



HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: 04/23/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: T043

REQUESTED POSITION TITLE: Head Lifeguard (1 position)
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

\$5,400 x 1

Salary Amount: \$ 0 Current Budgeted Salary \$ 15.00 x 360 hrs x 1 Proposed Budgeted Salary \$ 5,400.00 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
- Enter hourly rate for temp. positions
\$ 15.00 * 360 * 1 position = \$5,400.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>06/01/2015</u> Start Date	<u>08/03/2015</u> End Date	<u>Tuesday-Sunday 1-7pm</u> Working Days & Hours	<u>36</u> Hours Per Week	<u>10 weeks</u> Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**
- Exempt
 - Non-Exempt
 - N/A
- FLSA:**
- Exempt
 - Non-Exempt

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

Certified Lifeguard is required at Las Milpas Park/Pool to ensure and maintain public safety of our recreational facility.

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)

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Enika Zamora</i></u>
DEPARTMENT HEAD | <u>4/23/2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Gerardo Cuellar</i></u>
HUMAN RESOURCES DIRECTOR | <u>4/27/2015</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4/27/2015</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: 04/23/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: T044-T046

T040-T042
SE

REQUESTED POSITION TITLE: Lifeguard (3 Positions)
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

\$4,320 x 3

Salary Amount:	\$	<u>0</u>	\$	<u>12.00hr x 360 hrs x 3</u>	\$	<u>12,960.00</u>
		Current Budgeted Salary		Proposed Budgeted Salary		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 | <input type="checkbox"/> | Part Time Employee
Object 114 | <input type="checkbox"/> | _____ |
| Full Time Temporary
Object 121 | <input type="checkbox"/> | Part Time Temporary
Object 122 | <input checked="" type="checkbox"/> | Enter hourly rate for temp. positions
\$ 12.00 * 360 * 3 positions = \$12,960.00
Hourly Rate * 2,080 hrs. per year = Annual Salary |

TEMPORARY POSITIONS:

<u>06/01/2015</u>	<u>08/03/2015</u>	<u>Tuesday - Sunday 1-7pm</u>	<u>36</u>	<u>10 weeks</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

- | | | | |
|----------------|-------------------------------------|------------|-------------------------------------|
| CIVIL SERVICE: | | FLSA: | |
| Exempt | <input checked="" type="checkbox"/> | Exempt | <input type="checkbox"/> |
| Non-Exempt | <input type="checkbox"/> | Non-Exempt | <input checked="" type="checkbox"/> |
| N/A | <input type="checkbox"/> | | |

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

Certified Lifeguards are required at Las Milpas Park/Pool to ensure and maintain public safety of our recreational facility.

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)

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

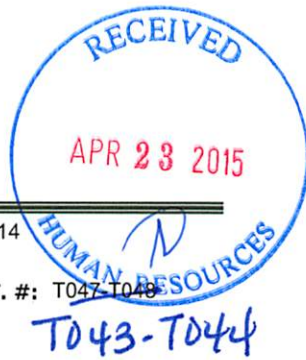
BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Erika Zamora</u>
DEPARTMENT HEAD | <u>4/23/15</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther De Cordova</u>
HUMAN RESOURCES DIRECTOR | <u>4/27/2015</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4/27/2015</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: 04/23/2014

CURRENT POSITION TITLE:

CURRENT SLOT. #: T047-T048

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

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 Current Budgeted Salary \$ \$3,960 x 2 Proposed Budgeted Salary \$ 7,920.00 Net Change
11.00 x 360 hrs x 2

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 \$ 11.00 * 360 hrs * 2 positions = \$7,920.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>06/01/2015</u> Start Date	<u>08/03/2015</u> End Date	<u>Tuesday - Sunday 1-7pm</u> Working Days & Hours	<u>36</u> Hours Per Week	<u>10 weeks</u> Duration (2 weeks, 3 months, etc.)
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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.

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)

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Enita Zamora</u>
DEPARTMENT HEAD | <u>4/23/2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cochran</u>
HUMAN RESOURCES DIRECTOR | <u>4/21/2015</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4/22/2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |