



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/30/2019 Current Slot No.: 0006  
 Department Name: 389TH DISTRICT COURT Current Position Title: BAILIFF II (DC)  
 Department No.: 008-001 Requested Position Title: BAILIFF/INTERPRETER II (DC) #j

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b> <u>\$ 0.00</u>	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b> _____	_____	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 2,500.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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

RCV'D DEPT BDGT & MGMT  
FEB 6 '19 PM 1:23

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

Commissioners Court granted a new position for the Bailiff II to be created in or court and did away with previous position which had the requested Interpreter pay allotted to slot 004.

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

We are requesting that the Interpreter pay previously assigned to slot 004 for the amount of \$2,500 be assigned to slot 006 and be available to the Bailiff.

Judge Letty Lopez

Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

2/1/19  
Date

2/06/2019  
Date

2/7/19  
Date

