



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 2/12 SEP 08 2021
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/07/2021 Current Slot No.: T060
 Department Name: Precinct 2 Current Position Title: Head Lifeguard
 Department No.: 122-008 Requested Position Title: Head Lifeguard

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

| | | |
|--------------------------------|--------------------------|------------------|
| SALARY REQUEST: | <u>\$ 360.00</u> | <u>\$ 360.00</u> |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$ 0.00</u> |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 360.00</u> | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

- 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>08/16/2021</u> | <u>08/20/2021</u> | <u>Tuesday - Friday</u> | <u>24</u> | <u>1 week</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary <u>\$360.00/24=\$15.00/hr</u> | | Hourly Rate <u>\$ 15.00</u> | | |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | | | | |
| <u>1</u> | <u>24</u> | <u>24</u> | <u>\$ 15.00</u> | <u>\$ 360.00</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

9-7-21
 Date
abk
 Date
9/16/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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PERSONNEL ADJUSTMENT REQUEST FORM

LHR SEP 08 2021

DEPARTMENT OF HUMAN RESOURCES

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

Date: 09/07/2021 Current Slot No.: T061, T062, T063
 Department Name: Precinct 2 Current Position Title: Lifeguard
 Department No.: 122-008 Requested Position Title: Lifeguard (3 position)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

| | | | |
|--------------------------------|--------------------------------------|--------------------------|----------------------|
| SALARY REQUEST: | <u>\$576.00</u> | <u>\$576.00</u> | |
| | \$ 864.00 | \$ 864.00 | \$ 864.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | \$ 864.00 <u>\$576.00</u> | | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other

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>08/16/2021</u> | <u>08/20/2021</u> | <u>Tuesday - Friday</u> | <u>24</u> | <u>1 week</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary <u>\$288.00/24=\$12.00/hr</u> | | Hourly Rate <u>\$ 12.00</u> | | |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | | | | |
| <u>1</u> | <u>24</u> | <u>24</u> | <u>\$ 12.00</u> | <u>\$ 864.00</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

9/7/21
Date

9/13/21
Date

9/16/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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SEP 08 2021

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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/07/2021 Current Slot No.: T064, ~~T065~~
 Department Name: Precinct 2 Current Position Title: Attendant
 Department No.: 122-008 Requested Position Title: Attendant (2 position) 28

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

| | | | |
|--------------------------------|-----------------------------------|-----------------------------------|------------|
| SALARY REQUEST: | \$ 576.00 \$ 288.00 | \$ 576.00 \$ 288.00 | |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | \$ 576.00 | \$ 288.00 | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other

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>08/16/2021</u> | <u>08/20/2021</u> | <u>Tuesday - Friday</u> | <u>24</u> | <u>1 week</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary | | <u>\$288.00/24=\$12.00/hr.</u> | Hourly Rate | <u>\$ 12.00</u> |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | | | | |
| <u>1</u> | <u>24</u> | <u>24</u> | <u>\$ 12.00</u> | <u>\$ 576.00</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

9/7/21
Date

[Signature]
Department of Human Resources

9/13/21
Date

[Signature]
Department of Budget & Management

09/16/2021
Date