

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

Will work under the direction of the Elections Administrator and will work closely with Data Processor, Elections, and IT Managers in the performance of the duties of elections, processing voter registration applications and forms, working with the public to answer questions and assist with public requests and will assist in transporting, maintenance, set-up, assembly, testing and inventory of all electronic and computer equipment.

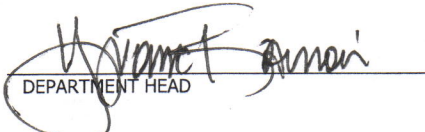
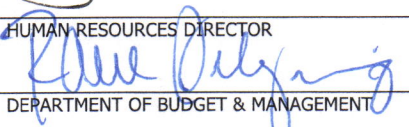

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

These positions will be in lieu of hiring vendors to perform the job.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>12/23/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/23/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/23/2009</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY

Elections Department

Job Title: Elections Specialist (Temporary) **FLSA Status:** NON- Exempt

Dept. Code: 130-001

Civil Service Status: Exempt

SUMMARY:

Will work under the direction of the Elections Administrator and will work closely with Data Processor, Elections, and IT Managers in the performance of the duties of elections, processing voter registration applications and forms, working with the public to answer questions and assist with public requests and will assist in transporting, maintenance, set-up, assembly, testing and inventory of all electronic and computer equipment.

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;
- Assist Elections Manager with various duties including processing mail-in ballots, Ballot Board, and preparation of election supplies, bins, etc.;
- Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies to include transportation, set-up and maintenance of the electronic voting units;
- Coordinate with Elections Staff on transportation requirements, supplies, and materials such as tables, chairs, voting equipment, ballot boxes, voting booths and election kits;
- Must be able to work under loud conditions, pressure and in meeting deadlines;
- Must be able to work nights and weekends as needed;
- Must have good writing and communication skills;
- Must be well organized;
- Must have regular attendance, be detailed oriented, and a self-motivator;
- Ability to work well with others including contractual entities, department employees, elected officials, the community, and department heads;
- 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.
- Must have a good driving record;
- May be asked to handle an electric forklift;
- May be asked to climb a ladder.

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 regularly 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 regularly lift and/or move over thirty-five (35) to fifty (50) 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.

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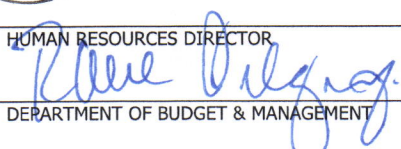
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BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | 12/23/09
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input 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 | 12/23/2009
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Dat Tuesday, December 29, 2009

Agenda Item: 19085

Summary of request/proposal:

The Elections Dept is requesting approval to extend one (1) temporary full time Data Processor position, slot # T103 budgeted hourly rate \$8.00 and approval to extend ten (10) temporary full time Elections Specialist positions, slot #'s T110 - T119, budgeted hourly rate \$8.00.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	DATA PROCESSOR	-	T103	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T110	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T111	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T112	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T113	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T114	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T115	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T116	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T117	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T118	121	\$0.00	\$16,640.00	\$16,640.00
1100	ELECTIONS SPECIALIST	-	T119	121	\$0.00	\$16,640.00	\$16,640.00
TOTAL							\$183,040.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-414-00-130-001-0-	121	ELECT. DEPT- TEMP F/T EMPLOYEES	\$91,169.35
0-1100-414-00-130-001-0-	211	ELECT. DEPT- HEALTH INSURANCE	-
0-1100-414-00-130-001-0-	212	ELECT. DEPT- LIFE INSURANCE	-
0-1100-414-00-130-001-0-	220	ELECT. DEPT- FICA	\$6,974.46
0-1100-414-00-130-001-0-	230	ELECT. DEPT- RETIREMENT	-
0-1100-414-00-130-001-0-	250	ELECT. DEPT- UNEMPLOYMENT COMP	\$455.85
0-1100-414-00-130-001-0-	260	ELECT. DEPT- WORKER'S COMP	\$0.00
2010 Budgetary Impact			\$98,599.66

2011 Budgetary Impact: -

Possible Funding Sources:

CO. WIDE CONTINGENCY

Budget Office Recommendation:
