



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

Elections Department

07/14/10

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT #: Enter current

Data Entry Clerk I

T110-T119

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

Data Entry Clerk I

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 **X 10 positions** Current Budgeted Salary
\$ 16,640.00 **X 10 positions** Proposed Budgeted Salary
\$ 166,400.00 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 per hr.

Enter hourly rate for temp. positions

Full Time Temporary Object 121

Part Time Temporary Object 122

\$ 8.00 * 2080 = \$16,640.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

08/02/2010
08/01/2010
Start Date

12/31/10
08/31/10
End Date

8 AM - 5 PM
Working Days & Hours

40
Hours Per Week

5 mos. (not to exceed 12/31/10)
-1 Month
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)

The extension of the temporary employee(s) is necessary for the several projects taking place within the Elections Department. The Data Entry Clerks Assist with upcoming elections, shredding projects, and the redistricting project taking place.

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

The Data Entry Clerk(s) will work under the direction of the Elections Administrator and will work closely with Data Processor, Elections, and the 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.

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

1.	<u>Vivonne Raimon / Paul Burgos</u>	<u>7-14-10</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	<u>Paul Burgos</u>	<u>7/22/2010</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	<u>Paul Burgos</u>	<u>7/22/2010</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			