



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 03/20/2019 Current Slot No.: T051
 Department Name: Precinct 2 Parks Current Position Title: _____
 Department No.: 122-008 Requested Position Title: Head Lifeguard (1 position)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$15.00/hr x 432 hrs</u> <u>\$ 6,480.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>\$ 6,480.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u> Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 6,480.00</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>05/28/2019</u>	<u>08/12/2019</u>	<u>Tuesday - Sunday 1-7pm</u>	<u>36</u>	<u>12 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$6,480.00 / 432 = \$15.00/hr.</u>		Hourly Rate <u>\$ 15.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 15.00</u>	<u>\$ 6,480.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Certified Lifeguard is required at Aquiles Jaime Garza Park/Pool to ensure and maintain public safety of our recreational facility.

Erika Zamora
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

4-4-19
 Date
4/05/2019
 Date
4/5/19
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 03/20/2019 Current Slot No.: T052-054 T053, T054 (proposed) kg
 Department Name: Precinct 2 Parks Current Position Title: _____
 Department No.: 122-008 Requested Position Title: Lifeguard (3 positions)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$12.00/hr x 432 hrs x 3 =</u> <u>\$ 15,552.00</u>	<u>\$ 15,552.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>05/28/2019</u>	<u>08/12/2019</u>	<u>Tuesday - Sunday 1-7pm</u>	<u>36</u>	<u>12 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$5,184.00 / 432 = \$12.00/hr</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>x</u>	<u>36</u>	<u>=</u>	<u>432</u>
No. of Weeks		Hours per Week		Total Hours
			<u>x</u>	<u>\$ 12.00</u>
				<u>x 3 =</u>
				<u>\$ 15,552.00</u>
				Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Certified Lifeguard is required at Aquiles Jaime Garza Park/Pool to ensure and maintain public safety of our recreational facility.

Erika Zamora
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

4-4-19
 Date
4/05/2019
 Date
4/5/19
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 03/20/2019 Current Slot No.: T055-056
 Department Name: Precinct 2 Parks Current Position Title: _____
 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/hr x 432hrs x 2 = \$ 10,368.00	\$ 10,368.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 10,368.00		

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>05/28/2019</u>	<u>08/12/2019</u>	<u>Tuesday - Sunday 1-7pm</u>	<u>36</u>	<u>12 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$5,184.00 / 432 = \$12.00/hr.</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 12.00</u> ^{x 2 =}	<u>\$ 10,368.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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.

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

4-4-19
 Date

4/05/2019.
 Date

4/5/19
 Date

