
Pay Grade/Salary

COMMENTS:

[Signature]
Human Resources Representative

SIGNATURES

1/27/2009
Date

[Signature]
County Treasurer Representative

01/27/09
Date

[Signature]
Budget & Management Representative

01/27/2009
Date

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title:	Elections Clerk	FLSA Status:	Exempt
Dept No:	130-001	Service Status:	Exempt

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of Elections administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries for proper precinct locations for voters;
- Provide public assistance in responding to telephone calls, questions, and requests for information;
- Regular attendance is a must;
- Ability to work well with others;
- Performs such other duties as may be assigned;
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator;
- Manual filing of voter registration applications;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED;
- One (1) year experience;
- Computer and data entry skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

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 required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition 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;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- 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;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;

HIDALGO COUNTY

Elections Department

Job Title: Data Processor I	FLSA Status: Non - Exempt
Dept. Code: 130-001	Civil Service Status Non - Exempt

SUMMARY:

Will work closely with Data Processors II & III to perform the duties of processing voter registration applications and forms; will work with the public to answer questions and assist with public requests. Work is performed under the immediate supervision and direction of the Elections Administrator and Executive Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain accurate and up to date voter registration data and files;
- Assist public either by telephone or in person, with voter registration application information and elections information as needed;
- Provide public assistance in responding to telephone calls;
- Assist public with request information and questions;
- Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process;
- Perform manual filing and scanning of voter applications and forms;
- Assist Data Processors II & III in interpreting and reading city and county map boundaries for proper precinct locations;
- Must have good writing and communication skills;
- Must be well organized;
- Ability to work well with others including contractual entities, department employees, elected officials, and department heads;
- Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies;
- Perform other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree GED;
- Must have a minimum of one year of computer and data entry skills experience;
- Bilingual is preferred.

OTHER SKILLS AND ABILITIES:

- Ability to read, interpret and accept documents such as public requests;
- Ability to communicate effectively with staff and the public.

ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance punctuality is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

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 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 thirty-five (35) 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;
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/24/2008

CURRENT POSITION TITLE: ELECTION CLERK

CURRENT SLOT. #:

REQUESTED POSITION TITLE: DATA PROCESSOR I
(For new positions or reclassifications)

0017 0020
0018 0021
0019

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 21,424.00 \$ 24,000.00 \$ 2,576.00
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 COUNTY WIDE ADM- CONTINGENCY

HIDALGO COUNTY
BUDGET OFFICE
2008 DEC 24 PM 2 04

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	<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)
A reclassification of job descriptions is necessary during this time of reorganizing the Elections Department. The Election Clerk position and the Data Processor position expectations are basically the same, with no systemic approach to the demands of each position. Reclassifying both positions into Data Processor I, II, and III will allow internal growth and will allow supervisors to quantify and qualify work performance.

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)

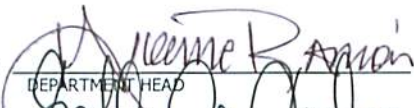


The Election Clerk position will reclassify into the Data Processor I position with specific job description and expectations. This position will be an entry level position, but could also serve as a permanent position for those employees that do not possess characteristics and abilities to read and interpret maps, the ability to learn the various precinct jurisdictional lines and the ability to perform street indexing.

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

After reviewing the job descriptions for Election Clerk and Data Processor, it was evident that a reclassifying of positions and request of salary schedules was necessary.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	DATE 12/23/08	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE 1/27/2009	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE 11/27/2009	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections

REQUEST DATE: 12/24/08

DEPARTMENT NUMBER: 130

PROGRAM NUMBER: 001

CURRENT SLOT #: 022

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Data Processor
Classification/Position Title

\$ 21,424.00
Pay Grade/Salary

REQUESTED ADJUSTMENT:

Data Processor I
Classification/Position Title

\$ 24,000.00
Pay Grade/Salary

COMMITTEE RECOMMENDATION

Data Processor I
Classification/Position Title

\$ 24,000.00
Pay Grade/Salary

COMMENTS:

[Signature]
Human Resources Representative

SIGNATURES

1/27/2009
Date

[Signature]
County Treasurer Representative

01/27/09
Date

[Signature]
Budget & Management Representative

01/27/2009
Date

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title: Data Processor	FLSA Status:	Non-Exempt
Dept. Code: 130-001	Civil Service Status:	Non-Exempt

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of the Election Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries.
- Provide public assistance in responding to telephone calls, questions, and requests for information.
- Regular attendance is a must.
- Ability to work well with others.
- Perform such other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One (1) year experience.
- Computer and data entry skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk, sit, use hands to

finger, handle or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop or 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 encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition 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.
- communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

ADDITIONAL DUTIES AND RESPONSIBILITY

Approved by CC 3/25/03

- Work closely with Voter registrar to maintain accurate and update voter registration files.
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator.
- Regular attendance is a must.
- Manual filing of voter registration applications.

ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance punctuality is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

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 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 thirty-five (35) 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;
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/24/2008

CURRENT POSITION TITLE: DATA PROCESSOR

CURRENT SLOT. #: 0022

REQUESTED POSITION TITLE: DATA PROCESSOR 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: \$ 21,424.00 \$ 24,000.00 \$ 2,576.00
 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 COUNTY WIDE ADM- CONTINGENCY

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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

A reclassification of job descriptions is necessary during this time of reorganizing the Elections Department. The Election Clerk position and the Data Processor position expectations are basically the same, with no systemic approach to the demands of each position. Reclassifying both positions into Data Processor I, II, and III will allow internal growth and will allow supervisors to quantify and qualify work performance.

2008 DEC 24 PM 2 04
HIDALGO COUNTY
BUDGET OFFICE

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)



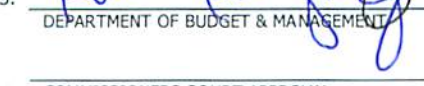
The Election Clerk position will reclassify into the Data Processor I position with specific job description and expectations. This position will be an entry level position, but could also serve as a permanent position for those employees that do not possess characteristics and abilities to read and interpret maps, the ability to learn the various precinct jurisdictional lines and the ability to perform street indexing.

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

After reviewing the job descriptions for Election Clerk and Data Processor, it was evident that a reclassifying of positions and request of salary schedules was necessary. This specific position is another example of why this area of the Elections Department needed reclassification. Although this specific position held the title of Data Processor, it had the responsibilities of an Election Clerk and the salary of an Election Clerk.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/23/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/27/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/27/2009 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Elections
DEPARTMENT NUMBER: 130
CURRENT SLOT #: 0016

REQUEST DATE: 12/24/08
PROGRAM NUMBER: 001

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

Election Clerk

Classification/Position Title

\$ 21,424.00

Pay Grade/Salary

REQUESTED ADJUSTMENT:

Data Processor II

Classification/Position Title

\$ 25,500.00

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Data Processor II

Classification/Position Title

\$ 25,500.00

Pay Grade/Salary

COMMENTS:

[Signature]
Human Resources Representative

SIGNATURES

1/27/2009
Date

[Signature]
County Treasurer Representative

01/27/09
Date

[Signature]
Budget & Management Representative

01/27/2009
Date

HIDALGO COUNTY ELECTIONS DEPARTMENT

Job Title:	Elections Clerk	FLSA Status:	Exempt
Dept No:	130-001	Service Status:	Exempt

SUMMARY:

Works closely with other data processors in an effort to perform the duties of processing voter registration questions to the public and election workers. Work is performed under the immediate direction of Elections administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries for proper precinct locations for voters;
- Provide public assistance in responding to telephone calls, questions, and requests for information;
- Regular attendance is a must;
- Ability to work well with others;
- Performs such other duties as may be assigned;
- Assist the Voter Registrar Assistant with projects assigned by Elections Administrator;
- Manual filing of voter registration applications;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED;
- One (1) year experience;
- Computer and data entry skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

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 required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition 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;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- 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;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;

HIDALGO COUNTY Elections Department

Job Title: Data Processor II	FLSA Status: Non - Exempt
Dept. Code: 130-001	Civil Service Status: Non - Exempt

SUMMARY:

Will work closely with Data Processors I & III to perform the duties of processing voter registration applications and forms; will work with the public to answer questions and assist with public requests; will work closely with the Street Indexing Specialist to correct data entered. Work is performed under the immediate supervision and direction of the Elections Administrator and Executive Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and read city and county map boundaries for proper precinct locations;
- Perform street indexing on incorrect data entry such as addresses and precincts;
- Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process;
- Assist the phone bank supervisor as needed during elections;
- Assist Election Specialist with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary;
- Be knowledgeable of election laws and policies;
- Assist with all Secretary of State Reports, such as, but not limited to DPS, cancellations, deceased, and felons;
- Assist with presentations and projects as assigned by the Elections Administrator and/or Executive Assistant;
- Maintain accurate and up to date voter registration data and files;
- Assist public either by telephone or in person with voter registration application information and elections information as needed;
- Provide public assistance in responding to telephone calls;
- Assist public with request information and questions;
- Perform manual filing and scanning of voter applications and forms;
- Must have good writing and communication skills;
- Must be well organized;
- Ability to work well with others including contractual entities, department employees, elected officials, and department heads;
- Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies;
- Perform other duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree GED;
- Must have excellent computer and data entry skills;
- Knowledgeable of Microsoft Office programs such as Word and Excel;
- Bilingual is preferred.

OTHER SKILLS AND ABILITIES:

- Able to read maps and boundaries and acquire knowledge of county jurisdictional lines such as county, commissioner, Justice of the Peace, city and school districts, etc.;
- Ability to read, interpret and accept documents such as public requests;
- Ability to communicate effectively with staff and the public.

ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance punctuality is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

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 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 thirty-five (35) 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;
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/23/2008

CURRENT POSITION TITLE: ELECTION CLERK

CURRENT SLOT. #: 0016

REQUESTED POSITION TITLE: DATA PROCESSOR II
(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: \$ 21,424.00 Current Budgeted Salary \$ 25,500.00 Proposed Budgeted Salary \$ 4,076.00 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 _____
 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	<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)

A reclassification of job descriptions is necessary during this time of reorganizing the Elections Department. The Election Clerk position and the Data Processor position expectations are basically the same, with no systemic approach to the demands of each position. Reclassifying both positions into Data Processor I, II, and III will allow internal growth and will allow supervisors to quantify and qualify work performance.

HIDALGO COUNTY
 BUDGET OFFICE
 2008 DEC 24 PM 2 04

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

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

expectations and/or performance.

This position is an example of how the Election Clerk and Data Processor positions had no clarification or systemic guidelines to the job duties and job

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

Specialist with mail-in ballots, provisional ballots, overseas ballots and Ballot Board preparations.

with specific reporting duties related to the Secretary of State, DPS, cancellations, deceased and felons. This position has also assisted the Election

This specific Election Clerk position has surpassed the Election Clerk duties and has been performing Data Processor II duties such as street indexing

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

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