



# 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: 10/26/2022 Current Slot No.: 0107  
 Department Name: PCT. 3 Road Maintenance Current Position Title: Mechanic III  
 Department No.: 123-005 Requested Position Title: Mechanic III

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>		\$ 5,000.00	\$ 5,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

**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)

Additional duties are supervision of all shop personnel the development of quotes for the purchase of necessary parts for every equipment the inventory of over 100 pieces of machinery in the development

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

of accurate inventory of all county equipment. Supplemental pay for 6 month's

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Department of Human Resources

10-27-22  
 \_\_\_\_\_  
 Date

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 Date