



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: 6-11-2013

CURRENT POSITION TITLE:

CURRENT SLOT. #:

T151, T152, T153, T154, T155,  
T156

REQUESTED POSITION TITLE: (Temporary) Elections Clerk  
(For new positions or reclassifications)

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount: \$ 0 Current Budgeted Salary    \$ \$818.00 Proposed Budgeted Salary    \$ \$52,908.00 Net Change  
17636 x 6    105816.00    *pc*

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     \$ 8.00  
Enter hourly rate for temp. positions  
8.4788 \* 1040 hrs. = \$8,817.95 (\$52,908.00 for six)    *pc*  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

7-1-2013    12-31-2013    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)

Six temporary positions are needed to wrap up all post-election procedures. (Two June Elections), data entry of voter registration cards received and processing scheduled maintenance of records as well as preparing for upcoming November Constitutional election and possible implementation of Vote Center Pilot program. Our office is possibly running an election in September.

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

**POSITION RECLASIFICATION:** 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.

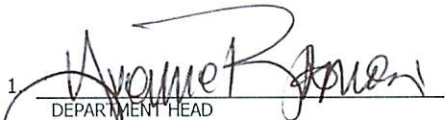


**COMMENTS:** (Any comments you wish to make regarding this request)

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 July of 2013.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

Bypass procedures (employment) not necessary. per as per Sergio Cruz.

1.	 DEPARTMENT HEAD	6-11-2013 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	06-18-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	07/08/2013 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			