



# 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: 03/01/2024 Current Slot No.: T069  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,480.00</u>	<u>\$ 6,480.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>05/20/2024</u>	<u>08/13/2024</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>\$31,200.00</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		Hours per Week		Total Hours
			<u>x</u>	<u>\$ 15.00</u>
				<u>=</u>
				<u>\$ 6,480.00</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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Eric Zamora  
 Department Head  
[Signature]  
 Department of Human Resources

3/6/24  
 Date  
3/13/24  
 Date

**RECEIVED**  
 MAR 11 2024  
 DEPARTMENT OF HUMAN RESOURCES



# 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: 03/01/2024 Current Slot No.: T070,T071,T072  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$12.00/hr x 432 hrs x 3 = \$15,552.00	\$15,552.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
		<u>\$16,848.00</u>	<u>\$16,848.00</u>	
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$15,552.00</u>	<u>\$16,848.00</u>		28

**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>05/20/2024</u>	<u>08/13/2024</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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate	
		<u>\$27,040.00</u> <u>\$24,960.00</u>	<u>\$13.00</u> <u>\$12.00</u>	<u>\$5,616.00</u> <u>\$5,184.00 (X 3)</u>
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$12.00</u>	<u>\$5,184.00 (X 3)</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 Zaman  
Department Head  
Date: 3/6/24

[Signature]  
Department of Human Resources  
Date: 3/13/24

RECEIVED

MAR 11 2024

DEPARTMENT OF HUMAN RESOURCES



# 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: 03/01/2024 Current Slot No.: T073,T074  
 Department Name: Precinct 2 Current Position Title: \_\_\_\_\_  
 Department No.: 122 - 008 Requested Position Title: Attendant (2 positions)

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b> <u>\$ 0.00</u>	<u>\$5,616.00</u> <del>\$ 5,184.00</del>	<u>\$5,616.00</u> <del>\$ 5,184.00</del>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b> <u>\$ 0.00</u>	<u>\$5,616.00</u> <del>\$ 5,184.00</del>	<u>\$5,616.00</u> <del>\$ 5,184.00</del>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b> <del>\$ 10,368.00</del> <u>\$ 11,232.00</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>05/20/2024</u>	<u>08/13/2024</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>\$27,040.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$13.00</u>	
			<del>\$12.00</del>	
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$13.00</u>	<u>\$5,616.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
			<del>\$12.00</del>	<del>\$ 5,184.00</del> x 2

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

Attendants are needed to account for all daily attendance receipts, prepare required reports, and make daily bank deposits.

Erika Zamora  
Department Head

[Signature]  
Department of Human Resources

3.7.24  
Date

3/13/24  
Date

RECEIVED

MAR 11 2024

DEPARTMENT OF HUMAN RESOURCES