



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: 12/20/2019 Current Slot No.: ^{ok}-0001 0001
 Department Name: District Attorney's Office Current Position Title: ATTORNEY V
 Department No.: 080-013 Requested Position Title: ATTORNEY V

ALLOWANCE REQUEST: *Type of Allowance*

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 2,000.00</u>	<u>\$ 4,000.00</u>	<u>\$ 2,000.00</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: \$ 2,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA CIVIL LITIGATION

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)*

Increasing supplemental pay due to the increase in travel to County office to meet with Department Heads/ Elected officials.

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

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

12-20-2019
 Date

12/26/19
 Date

12/27/19
 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: 12/26/2019 Current Slot No.: TBD
 Department Name: Criminal D.A./ Civil Lit. Current Position Title: _____
 Department No.: 080-013 / 080-016 / 080-007 Requested Position Title: Attorney V

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	\$ 0.00	<u>94,554.00</u> \$ 97,863.00	<u>94,554.00</u> \$ 97,863.00 I.S
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>Auto Allow.</u> SALARY REQUEST:	\$ 0.00	\$ 4,000.00	\$ 4,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 101,863.00	<u>98,554.00</u>	

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

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

12.26.2019
Date

12/26/19.
Date

12/21/19
Date