



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 11/02/2017 Current Slot No.: See MPA
 Department Name: Elections Current Position Title: _____
 Department No.: 130-001 Requested Position Title: Elections Clerk (Temp/ Full Time)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temp. FT positions

SALARY REQUEST: <u>\$ 0.00</u>	<u>124,800.00</u> \$ <u>174,720.00</u> - <u>12,480</u>	<u>124,800</u> \$ <u>174,720.00</u> - <u>12,480</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	\$ <u>174,720.00</u> - <u>12,480</u>	\$ <u>174,720.00</u> - <u>12,480</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 349,440.00</u>	<u>124,800.00</u> <u>FT</u>	

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:**

<u>01/02/2018</u>	<u>06/29/2018</u>	<u>Monday- Friday; 8 am - 5 pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$12,480 / 1040 hours per year - \$12.00</u>			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.00</u>	<u>\$ 12,480.00</u> <u>x/10</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary <u>IT</u>

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

Requesting 14 positions to assist in preparation and execution of procedures prior, during and post elections periods of the following elections; Primary Election, May local election, Primary Runoff and the May Runoffs.

Yvonne Ramon
 Department Head
Kyle Dreyer
 Department of Human Resources
[Signature]
 Department of Budget & Management

11/02/2017
 Date
12/05/2017
 Date
12/18/17
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)



NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Elections

Department No.: 130-001

Position Information:

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Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T184	Elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T185	Elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T186	Elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T187	Elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T188	Elections Clerk	Elections Clerk (Temp/ Full Time)		\$12, 480
T189	elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T190	Elections clerk	Elections Clerk (Temp/Full Time)		\$12,480
T191	Elections clerk	Elections Clerk (Temp/Full Time)		\$12,480
T192	Elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
T193	elections Clerk	Elections Clerk (Temp/Full Time)		\$12,480
		Elections Clerk (Temp/Full Time)		\$12,480
		Elections Clerk (Temp/Full Time)		\$12,480
		Elections Clerk (Temp/Full Time)		\$12,480
		Elections Clerk (Temp/Full Time)		\$12,480