



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: 10/24/2023 Current Slot No.: A197 02A
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney V
 Department No.: 080-007 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT: <u>HB65 Acct.</u>	<u>\$7883.00</u> Current Budgeted Amount	<u>\$2568.00</u> Proposed Budgeted Amount	<u><-\$5315.00></u> Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: <\$5315.00>

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)

PLEASE SEE ATTACHED JUSTIFICATION.

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

TRANSFERRING SUPPLEMENTAL ALLOWANCE INTO SLOT NO. 0167.

Rosalinda Centuri
Department Head

10/24/2023
Date

[Signature]
Department of Human Resources

10/26/23
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 additional responsibilities of the new task assignment. The employee will assist with overseeing the daily operations, staffing cases, managing and training prosecutors as well as managing the supervisors and staff in the Misdemeanor Division as the Co-Chief Prosecutor.



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: 10/24/2023 Current Slot No.: 0167
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney III
 Department No.: 080-007 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:
 \$5124.00
 \$10,439.00
 \$5315.00
 Current Budgeted Amount
 Proposed Budgeted Amount
 Net Change

ALLOWANCE AMOUNT:

 \$ 0.00
 Current Budgeted Amount
 Proposed Budgeted Amount
 Net Change

TOTAL BUDGETARY IMPACT: \$5315.00

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)*

PLEASE SEE ATTACHED JUSTIFICATION. NO BUDGETARY IMPACT.

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

TRANSFERRING SUPPLEMENTAL ALLOWANCE FROM SLOT NO. 0225.

Rosalinda Cruz
Department Head

10/24/2023
Date

[Signature]
Department of Human Resources

10/26/23
Date