

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)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Walter Amen</u> DEPARTMENT HEAD | <u>8/8/12</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Supriatno</u> HUMAN RESOURCES DIRECTOR | <u>08-08-12</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | _____ DEPARTMENT OF BUDGET & MANAGEMENT | _____ DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ COMMISSIONERS COURT APPROVAL | _____ DATE | _____ | _____ | _____ |



HIDALGO COUNTY Personnel Adjustment Request Form

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

DATE: 08/20/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0145

REQUESTED POSITION TITLE: GIS OPERATOR III

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

| | | | | |
|---------------------|--|---|----|------------------|
| <u>1</u> | <u>N/A</u> | <u>G12, S1/ 43,284.00</u> | \$ | <u>43,284.00</u> |
| NO. OF POSITIONS | CURRENT GRADE & STEP/ SALARY/ ALLOWANCE | PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **WILL REQUIRE "ADDITIONAL" FUNDS TO COVER DIFFERENCE BETWEEN DELETED POSITION AND REQUESTED GIS OPERATOR III POSITION.**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

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 **FLSA:** Exempt

Non-Exempt Non-Exempt

N/A

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

This position has evolved into significant changes in responsibilities, especially with regards to redistricting management and the maintenance of all jurisdictional boundaries.

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

Performs senior-level geographic information system work. Maintains displays, updates and produces accurate maps and other representation of data such as with redistricting and annexations.

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)

The responsibilities associated with this position are senior-level and extensive knowledge of GIS. This position must lead the department in geographical changes as they pertain to redistricting, annexations and jurisdictional changes. Position involves full supervisor of GIS related responsibilities. Position also requires reporting to Secretary of State office and resolving voter registration issues.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING TO BE APPROPRIATED ~~HOLD~~ ^{PENDING} COURT APPROVAL

- | | | | | | |
|----|---|------------------|--|---|--|
| 1. | <u>ML for Yvonne Ramon</u> | <u>8/20/12</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. | <u>Dr. Esthela Cortez by Sylvia Lopez</u> | <u>08/20/12</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. | <u>[Signature]</u> | <u>8/20/20.2</u> | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |