



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Elections Department 130

DATE: 05/20/2016

CURRENT POSITION TITLE: Elections Clerk (Temp)

CURRENT SLOT #: MPA Form attached

REQUESTED POSITION TITLE: Elections Clerk (Temp)

NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN(3) PERSONNEL ACTIONS.

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Extension

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

SALARY REQUEST: \$ -0- \$ 105,040.00 \$ 105,040.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE:

CIVIL SERVICE:

FLSA:

Full Time Regular Obj. 113 Part Time Regular Obj. 114 Exempt Exempt
Full Time Temporary Obj. 121 Part Time Temporary Obj. 122 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:	<u>12/31/2016</u>	<u>Mon-Fri 8am-5pm</u>	<u>40</u>	<u>6 months</u>
<small>07/01/2016</small> Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
Temporary Position Hourly Rate: <u>\$10.10</u>	Temporary Position Annual Salary: <u>\$10,504.00</u>		2,080 * Hourly Rate	

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

Temporary positions need to be extended as they are needed in a busy Presidential Election year.

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

COMMENTS: Any comments you wish to make regarding this request. Attach additional pages if needed.

\$10,504

CLASSIFICATION AND SALARY RECOMMENDATION

Human Resources:

Budget & Management:

GRADE

STEP

GRADE

STEP

1. [Signature]
DEPARTMENT HEAD DATE: 5/20/16
2. [Signature]
HUMAN RESOURCES DIRECTOR DATE: 6/01/2016

3. [Signature]
DEPARTMENT OF BUDGET & MANAGEMENT AGENDA ITEM NUMBER: 6/3/2016
DATE: _____

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

