



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: 03/30/2023 Current Slot No.: T078,T079,T080
 Department Name: Precinct 2 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 = \$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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>05/22/2023</u>	<u>08/13/2023</u>	<u>Tuesday - Sunday 1-7 pm</u>	<u>36</u>	<u>12</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate <u>\$12.00/hr</u>	Hourly Rate <u>\$ 12.00</u>	
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 12.00 x 3 =</u>	<u>\$15,552.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

\$5,184.00 (x3)

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

3/30/23
 Date
3/31/23
 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: 03/30/2023 Current Slot No.: T077
 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: \$6,480.00

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:**

28 05/22/2023 08/13/2023 Tuesday - Sunday 1-7 pm 36 12
 Start Date End Date Work Schedule Hours per Week No. of Weeks
 Annual Salary \$31,200.00 \$6,480.00/432 = \$15.00/hr Hourly Rate \$ 15.00
 Step 1 Salary / 2,080 Hours Per Year = Hourly Rate
12 36 432 \$ 15.00 \$ 6,480.00
 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

3/30/23
 Date

[Signature]
 Department of Human Resources

3/31/23
 Date