



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: 11/16/2023 Current Slot No.: 0003/0002/0002
 Department Name: 449th District Court Current Position Title: Court Coordinator (DC)
 Department No.: 011-001 / 011-003 / 011-004 Requested Position Title: Court Coordinator (DC)

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input checked="" type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
011-003-0002	\$ 0.00	\$ 6,000.00	\$ 6,000.00	
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
011-004-0002	\$ 0.00	\$ 6,000.00	\$ 6,000.00	
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	

TOTAL BUDGETARY IMPACT: \$ 12,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Juvenile Drug Court & Juvenile Mental Health

- 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)

Supplemental Pay for employee performing newly added duties & responsibilities for program admin. & man. of the HC Specialty Court Grant Programs. Grant Management & Employee Supervision.

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

Supplemental Allowance to be paid through ~~FY2024~~ 8/31/24 Corrected/updated 12/13/23.
 Grant begin date: 9/1/23 Grant End date: 8/31/24

Department Head

11/16/2023
Date

Department of Human Resources

12-13-23
Date