



# 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: 03/02/2026 Current Slot No.: T070,T071,T072  
 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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$14.00/hr x 432 hrs x 3 = \$ 18,144.00</u>	<u>\$ 18,144.00</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>\$ 18,144.00</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>05/18/2026</u>	<u>08/09/2026</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 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 lifeguards are required at Aquiles Jaime Garza Park / Pool to assist,ensure, and maintain public safety of our recreational facility.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Erika Zamora  
 Department Head  
[Signature]  
 Department of Human Resources

3-2-26  
 Date  
3/10/26  
 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: 03/02/2026 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>05/18/2026</u>	<u>08/09/2026</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.

Erika Zamora  
 Department Head  
[Signature]  
 Department of Human Resources

3.2.26  
 Date  
[Signature]  
 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: 03/02/2026 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>\$ 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>05/18/2026</u>	<u>08/09/2026</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.

Erika Zamora  
 Department Head  
[Signature]  
 Department of Human Resources

3-2-26  
 Date  
3/10/26  
 Date