COUNTY OF HIDALGO
Human Resources Department

RECEIVED
MAR 27 2017
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM
(ALLOWANCES)

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

DATE: 03/07/2017

DEPARTMENT NAME: ~~County Treasurer~~ Bail Bond Board

DEPARTMENT NO.: 150-002

CURRENT POSITION TITLE: ~~Chief Deputy~~ II

CURRENT SLOT NO.: ~~002~~ (0001) Proposed

REQUESTED POSITION TITLE: Chief Deputy II

ALLOWANCE REQUEST: *Type of Allowance*

- [ ] Longevity
- [x] Supplemental
- [ ] Interpreter
- [ ] Auto
- [ ] Clothing

Allowance Amount:	$ 0.00	$ 2,500.00	$ 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:

- [x] Current Department Budget
- [ ] Salary Adjustment
- [ ] Annual Budget Cycle
- [x] Other 7-1100-415-~~16~~-150-~~001~~-0-117 00 002 D.T.
- [ ] Will Require Additional Funds

POSITION TYPE:

- [x] Full Time Regular Object Code 113
- [ ] Full Time Temporary Object Code 121
- [ ] Part Time Regular Object Code 114
- [ ] Part Time Temporary Object Code 122

CIVIL SERVICE:

- [x] Exempt
- [ ] Non-Exempt

FLSA:

- [x] 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*)

Change funding Source fm program 150-001 to 150-002 (Bail Bond Board)

Dm

Norma G. García — Department Head — 03/27/2017 Date

Department of Human Resources — 3/30/2017 Date

Department of Budget & Management — 4/4/17 Date