



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: November 25, 2015

CURRENT POSITION TITLE: Elections Clerk (Temporary)

CURRENT SLOT #: T127-T177
T172, T173, OT
T174, T176,
T177

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

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Extend Temporary positions

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0 Current Budgeted Salary \$ 6 x 10,504 = 63,024 Proposed Budgeted Salary \$ 63,024 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 \$10.10
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 10.10 * 1040 = \$10,504
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

1-01-16 6-30-16 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)

Our office is requesting the 6 temporary positions that we now have be extended. Our office is busy at work preparing for the March 2016 Primary Election that has deadlines as early as December of 2015 that affect our office. Early voting for the Primary Election begins in February which means we begin preparing in December. Deadlines for the May city/school elections are approaching during the Primary Election as well as those for the Primary Runoff. Our office is in the middle of preparing for a future election during one that is taking place due to overlapping deadlines.

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)

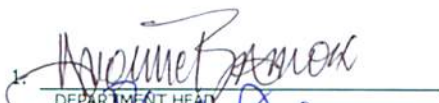


ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

During odd number years our office employs a lesser amount of temporary employees so that we are able to request 10 positions in even numbered years. 2016 is a presidential election year as well and we anticipate that we will need all ten positions to effectively and efficiently run all elections that are taking place in 2016.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	11-25-15 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/4/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/10/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: November 18, 2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: *DT*

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

*T178, T179, T180,
T181, T182*

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ N/A Current Budgeted Salary \$ 5 x 10,504 = 42,016 Proposed Budgeted Salary \$ 52,520.00 Net Change

DT

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 \$10.10

Full Time Temporary Object 121 Part Time Temporary Object 122 \$

Enter hourly rate for temp. positions
10.10 * 1040 = \$10,504
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>1-01-16</u> Start Date	<u>6-30-16</u> End Date	<u>Mon-Fri, 8am - 5pm</u> Working Days & Hours	<u>40</u> Hours Per Week	<u>6 months</u> Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

Temporary positions are needed to assist in running an effective Primary Election with early voting beginning in February and a Primary Runoff with Early Voting that begins in April. In between those elections our office is also preparing for a possible 13 cities and schools holding elections in the beginning of May. Wrap up of one election is going on during preparation for the next. For this reason I am confident our office will need and utilize all 10 temporary positions.

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)


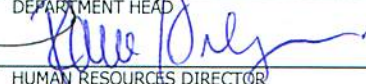
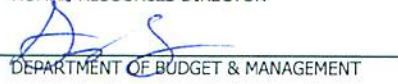
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

During odd number years our office employs a lesser amount of temporary employees so that we are able to request 10 positions in even numbered years. 2016 is a presidential election year as well and we anticipate that we will need all ten positions to effectively and efficiently run all elections that are taking place in 2016.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		11-24-15			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES <input type="checkbox"/> NO
2.		12/4/15			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO
3.		12/10/2015			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			