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: 12/10/2025 Current Slot No.: 0002

Department Name: Public Affairs Current Position Title: Multimedia Coordinator

Department No.: 110-077 Requested Position Title: Multimedia Coordinator

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

ALLOWANCE AMOUNT:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	$ 1,421.00	$ 1,421.00

Start Date	End Date
01/01/2026	12/31/2026

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)***

Supplemental allowance to remain in effect until the position is filled.

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

Department Head — Date: 12/10/25

Department of Human Resources — Date: 12/10/25

HR Form: 029
Revised: 02/23/2017