



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department # 130

DATE: 02/18/10

CURRENT POSITION TITLE: TEMPORARY DATA PROCESSOR I  
Data Entry Clerk I (Temporary)

CURRENT SLOT. #: T-103

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Deletion of Position

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 17,636.00      \$ 0      \$ (17,636.00)  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change  
*grade 1, step 0*      *N/A*      *grade 1, step 0*

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  \_\_\_\_\_  
 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 checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input 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 10 CURRENT TEMPORATY POSITIONS MEET OUR ESSENTIAL NEEDS OF OUR DEPARTMENT.

**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)

---

---

---

**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

---

---

---

1.	<u>Wendy R. Arroyo</u> DEPARTMENT HEAD	<u>02-18-2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Patricia Cortez</u> HUMAN RESOURCES DIRECTOR	<u>2/23/2010</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Mike R. Trevino</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>2/23/10</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			