



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

HIDALGO COUNTY PCT. 2 / #122

3/10/2009

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

N/A

122 - T026

122 - T027

122 - T028

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

LIFEGUARD (3) POSITIONS

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00
 Current Budgeted Salary
 \$ 19,760/yr ^{#9.50/Hr} x 3 POSITIONS
 Proposed Budgeted Salary
 = \$59,280.00
 ANNUALLY
 Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other **Fund Balance**
 EST. ACTUAL EXPENSE BASED ON 36 Hrs/WK FOR 10 WEEKS
 @ \$9.50/Hr x 3 POSITIONS = \$10,260.00 FOR SALARIES

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114
 \$9.50/Hr

Enter hourly rate for temp. positions

Full Time Temporary Object 121
 Part Time Temporary Object 122
 \$ 9.50 x 2080 Hrs = 19,760.00
 ANNUALLY
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

06/02/2009 08/02/2009 1:00 p.m. 7:00 p.m. 10 Weeks
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt FLSA: Exempt
 Non-Exempt Non-Exempt

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

Appropriate Certified Lifeguards are required to open LAS MILPAS PARK / POOL for ensuring and mantaning public safety for our recreation facility.

NEW POSITION: Brief job description and attach a copy of the new job description.

See Job Description

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		3/10/09			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		3/11/2009			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		3/13/2009			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			