



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: 04/22/2025 Current Slot No.: A003
 Department Name: CO Treasurer Bail Bond Current Position Title: Executive Assistant II
 Department No.: 150-002 Requested Position Title: Executive Assistant II

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00 78
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 2,500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Bail Bond Board

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)

Due to increase in workload.

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


 Department Head

04/22/2025
 Date


 Department of Human Resources

4/25/25
 Date