

Alina

# Memorandum



233305

**Date:** October 17, 2011

**To:** Carlos A. Gimenez  
Mayor

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**From:** Penelope Townstey  
Supervisor of Elections

Alina T. Hudak

Alina T. Hudak  
County Manager's Office

**Subject:** Request to Recruit and Fill Seasonal Positions - January 31, 2012 Presidential Preference Primary

The Elections Department is requesting your approval to recruit and hire seasonal employees to assist with the upcoming January 31, 2012, Presidential Preference Primary Election. After carefully analyzing the department's operational needs, I am requesting your approval to recruit and fill up to 600 seasonal positions in order to effectively and efficiently conduct the scheduled election.

In order to successfully fill these seasonal positions, the Elections Department will advertise the vacancies in an open and competitive manner in order to extend the opportunity to individuals currently not employed by Miami-Dade County. In addition, in order to expedite the recruitment process during this critical election period, the department is respectfully requesting the ability to refill these seasonal positions as they become vacant without having to obtain re-approval from the Office of Management & Budget. Please note that, of the 600 seasonal positions being requested, 220 (or 37%) will only be needed during the 8 days of Early Voting. The remaining seasonal positions will be filled on an as-needed, staggered basis, thereby minimizing the cost to the County.

Your favorable consideration of this request is appreciated. Following your approval, this request will be routed to the Office of Management & Budget for processing and to the Internal Services Department for assistance in the recruitment process.

Should you have any questions or need further clarification regarding this matter, please contact me at 305-499-8509.

- c: Alina T. Hudak, County Manager/Deputy Mayor
- Ed Marquez, Deputy Mayor
- Jennifer Moon, Director, Office of Management & Budget
- Lester Sola, Director, Internal Services Department

Approved

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Carlos A. Gimenez  
Mayor

11/14/11  
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Date

Approved

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Jennifer Moon  
Director  
Office of Management & Budget

\_\_\_\_\_  
Date