



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 03/02/2017 CURRENT POSITION TITLE: Payroll Supervisor
 DEPARTMENT NAME: County Treasurer CURRENT SLOT NO.: 003
 DEPARTMENT NO.: 150-001 REQUESTED POSITION TITLE: _____

ALLOWANCE REQUEST: Type of Allowance

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount: \$ 5,500.00 \$ 3,000.00 -\$ 2,500.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 2,500.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 7-1100-415-16-150-001-0-117

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

JUSTIFICATION/PRIORITY: *(Explain why this allowance request is essential)*
 Duties of secretary (designee) for the Bail Bond Board have been assigned to the Chief Deputy.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Norma G. Garcia
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

03/07/2017
 Date
3/08/2017
 Date
3/20/17
 Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 03/07/2017 CURRENT POSITION TITLE: Chief Deputy II
 DEPARTMENT NAME: County Treasurer CURRENT SLOT NO.: 002
 DEPARTMENT NO.: 150-001 REQUESTED POSITION TITLE: _____

ALLOWANCE REQUEST: Type of Allowance

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount:	<u>\$ 561.00</u>	<u>\$ 3,061.00</u>	<u>\$ 2,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 2,500.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 7-1100-415-16-150-001-0-117

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

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

Employee is now carrying out the duties of secretary(designee) for the Bail Bond Board.
 Monies come from fees collected from the Bail Bond Companies.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Norma G. Garcia
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

03/07/2017
 Date

3/08/2017
 Date

3/20/17
 Date