



# 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: 02/01/2023 Current Slot No.: 0225 / A197  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY V  
 Department No.: 080-002 / 080-007 Requested Position Title: ASSIST. DISTRICT ATTORNEY V

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 7,883.00</u>	<u>\$ 7,883.00</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:** \$ 7,883.00

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

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other 3-1223-412-00-080-007-0-117 (LAPSED)

**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)**

PLEASE SEE THE ATTACHED JUSTIFICATION FOR THIS REQUEST.

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

Rosuliana Cauda  
 Department Head  
[Signature]  
 Department of Human Resources

02/28/2023  
 Date  
3/1/23  
 Date

**PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)**

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

This supplemental allowance request is being respectfully submitted by District Attorney Palacios to commensurate with the responsibilities as the new hire will assist with overseeing the daily operations, staffing cases, managing and training prosecutors as well as managing the Division Chiefs, supervisors, and staff. The position under Administration requires a higher level of complexity and rigor in order to meet the statutory obligations of the District Attorney's Office satisfactorily.