



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: 09/18/2025 Current Slot No.: 0026
 Department Name: DISTRICT ATTORNEY Current Position Title: ASSIST. DISTRICT ATTORNEY IV
 Department No.: 080-002 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 9,690.00</u>	<u>\$ 0.00</u>	<u>-\$ 9,690.00</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: -\$ 9,690.00

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)

TRANSFERRING ALLOWANCE TO SLOT NO. 080-002-0040.

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

Rosalinda Canfora
 Department Head

09/18/2025
 Date

[Signature]
 Department of Human Resources

9/16/25
 Date



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: 09/18/2025 Current Slot No.: 0040
 Department Name: DISTRICT ATTORNEY Current Position Title: ASSIST. DISTRICT ATTORNEY III
 Department No.: 080-002 Requested Position Title: N/A

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 9,690.00</u>	<u>\$ 9,690.00</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: \$ 9,690.00

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)

PLEASE SEE THE ATTACHED JUSTIFICATION.

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

TRANSFERRING ALLOWANCE FROM SLOT NO. 080-002-0026.

Rosalinda Cantu
 Department Head
[Signature]
 Department of Human Resources

09/18/2025
 Date
9/18/25
 Date

Criminal District Attorney Toribio "Terry" Palacios is requesting supplemental allowance for this position due to the rigor and complexity of the position. The Assistant District Attorney, as to the request, has been assigned as a First Chair prosecutor and will have additional responsibilities which include, managing and training entry level Felony prosecutors, reviewing and advising and providing trial preparation and assistance to trial team (Second Chair) member.

This action is deemed necessary in order to accommodate the position's current duties and responsibilities as well as the additional duties and responsibilities related to First Chair designation.