



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: 11/06/2024 Current Slot No.: 0038
 Department Name: Pct 2 Parks Current Position Title: Clerk IV
 Department No.: 122-008 Requested Position Title: Clerk IV

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto 28

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$577.00</u>	<u>\$577.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
		\$5,000.00	\$5,000.00

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

TOTAL BUDGETARY IMPACT: ~~\$5,000.00~~ \$577.00

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)

Position has been assigned new/additional responsibilities and duties that are outside the scope of the employees current position/role.

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

Department Head

11-7-24
Date

Department of Human Resources

11/8/24
Date