



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department

DATE: March 16, 2011

CURRENT POSITION TITLE:

CURRENT SLOT. #:

T123 - T132

REQUESTED POSITION TITLE: Data Entry Clerk I

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

10	0	\$17,636.00	17636 x 10 = \$176,360.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE
		Grade 1 Step 0	\$ 17,360

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

 Other _____

HIDALGO COUNTY BUDGET OFFICE
APR 16 PM 5 06

POSITION TYPE:

Full Time Employee Object 113
 Part Time Employee Object 114
 Full Time Temporary Object 121
 Part Time Temporary Object 122

~~\$8.00~~ \$8.4788 *re*
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	M-F 8a-5p Working Days & Hours	40 Hours Per Week	6 Months Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: FLSA:
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

Positions needed for eighteen lease and contract elections in the May 2011 election cycle (including runoffs) to prepare cages and bins for poll locations, load early voting software, deliver machines and cages, etc. (see attachment for other duties)

