



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: 04/03/2018 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct 2 Parks CURRENT SLOT NO.: T048-T050
 DEPARTMENT NO.: 122-008 REQUESTED POSITION TITLE: Lifeguard (3 Positions)

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____
 $\$12.00/\text{hr} \times 432 \text{ hrs} \times 3 =$
 $\$ 15,552.00$

SALARY REQUEST: <u>\$ 0.00</u>		\$ 15,552.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST: _____		\$ 0.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 15,552.00</u>		

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:

<u>05/29/2018</u>	<u>08/13/2018</u>	<u>Tuesday - Sunday 1-7pm</u>	<u>36</u>	<u>12 weeks</u>
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary <u>\$5,184.00 / 432 = \$12.00/hr.</u>		Hourly Rate <u>\$ 12.00</u>		
<small>Annual Salary / 2080 hrs per year = Hourly Rate</small>				

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

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

4/5/18
 Date

4/5/2018
 Date

4/09/18
 Date



