



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **Elections Dept. No. 130**

DATE: **December 11, 2012**

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

CURRENT SLOT. #: **T-138 - T-142**

REQUESTED POSITION TITLE: **Data Entry Clerk I (Temporary)**

**T-146 - T-150**

**REQUEST FOR:**

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

**POSITION SALARY REQUEST:**

5                      -0-                      \$17,636                      \$ 88,180  
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     Part Time Employee Object 114     \$ 8.4788  
Full Time Temporary Object 121     Part Time Temporary Object 122     \$ 17,636  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

1-1-2013                      6-30-2013                      Mon.-Fri. & 8am - 5pm                      40                      6 months  
Start Date                      End Date                      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)

Temporary positions are needed to wrap up all post-election procedures, data entry of voter registration cards received and processing scheduled maintenance of records as well as preparing for upcoming elections in 2013. Our office will possibly run elections in January then temps will be utilized to prepare for and run elections again in March and May of 2013.

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1.	DEPARTMENT HEAD	<i>Henry Roman</i>	DATE	12-11-2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	<i>[Signature]</i>	DATE	12/18/12	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	<i>[Signature]</i>	DATE	12/17/12	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL		DATE			

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

Requesting to bypass hiring procedures for some employees and extend their employment (not to exceed one calendar year) and rehire for other vacant positions in January of 2013. Our office currently has seven temps but will only be needing five in this upcoming year.

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

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

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## 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

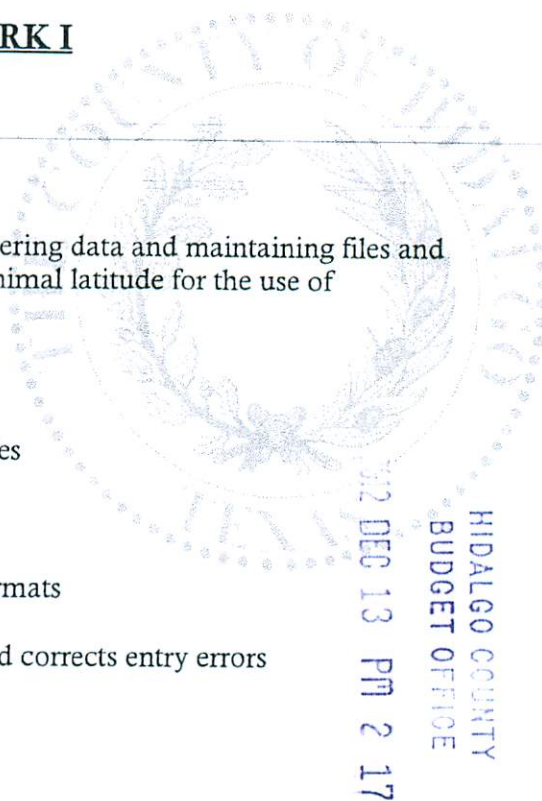
Ability to detect and resolve error conditions and to select and transcribe data

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:

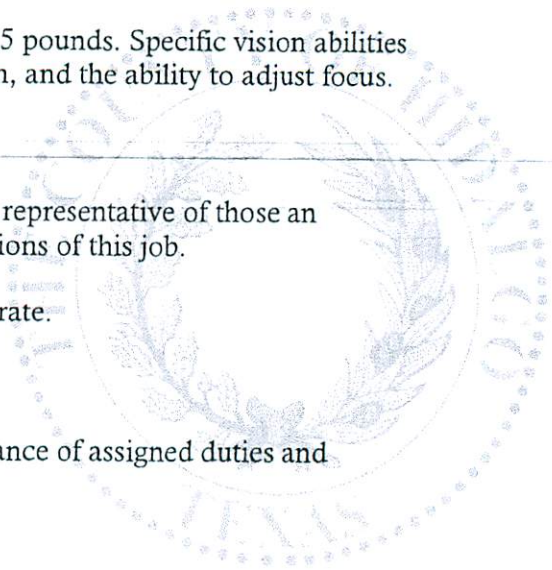
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



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**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.*

To: Commissioner' Court  
 From: Sergio Cruz, Budget Officer  
 CC Date: Friday, December 28, 2012

Agenda Item: 35773

**Summary of request/proposal:**

**ELECTIONS (1100):**

Discussion, consideration and approval to extend the following temporary full time position(s) approved in 2012 and needed in 2013, not to exceed six (6) months:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	DATA ENTRY CLERK	T146	121	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK	T147	121	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK	T148	121	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK	T149	121	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK	T150	121	0.00	17,636.00	17,636.00
<b>TOTAL</b>				0.00	88,180.00	88,180.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-414-00-130-001-0-	121	ELECTIONS- TEMP F/T EMPLOYEES	\$43,583.22
3-1100-414-00-130-001-0-	211	ELECTIONS- HEALTH INSURANCE	\$0.00
3-1100-414-00-130-001-0-	212	ELECTIONS- LIFE INSURANCE	\$0.00
3-1100-414-00-130-001-0-	220	ELECTIONS- FICA	\$3,334.12
3-1100-414-00-130-001-0-	230	ELECTIONS- RETIREMENT	\$0.00
3-1100-414-00-130-001-0-	250	ELECTIONS- UNEMPLOYMENT COMP	\$217.92
3-1100-414-00-130-001-0-	260	ELECTIONS- WORKER'S COMP	\$21.79
2013 Budgetary Impact			\$47,157.05

2014 Budgetary Impact: \$0.00

**Possible Funding Sources:**

**UNDETERMINED**

**Comments:**
