



# 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: 01/30/2026 Current Slot No.: 0002  
 Department Name: 206th District Court Current Position Title: Court Coordinator (DC)  
 Department No.: 004-001 Requested Position Title: Court Coordinator (DC)

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

ALLOWANCE AMOUNT:    \$ 0.00    \$ 3,000.00    \$ 3,000.00  
                                          Current Budgeted Amount    Proposed Budgeted Amount    Net Change

01/01/2026

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)**

206th District Judge was appointed as presiding Judge for the Board of Judges effective 1/1/2026  
at the Board of Judges Meeting held on December 11, 2025.

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

\_\_\_\_\_  
 \_\_\_\_\_

Judge Rose G. Reyna

Department Head

01/30/2026

Date

Department of Human Resources

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: 01/30/2026 Current Slot No.: 0001  
 Department Name: 370th District Court Current Position Title: Court Reporter  
 Department No.: 007-001 Requested Position Title: Court Reporter

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

**ALLOWANCE AMOUNT:**    \$ 3,000.00    \$ 0.00    -\$ 3,000.00  
                                          Current Budgeted Amount    Proposed Budgeted Amount    Net Change

\_\_\_\_\_    \_\_\_\_\_  
 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)  
Remove supplemental. 370th DC judge is no longer the presiding Judge of the Board of Judges.

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

\_\_\_\_\_  
 Department Requester    1/30/26  
 Date

\_\_\_\_\_  
 Department of Human Resources    Date