



# 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: 07/14/2025 Current Slot No.: 0002  
 Department Name: Public Affairs Current Position Title: Multi-Media Coordinator  
 Department No.: 110-077 Requested Position Title: Interim Division Manager III *Multi-Media Coordinator*

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b>	\$ 7,061.00	\$ 7,061.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>7/14/25</u>	<u>5/12/25</u>	
Start Date	End Date	

**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)

Temporary adjustment will be retro-active to 07.14.2025 upon Commissioners Court approval.  
 Adjustment to remain in effect until the position is filled.

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

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources

7-14-25  
 Date  
7/18/25  
 Date