



# 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: 03/03/2025 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>\$ 7,344.00</u>	<u>\$ 7,344.00</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
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 7,344.00</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>05/19/2025</u>	<u>08/10/2025</u>	<u>Tuesday - Sunday 1 p.m. - 7 p.m.</u>	<u>36</u>	<u>12</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$35,360.00</u>		Hourly Rate <u>\$ 17.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 17.00</u>	<u>\$ 7,344.00</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.

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\_\_\_\_\_

*Erika Zamora*  
 Department Head

*[Signature]*  
 Department of Human Resources

3/5/25  
 Date

3/12/25  
 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: 03/03/2025 Current Slot No.: T073, T074  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,048.00</u>	<u>\$ 6,048.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,048.00</u>	<u>\$ 6,048.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 12,096.00</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>05/19/2025</u>	<u>08/10/2025</u>	<u>Tuesday - Sunday 1 p.m. - 7 p.m.</u>	<u>36</u>	<u>12</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$29,120.00</u>		Hourly Rate <u>\$ 14.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 14.00</u>	<u>\$ 6,048.00 x 2</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)**

Attendants are needed to account for all daily attendance receipts, prepare required reports and maintain public safety of our recreational facility at Aquiles Jaime Garza Park / Pool.

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\_\_\_\_\_

Erika Zamora  
 Department Head

[Signature]  
 Department of Human Resources

3.5.25  
 Date

3/12/25  
 Date