



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Elections Department

DATE: Enter Date
06/25/10

CURRENT POSITION TITLE: Enter position Title
Elections Specialist *Data Entry Clerk I*

CURRENT SLOT #: Enter current
T110-T119

REQUESTED POSITION TITLE: Enter New Position Title
 (For new positions or reclassifications)
Elections Specialist *Data Entry Clerk I*
Re

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount:
 $\$ \underline{16,640.00 \times 10 \text{ positions}}$
 $\$ \underline{16,640.00 \times 10 \text{ positions}}$
 $\$ \underline{166,400.00}$
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 Co. Wide Contingency

POSITION Type:

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

TEMPORARY POSITIONS:

07/01/10 12/31/10 8 AM - 5 PM 40 6 Months
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

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

Necessary for upcoming elections, scanning project, shredding project, and redistricting project.

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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|---|
| 1. | <u>Yanna Raman</u> DEPARTMENT HEAD | <u>06/25/10</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u> HUMAN RESOURCES DIRECTOR | <u>6/28/2010</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/28/2010</u> DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |