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: 01/24/2022
Current Slot No.: 0003
Department Name: CCL#6
Current Position Title: Court Coordinator (CC)
Department No.: 026-001
Requested Position Title: Court Coordinator (CC)

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☑ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	$ 1,000.00 Current Budgeted Amount	$ 2,000.00 Proposed Budgeted Amount	$ 1,000.00 Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 1,000.00

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 ☐ Non-Exempt **FLSA:** ☐ Exempt ☑ Non-Exempt

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

Court Coordinator is currently assisting the court with the interpreting duties on both civil and family cases.

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

Department Head — Date 2-4-22

Department of Human Resources — Date 2/4/22

Department of Budget & Management — Date 02/07/2022

HR Form: 029
Revised: 02/23/2017