

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

See attached job description

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>Alma Delgado</i></u> DEPARTMENT HEAD	<u>4/16/2014</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Esther D. Cortez / sfc</i></u> HUMAN RESOURCES DIRECTOR	<u>04-14-14</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Alma Delgado</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>04-16-14</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Hidalgo County Pct. #2 Parks/ 122-008

DATE: 04/10/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: T0005-T0006

REQUESTED POSITION TITLE: Attendant (2) Positions
(For new positions or reclassifications)

T041 - T042

see

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

\$3,420 x 2

Salary Amount: \$ 0 Current Budgeted Salary \$ 9.50hr x 360 hrs x 2 Proposed Budgeted Salary \$ 6,840.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 9.50 * 360 hrs * 2 positions = 6,840.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

06/02/2014 08/04/2014 Tuesday - Sunday 1-7pm 36 10 weeks
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Attendant is needed to account for all daily attendance receipts, preparing required reports, and making daily bank deposits.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Raul Delgado</u> DEPARTMENT HEAD	<u>4/10/2014</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / sfc</u> HUMAN RESOURCES DIRECTOR	<u>04-14-14</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Michael S. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>04-16-14</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY PRECINCTS

LIFEGUARD

GENERAL DESCRIPTION

This is a responsible position that requires either Red Cross or other appropriate certification in the operation and techniques of lifeguard safety in a public recreation facility. The lifeguard will be responsible for ensuring and maintaining public safety and health in a public recreation facility such as a swimming pool. This is a temporary position.

EXAMPLES OF WORK PERFORMED

Maintains daily activity log sheets including daily attendance logs

Performs light bookkeeping and accounting work such as tabulating daily attendance receipts, maintaining employee sign-in and sign-out sheets

May be required to attend training meetings from time to time and work extra work hours as deemed necessary

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Education and/or Experience

Graduation from high school or equivalent (GED)

Red Cross or other appropriate certification as a Lifeguard

Should have experience in a public recreation facility setting including log-keeping, regulations and operation to ensure the general safety and health in a public recreation facility

Certificates, Licenses, Registration

Must have proof of a current valid Texas motor vehicle operator's license

Must possess a valid Red Cross or other appropriate agency certification as a Lifeguard

Must be able to be insured by the County's insurance carrier

OTHER SKILLS AND ABILITIES

Ability to use pool cleaning equipment

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge of operational equipment associated with a public recreation facility

May be required to utilize personal automobile on office related business

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel

The employee must occasionally lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually moderate

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY PRECINCTS

ATTENDANT

GENERAL DESCRIPTION

Performs light clerical duties, responsible for daily attendance figures and receipts, maintains daily log of activities. This is a temporary position.

EXAMPLES OF WORK PERFORMED

Maintains daily activity log sheets including daily attendance logs

Performs light bookkeeping and accounting work such as tabulating daily attendance receipts, maintaining employee sign-in and sign-out sheets

May be required to attend training meetings from time to time and work extra work hours as deemed necessary

May maintain an inventory of supplies and equipment and shall inform Parks Foreman/Director of inventory status to enable Foreman/Director to order replacements as needed to insure adequate stock

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Education and/or Experience

Graduation from high school or equivalent (GED)

Should have experience in a public recreation facility setting including log-keeping and daily attendance receipt tabulations

Certificates, Licenses, Registration

Must have proof of a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

OTHER SKILLS AND ABILITIES

Ability to use office equipment, such as copier and calculator

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge of personal computer and software

May be required to utilize personal automobile on office related business

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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