



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **ELECTIONS (130-001)**

DATE: **09/02/2011**

CURRENT POSITION TITLE: **DATA ENTRY CLERK I**

CURRENT SLOT. #: **T123 - T132**

REQUESTED POSITION TITLE: **DATA ENTRY CLERK I**

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other **EXTENSION OF POSITION**

**POSITION SALARY REQUEST:**

<b>130-001</b>	<b>10</b>	<b>G1, S0</b>	<b>G1, S0</b>		<b>\$176,360.00</b>
ACCT NO.	NO. OF POSITIONS	<b>\$17,636.00</b>	<b>\$17,636.00</b>	\$	NET CHANGE
		CURRENT GRADE & STEP/ SALARY	PROPOSED GRADE & STEP/ SALARY		

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **CO WIDE ADMIN.- CONTINGENCY**

HIDALGO COUNTY  
BUDGET OFFICE  
SEP 6 PM 4 07

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<b>\$ 8.4788</b>	Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input checked="" type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	<b>\$ 8.4788 * 2,080.00 = \$17,636.00</b>	Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<b>09/22/2011</b>	<b>12/31/2011</b>	<b>M-F 8 A.M- 5 P.M</b>	<b>40 hrs/ Except</b>	<b>Approx. 3 months</b>
Start Date	End Date	Except Election time Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:    FLSA:

Exempt        Exempt   

Non-Exempt        Non-Exempt   

N/A   

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

The November Federal Election process begins on Sept 9<sup>th</sup>, which is the first day to apply for a ballot, so all temporary workers must be trained and in place as soon as possible.

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

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

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

Aside from the Constitutional Election there are also 6 political entities (so far) holding elections, as well as redistricting and the massive mail out in which all require extra help.

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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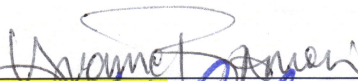
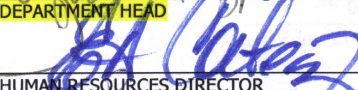
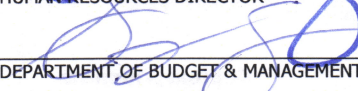
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	9-6-11 DATE	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	9/8/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	09/06/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		