



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:

<u>5</u>	<u>-0-</u>	<u>\$17,636</u>	\$	<u>88,180</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"/>	\$ <u>17,636</u>

Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>1-1-2013</u>	<u>6-30-2013</u>	<u>Mon.-Fri. & 8am - 5pm</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)

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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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)

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.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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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			

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

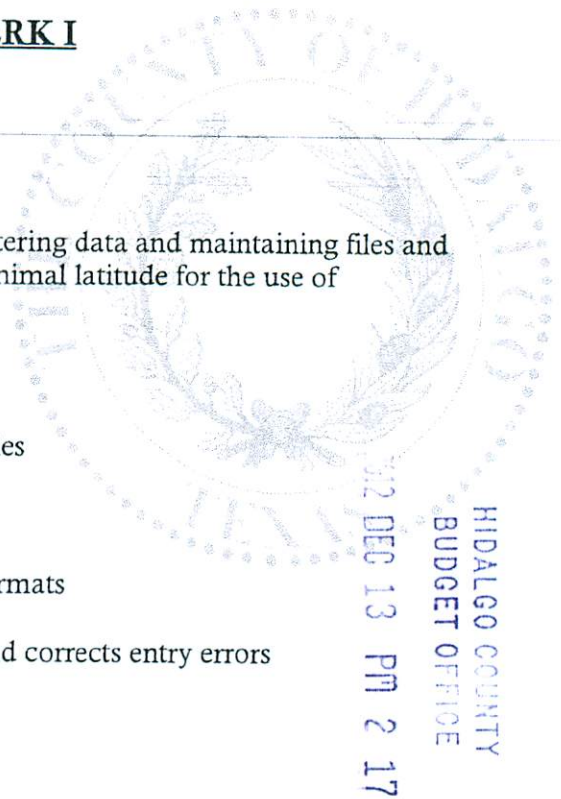
Ability to detect and resolve error conditions and to select and transcribe data

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:

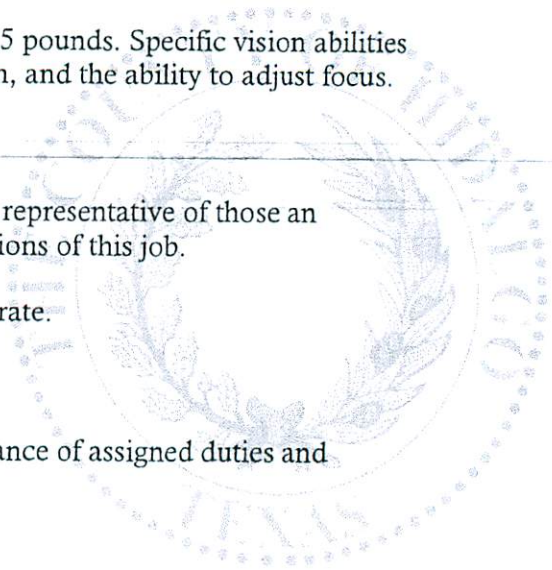
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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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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: Tuesday, January 01, 2013

Agenda Item: 36032

Summary of request/proposal:

ELECTIONS (1100):

Discussion, consideration and approval to create the following temporary full time position(s) 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
TOTAL				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:
