



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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Human Resources

DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: 6-26-2012

CURRENT POSITION TITLE: ~~Data Entry Clerk I (Temporary)~~

CURRENT SLOT. #: T-138  
~~T-123~~ through ~~T-127~~ T144

REQUESTED POSITION TITLE: N/A Data Entry Clerk I

**REQUEST FOR:**

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

**POSITION SALARY REQUEST:**

<u>57</u>	<u>-0-</u>	<u>G1, S0/ \$17,636.00</u>	\$	<u>123,452.00</u> <u>88,180.00</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 type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>8.4788</u>	
Full Time Temporary Object 121	<input checked="" type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$	Enter hourly rate for temp. positions $8.4788 \times 2080 \text{ hours} = \$17,636.00$ $8.4788 \times 1040 \text{ hrs} = \$8,818.00$ (actual expenditure) $8,818.00 \times 7 = 61,726.00$

**TEMPORARY POSITIONS:**

<u>7-2012</u>	<u>12-31-2012</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:

Exempt	<input checked="" type="checkbox"/>	FLSA:	
Non-Exempt	<input 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)

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.

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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)

It is critical that we keep the 5 temporary positions in order to fulfill all obligations in reference to the Runoff Primary Election as well as the upcoming General Election in November 2012.

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Armonet Amore</i></u><br>DEPARTMENT HEAD                 | <u>06/25/12</u><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Beth A. Cooley</i></u><br>HUMAN RESOURCES DIRECTOR       | <u>06-27-12</u><br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>07/02/2012</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                   | DATE                      |                                   |   |                             |

## **DATA ENTRY CLERK I**

**GRADE: 01**

### **GENERAL DESCRIPTION**

Performs entry-level data entry work. Work involves entering data and maintaining files and documentation; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs repetitive data entry and verification of data files

Performs editing and maintenance of data files

Transcribes source documents to machine-acceptable formats

Prepares formatting programs for simple applications and corrects entry errors

May provide clerical support

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in data entry work; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge of data entry equipment and of office practices and procedures

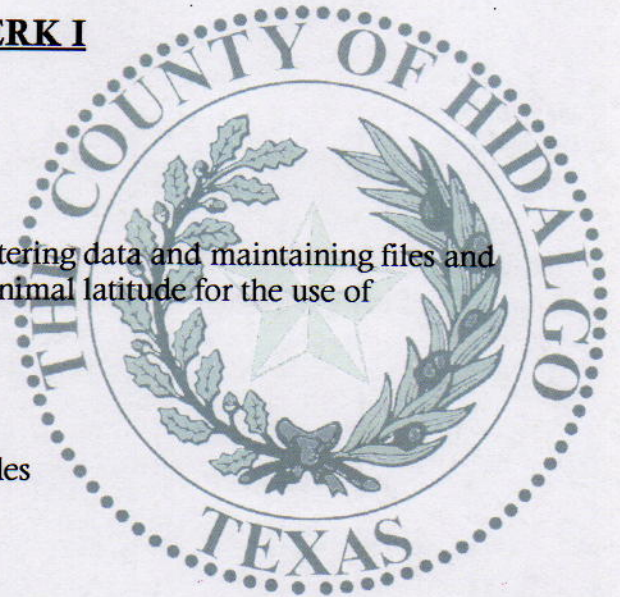
Ability to detect and resolve error conditions and to select and transcribe data

Type 35 wpm

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.



The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

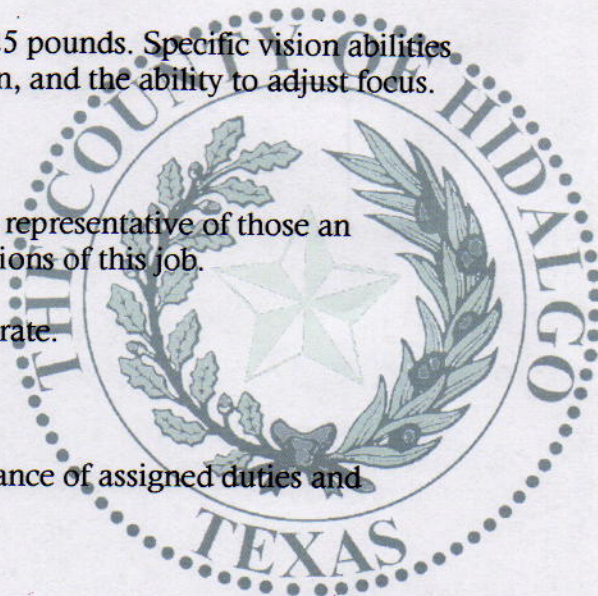
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

\*Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 33019

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Tuesday, July 03, 2012

**Summary of request/proposal:**

**Elections Department (1100):**

**Approval to create the following temporary full time positions, not to exceed (6) mths and/or 12/31/2012.**

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested
				G	S	Salary	G	S	Salary	
1100	DATA ENTRY CLERK I	T138	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T139	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T140	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T141	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T142	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T143	121	-	-	0.00	1	0	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T144	121	-	-	0.00	1	0	17,636.00	17,636.00
<b>TOTAL</b>				-	-	0.00	-	-	123,452.00	123,452.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1100-414-00-130-001-0- 121	ELECTIONS DEPT- TEMP F/T EMPLOYEES	\$61,489.50
2-1100-414-00-130-001-0- 211	ELECTIONS DEPT- HEALTH INSURANCE	\$0.00
2-1100-414-00-130-001-0- 212	ELECTIONS DEPT- LIFE INSURANCE	\$0.00
2-1100-414-00-130-001-0- 220	ELECTIONS DEPT- FICA	\$4,703.95
2-1100-414-00-130-001-0- 230	ELECTIONS DEPT- RETIREMENT	\$0.00
2-1100-414-00-130-001-0- 250	ELECTIONS DEPT- UNEMPLOY. COMP	\$307.45
2-1100-414-00-130-001-0- 260	ELECTIONS DEPT- WORKER'S COMP	\$0.00
<b>2012 BUDGETARY IMPACT:</b>		<b>\$66,500.90</b>

2013 Budgetary Impact: N/A

**Possible Funding Sources:** INTERDEPT TRANSFER- CO WIDE ADMIN CONTINGENCY

**Comments:**

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**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1100-414-00-130-001-0-  
ELECTIONS**

**AI · 33019**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0001	112	ELECTIONS ADMIN				\$73,500.00	\$73,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,500.00
0007	113	FIELD SERVICE SPECIALIST II	10	1	\$37,109.00	\$37,109.00	\$37,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,109.00
0010	113	ACCOUNTING CLERK II	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,815.00
0011	113	EXECUTIVE ASSISTANT I	11	4	\$44,287.00	\$44,287.00	\$44,410.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,890.00
0014	113	VOTER REGISTRATION SPCLST II	6	1	\$27,276.00	\$27,276.00	\$27,276.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,636.00
0015	113	ADMINISTRATIVE ASSISTANT III	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,815.00
0016	113	VOTER REGISTRATION SPCLST I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,800.00
0017	113	VOTER REGISTRATION SPCLST I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0018	113	VOTER REGISTRATION SPCLST I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0020	113	VOTER REGISTRATION SPCLST I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0022	113	VOTER REGISTRATION SPCLST I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0085	113	EXECUTIVE ASSISTANT I	11	2	\$41,481.00	\$41,481.00	\$41,481.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,921.00
0086	113	ELECTIONS PROJECT COORDINATOR	10	1	\$37,109.00	\$37,109.00	\$37,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,109.00
0109	113	ACCOUNTANT II	10	2	\$38,408.00	\$38,408.00	\$38,408.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,408.00
0120	113	ELECTIONS SYSTEM MANAGER	15	1	\$54,526.00	\$54,526.00	\$54,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,526.00
0121	113	ELECTIONS SPECIALIST II	9	1	\$34,360.00	\$34,360.00	\$34,360.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,720.00
0122	113	FIELD SERVICE SPECIALIST I	8	0	\$30,224.00	\$30,224.00	\$30,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,224.00
0133	113	GIS OPERATOR ASSISTANT	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,458.00
0134	113	ELECTIONS SPECIALIST I	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,458.00
0135	113	ELECTIONS SPECIALIST I	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,458.00
0136	113	FIELD SERVICE SPECIALIST I	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,815.00
0137	113	FIELD SERVICE SPECIALIST II	10	1	\$37,109.00	\$37,109.00	\$37,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,109.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1100-414-00-130-001-0-  
ELECTIONS**

**AI · 33019**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
		CREATE THE FOLLOWING TEMPORARY FULL TIME POSITIONS											
T138	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T139	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T140	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T141	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T142	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T143	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T144	121	DATA ENTRY CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>					\$690,725.00	\$764,225.00	\$764,592.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$767,532.00

Approval to create the above highlighted temporary full time position(s), not to exceed (6) mths and/or 12/31/2012.

