



# COUNTY OF HIDALGO

## Human Resources Department

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

DATE: 04/08/2021 CURRENT POSITION TITLE: Scofflaw Technician IV  
 DEPARTMENT NAME: Tax Office CURRENT SLOT NO.: S0005  
 DEPARTMENT NO.: 140-004 REQUESTED POSITION TITLE: \_\_\_\_\_

**ALLOWANCE REQUEST: Type of Allowance**

- |                                       |  |                                   |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Longevity    | <input type="checkbox"/> Interpreter     | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input checked="" type="checkbox"/> Auto |                                   |

Allowance Amount: <u>\$ 0.00</u>	<u>\$2,100.00</u> <del>\$2,250.00</del>	<u>\$ 2,100.00</u> <del>\$ 2,250.00</del>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

Allowance Amount: _____	Proposed Budgeted Amount _____	Net Change <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 2,250.00

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle                    | <input checked="" type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment         | <input checked="" type="checkbox"/> Other <u>Scofflaw Funds</u> |   |

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)**  
 Add Auto Allowance to Slot S0005 requiring travel. (Scofflaw Budget/Dept)

---

**COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)**  
 Travel to 11 Subcontractor Offices, 11 Municipalities, and 10 Full Service Offices County wide.

---

[Signature]  
 Department Head

4-8-21  
 Date

[Signature]  
 Department of Human Resources

4/9/21  
 Date

[Signature]  
 Department of Budget & Management

04/12/2021  
 Date