



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: 12-13-2011

CURRENT POSITION TITLE: Data Entry Clerk I (Temporary)

CURRENT SLOT. #: T-123 through T-127

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Extension of Temporary Positions

POSITION SALARY REQUEST:

5	-0-	G1, S0/ \$17,636.00	\$	88,180.00
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 type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	8.4788	
Full Time Temporary Object 121	<input checked="" type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$	Enter hourly rate for temp. positions $8.4788 \times 2080 \text{ hours} = \$17,636.00$ Hourly Rate * 2,080 hrs. per year = Annual Salary $8.4788 \times 1040 \text{ hrs} = \$8,818.00$ (actual expenditure)

TEMPORARY POSITIONS:

<u>1-1-2012</u>	<u>7-1-2012</u>	<u>Monday-Friday, 8a - 5p</u>	<u>40</u>	<u>6 months</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

These positions are required to help the department in continuing to serve Hidalgo County's political subdivisions during the 2012 election year. CC voted on 8/30/2011 to allow the department to hire 5 additional permanent positions so we are only requesting to keep 5 of the 10 temporary positions for 2012 that were originally approved for our department.

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

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>Harriet Amoh</u> DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esiana Cate</u> HUMAN RESOURCES DIRECTOR	12-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Mr R. Chumo</u> DEPARTMENT OF BUDGET & MANAGEMENT	12/22/11 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			