

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

Enters and manipulates information in the geographic information system. Works closely with the Elections Project Coordinator to produce maps and gather data in response to requests and communicates with political subdivisions about boundaries to keep updated records.

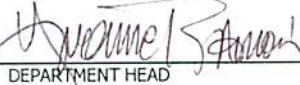


POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Commissioner's Court voted on 8-30-2011 for the Elections Department to continue running elections and leasing DRE machines to political subdivisions in Hidalgo County and therefor allowing the Elections Department to hire additional staff in order to do so.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u></u> DEPARTMENT HEAD	<u>10-25-11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u></u> HUMAN RESOURCES DIRECTOR	<u>10-27-11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/25/11</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Elections Department / 130**

DATE: **10-21-2011**

CURRENT POSITION TITLE:

CURRENT SLOT. #: **0134 & 0135**

REQUESTED POSITION TITLE: **Elections Specialist I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>2</u>		<u>Grade 7, Step 1, \$29,458</u> \$	<u>58,916</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

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	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	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 type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

Elections Specialist I position is needed to be able to run Federal, State and County elections along with the elections of political subdivisions in Hidalgo County who lease machines and contract the County to run their elections. Federal Primary Elections and uniform elections for the political subdivision will now run simultaneously hence requiring additional personnel to perform the necessary tasks.

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

Assists the Elections Operation manager in preparing for upcoming elections, hiring election poll workers, training poll workers, handling requests for mail ballots, preparing supplies for poll locations and receiving supplies/documents from poll sites at end of Early Voting on Election Night.

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)

Commissioner's Court voted on 8-30-2011 for the Elections Department to continue running elections and leasing DRE machines to political subdivisions in Hidalgo County and therefor allowing the Elections Department to hire additional staff in order to do so.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>Arnette Simon</i></u> DEPARTMENT HEAD	<u>10-25-11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	<u><i>Esther A. Cortez by Sylvia Rios</i></u> HUMAN RESOURCES DIRECTOR	<u>10-27-11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Michael C. Chavira</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/25/11</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

Performs maintenance and preparation of voting equipment, performs testing on Direct Record Electronic system used during Early Voting and on Election Day, trains Election workers on DRE equipment and laptops along with assisting in any other IT-related tasks.

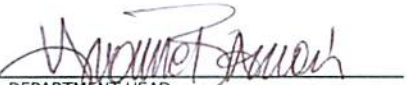


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Elections Department / 130**

DATE: **10-21-2011**

CURRENT POSITION TITLE:

CURRENT SLOT. #: **0137**

REQUESTED POSITION TITLE: **Field Service Specialist II**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>		Grade 10, Step 1, \$37,109 \$	<u>37,109</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

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

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Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:		
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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

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

Performs maintenance and preparation of voting equipment, delivers and tests Direct Record Electronic system, provides phone support to Election Officials and performs DRE electronic ballot proofing including audio as well as other IT related tasks.



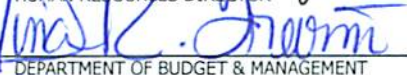
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