



# 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: 01/31/2020 Current Slot No.: 0001  
 Department Name: 370th District Court Current Position Title: Court Reporter  
 Department No.: 007-001 28 Requested Position Title: Court Reporter

**ALLOWANCE REQUEST:** *Type of Allowance*

Position    
  Interpreter    
  Clothing    
  Supplemental    
  Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 3,000.00

**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)*

Judge Noe Gonzalez appointed as Local Administrative Presiding Judge as of 2-1-2020, and I was  
appointed as the Administrative Assistant to the Local Administrative Presiding Judge

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

Department Head  
 Judge Noe Gonzalez  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

1-31-20  
 Date  
2/04/2020  
 Date  
02/06/2020  
 Date

