



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: 03/06/2023 Current Slot No.: 0004
 Department Name: 389th District Court Current Position Title: Assistant Court Coordinator (DC)
 Department No.: 008-001 Requested Position Title: Assistant Court Coordinator (DC)

ALLOWANCE REQUEST: *Type of Allowance*

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT: <u>\$ 0.00</u>	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: \$ 3,500.00

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)*

Add Interpreter Pay

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

Court Coordinator position will no longer require interpretation. The office is requesting this allowance to be moved over to the Assistant Court Coordinator Position to be available once someone is hired.

Judge Letty Lopez
Department Head

3/6/2023
Date

[Signature]
Department of Human Resources

3/10/23
Date