



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: 03/31/2021 Current Slot No.: T060
 Department Name: Precinct 2 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> Current Budgeted Amount	<u>\$ 6,480.00</u> Proposed Budgeted Amount	<u>\$ 6,480.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> 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>05/24/2021</u> Start Date	<u>08/15/2021</u> End Date	<u>Tuesday - Sunday 1-7pm</u> Work Schedule	<u>36</u> Hours per Week	<u>12 weeks</u> 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>x</u>	<u>36</u>	<u>=</u>	<u>432</u>
No. of Weeks		x Hours per Week		= Total Hours
			<u>x</u>	<u>\$ 15.00</u>
			= Hourly Rate	
= Budgeted Salary <u>\$ 6,480.00</u>				

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

4/1/21
Date

[Signature]
Department of Human Resources

4/1/21
Date

[Signature]
Department of Budget & Management

4/1/2021
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: 03/31/2021 Current Slot No.: T061, T062, T063
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122-008 Requested Position Title: Lifeguard (3 position)

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 15,552.00</u> Proposed Budgeted Amount	<u>\$ 15,552.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> 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>05/24/2021</u>	<u>08/15/2021</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>	<u>\$ 15,552.00</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

4/1/21
Date

[Signature]
Department of Human Resources

4/1/21
Date

[Signature]
Department of Budget & Management

4/1/2021
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: 03/31/2021 Current Slot No.: T064, T065
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122-008 Requested Position Title: Attendant (2 position)

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 10,368.00</u> Proposed Budgeted Amount	<u>\$ 10,368.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 10,368.00</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>05/24/2021</u>	<u>08/15/2021</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>	<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

4/1/21
Date

[Signature]
Department of Human Resources

4/1/21
Date

[Signature]
Department of Budget & Management

4/1/21
Date