



# 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: 11/20/25 Current Slot No.: 0038  
 Department Name: Precinct 2 Current Position Title: Clerk IV  
 Department No.: 122 - 008 Requested Position Title: Clerk IV

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

|                          |                         |                          |                |
|--------------------------|-------------------------|--------------------------|----------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>0</u>                | <u>\$5,000</u>           | <u>\$5,000</u> |
|                          | Current Budgeted Amount | Proposed Budgeted Amount | Net Change     |
|                          | <u>01/01/2026</u>       | <u>12/31/2026</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    **FLSA:**  Exempt  
 Non-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 employee's current position/role.

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

\_\_\_\_\_

\_\_\_\_\_

*Eric Zamora*  
 Department Head

*[Signature]*  
 Department of Human Resources

12.2.25  
 Date

12/5/25  
 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: 11/21/2025 Current Slot No.: 0025  
 Department Name: Commissioner P3 Current Position Title: \_\_\_\_\_  
 Department No.: 123-008 Requested Position Title: Maintenance IV

**ALLOWANCE REQUEST:** *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

|                          |  |                          |
|--------------------------|--|--------------------------|
| <b>ALLOWANCE AMOUNT:</b> | \$ 5,040.00                              | \$ 5,040.00              |
|                          | Current Budgeted Amount                  | Proposed Budgeted Amount |
| <u>28</u>                | <u>1/1/2026</u><br><del>12/31/2025</del> | <u>12/31/2026</u>        |
|                          | Start Date                               | End Date                 |
|                          |  | Net Change               |

**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)*

Maintenance IV currently oversees the Precinct 3 tire shop that handles all departmental request from the following internal divisions: R&B Dept., Parks, Sanitation, Admin, and CRC

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

to extend supplemental allowance for one year, to end 12/31/2026

*Chief Jorge Arcaute*  
 Department Head  
 Department of Human Resources

11-24-25  
 Date  
12/5/25  
 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: 11/20/2025 Current Slot No.: 0004  
 Department Name: Hidalgo County Precinct 4 Current Position Title: Budget Manager I  
 Department No.: 124-005 Requested Position Title: Budget Manager I

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

|                          |                          |                    |
|--------------------------|--------------------------|--------------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>\$ 5,000.00</u>       | <u>\$ 5,000.00</u> |
| Current Budgeted Amount  | Proposed Budgeted Amount | Net Change         |
| <u>01/01/2026</u>        | <u>12/31/2026</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)*  
Employee has been assigned additional duties to include project management, such as managing and coordinating PCT 4 construction, ARPA projects and development of new infrastructures.

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

*Ellie Pover*  
 Department Head

*11/21/25*  
 Date

*[Signature]*  
 Department of Human Resources

*12/5/25*  
 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: 11/20/2025 Current Slot No.: 0113  
 Department Name: Hidalgo County Precinct 4 Current Position Title: Equipment Operator III  
 Department No.: 124-007 Requested Position Title: Equipment Operator III

**ALLOWANCE REQUEST:** Type of Allowance

Position     Interpreter     Clothing     Supplemental     Auto

|                          |                          |                    |
|--------------------------|--------------------------|--------------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>\$ 2,500.00</u>       | <u>\$ 2,500.00</u> |
| Current Budgeted Amount  | Proposed Budgeted Amount | Net Change         |
| <u>01/01/2026</u>        | <u>12/31/2026</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    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)  
Employee has been assigned additional duties that are essential to operations of the Precinct paving team. Additional duties include: operating the paving projects and repairing of intersections.

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

Ellie Pover  
 Department Head

11/21/25  
 Date

[Signature]  
 Department of Human Resources

12/5/25  
 Date





