



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: 02/06/2019 Current Slot No.: 0011
 Department Name: District Attorney's Office Current Position Title: Attorney II
 Department No.: 080-013 Requested Position Title: Attorney II

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ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: \$ 900.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

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

As part of the job duties, Attorneys travel to meet with police departments, victims, witnesses, pathologists, doctors involved in the case, County elected officials and departments as well as any other

(continued below)

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

individual or institution/entity who may be part of a criminal/civil case. The auto allowance was inadvertently not included during the budget process when the position was created.

[Signature]
Department Head

02/06/19
Date

[Signature]
Department of Human Resources

02/07/2017
Date

[Signature]
Department of Budget & Management

2/8/19
Date

