



# 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: 07/31/2024 Current Slot No.: 0003/0002/0002  
 Department Name: 449th District Court Current Position Title: Court Coordinator (DC)  
 Department No.: 0011-001 / 0011-003 / 011-004 Requested Position Title: Court Coordinator (DC)

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 6,000.00</u>	<u>\$ 6,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 6,000.00</u>	<u>\$ 6,000.00</u>
	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)**

Continuation of Supp. Pay for employee performing continued duties & responsibilities for program admin & man. of the HC Specialty Court Grant Programs. Grant Man. & Employee Supervision.

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

Supplemental Allowance to be paid through 8/31/25 (FY2025).  
Grant Begin Date: 9/1/24    Grant End Date: 8/31/25

\_\_\_\_\_  
 Department Head  
  
 Department of Human Resources

07/31/2024  
 Date  
9/17/24  
 Date