

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

SEE ATTACHMENT

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
2009 MAY 21 PM 2 20

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|--|
| 1. | <u><i>Armande Simon</i></u>
DEPARTMENT HEAD | <u>05/21/09</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u><i>Ether A. Cortez</i></u>
HUMAN RESOURCES DIRECTOR | <u>06-05-09</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>Bill Puleo</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/03/09</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department # 130

DATE: 05/19/09

CURRENT POSITION TITLE: (TEMPORARY) DATA PROCESSOR /

CURRENT SLOT. #: T-95, T-100, T-103

REQUESTED POSITION TITLE: (TEMPORARY) DATA PROCESSOR /
(For new positions or reclassifications) *re*

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension

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

POSITION SALARY REQUEST:

Salary Amount: \$ 16,640.00 \$ 16,640.00 X 3 \$ 49,920.00
 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 _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$ 8.00
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 8.00 X 2080 = 16,640.00
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

07/01/09 Start Date	12/31/09 End Date	MONDAY - FRIDAY Working Days & Hours	40 Hours Per Week	6 MONTHS Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input checked="" 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)

DATA ENTRY OF VOTER REGISTRATIONS APPLICATIONS AND SCANNING OF ELECTION DOCUMENTS.

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