



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: 02/10/2025 Current Slot No.: 0141
 Department Name: Commissioner P3 Current Position Title: Assistant Asst. Chief Administrator II
 Department No.: 123-005 Requested Position Title: Assistant Chief Administrator II 28

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 7,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 3,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: \$ 3,000.00

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
 FLSA: Exempt
 Non-Exempt
 Non-Exempt

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

Supervisory responsibility for the new functions related to the Community Resource Center (CRC)
 Community Liaison Functions, Job Program and Division Supervision. (through 2-18-2025 / 12-31-2025)

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

Jorge Arcaute
 Department Head
[Signature]
 Department of Human Resources

02/10/2025
 Date
2/12/25
 Date