



# COUNTY OF HIDALGO

## Human Resources Department

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE:	03/30/2017	CURRENT POSITION TITLE:	
DEPARTMENT NAME:	Precinct 2 Parks	CURRENT SLOT NO.:	T047
DEPARTMENT NO.:	122-008	REQUESTED POSITION TITLE:	Head Lifeguard (1 position)

REQUEST FOR:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Temporary Position	<input type="checkbox"/> Position Reclassification*	<input type="checkbox"/> Other _____
SALARY REQUEST:	\$ 0.00	\$15.00/hr x 432 hrs \$ 6,480.00	\$ 6,480.00	\$ 6,480.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary		Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00		\$ 0.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary		Net Change
TOTAL BUDGETARY IMPACT:	\$ 6,480.00			

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

<input type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input checked="" type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other DBM will prepare transfer.	

**POSITION TYPE:**

<input type="checkbox"/> Full Time Regular Object Code 113	<input type="checkbox"/> Part Time Regular Object Code 114
<input type="checkbox"/> Full Time Temporary Object Code 121	<input checked="" type="checkbox"/> Part Time Temporary Object Code 122

**CIVIL SERVICE:**

<input checked="" type="checkbox"/> Exempt	<b>FLSA:</b> <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Non-Exempt

**TEMPORARY POSITIONS:**

05/30/2017	08/14/2017	Tuesday - Sunday 1-7pm	36	12 weeks
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary $\$ 6,480 \div 432 = \$ 15.00/hr$		Annual Salary / 2080 hrs per year = Hourly Rate	Hourly Rate	\$ 15.00

**JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why 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.

**\* POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

N/A

*E. Gonzalez*  
Department Head

3/31/17  
Date

*[Signature]*  
Department of Human Resources

3/31/17  
Date

*[Signature]*  
Department of Budget & Management

4/4/17  
Date





# COUNTY OF HIDALGO

## Human Resources Department



### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 03/30/2017 CURRENT POSITION TITLE: \_\_\_\_\_  
 DEPARTMENT NAME: Precinct 2 Parks CURRENT SLOT NO.: T051-T052  
 DEPARTMENT NO.: 122-008 REQUESTED POSITION TITLE: Attendant (2 Positions)

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

SALARY REQUEST: \$ 0.00 \$ 12.00 \$ 11.00/hr x 432 hrs x 2 = \$ 9,504.00 + 15,552.00 = \$ 25,056.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00

SALARY REQUEST: \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 9,504.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00 \$ 10,368.00 \$ 15,552.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other DBM will prepare transfer.

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  Non-Exempt FLSA:  Exempt  Non-Exempt

TEMPORARY POSITIONS:

05/30/2017 08/14/2017 Tuesday - Sunday 1-7pm 36 12 weeks  
 Start Date End Date Work Schedule Hours Per Week Duration of Position  
 Annual Salary \$ 5,184 ÷ 432 = \$ 12.00 P/hr Hourly Rate \$ 12.00  
 Annual Salary / 2080 hrs per year = Hourly Rate

**JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**  
 Attendant is needed to account for all daily attendance receipts, preparing required reports, and making daily bank deposits.

**\* POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**  
 N/A

Erika Zougar  
 Department Head  
Kate Oryen  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

3/31/17  
 Date  
3/31/17  
 Date  
4/4/17  
 Date