COUNTY OF HIDALGO
Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: *COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.*

DATE:	06/06/2017	**CURRENT POSITION TITLE:**	Elections OT ~~Election Clerk (Temp)~~ OT
DEPARTMENT NAME:	Elections	**CURRENT SLOT NO.:**	M.P.A. attached
DEPARTMENT NO.:	130 - DD1	**REQUESTED POSITION TITLE:**	Elections Clerk ~~(Temp)~~ OT

REQUEST FOR: ☑ New Position ☑ Temporary Position ☐ Position Reclassification* ☐ Other _____

SALARY REQUEST:	$ 0.00	$ 124,800.00	$ 124,800.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step 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:

☐ Full Time Regular Object Code 113 ☐ Part Time Regular Object Code 114
☑ Full Time Temporary Object Code 121 ☐ Part Time Temporary Object Code 122

CIVIL SERVICE: ☑ Exempt ☐ Non-Exempt **FLSA:** ☐ Exempt ☑ Non-Exempt

TEMPORARY POSITIONS:

07/03/2017	12/29/2017	M-F, 8am - 5 pm	40	6 months
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position

Annual Salary $ 12,480.00 Hourly Rate $ 12.00

Annual Salary / 2080 hrs per year = Hourly Rate

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

To extend current temporary positions for additional period; required with the use of new voting equipment implementation in county wide outreach plan and upcoming elections.

* **POSITION RECLASSIFICATION COMMENTS:** *(Attach completed Reclassification Analysis Form and additional pages if needed)*

Department Head	Date 06/06/2017
Department of Human Resources	Date 6/08/2017
Department of Budget & Management	Date 6/9/17