# 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: 11/03/2023 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

| | | | |
|---|---|---|---|
| *ALLOWANCE AMOUNT:* | Current Budgeted Amount | $ 5,000.00 Proposed Budgeted Amount | $ 5,000.00 Net Change |
| *ALLOWANCE AMOUNT:* | Current Budgeted Amount | Proposed Budgeted Amount | $ 0.00 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 ☑ Non-Exempt FLSA: ☐ Exempt ☑ Non-Exempt

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

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

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

development of accurate inventory of all county equipment. Supplemental pay for an additional 6 months.

Department Head — Date: 11-7-23

Department of Human Resources — Date: 11/7/23

HR Form: 029
Revised: 02/23/2017