



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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-5 2018  
DEPARTMENT OF  
RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 03/26/2018 Current Slot No.: 137  
 Department Name: Elections Department Current Position Title: Field Service Specialist II  
 Department No.: 130-001 Requested Position Title: Elections Data Specialist

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Title Change <sup>DT</sup>

<b>SALARY REQUEST:</b>	<u>\$ 39,369.00</u>	<u>\$ 39,369.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 0.00</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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>	<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>	
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

The increasing demand for election documents, records, and reports from public information requests, as well as new legislative requirements and procedural changes from Secretary of State, as well as the need to take a proactive approach to cyber security concerns required this department to increase the duties for this position.

*W. Rene Ramos*  
 Department Head  
*[Signature]*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

03/26/2018  
 Date  
4/05/2018  
 Date  
4/9/18  
 Date