



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: 07/15/2026 Current Slot No.: 1230032
Department Name: Commissioner PCT. 3 Current Position Title: Administrative Assistant IV
Department No.: 123 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

☐ Position ☐ Interpreter ☐ Clothing ☒ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	\$ 6,000.00	\$ 6,000.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>08/04/2026</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

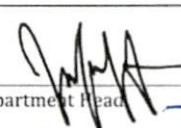
CIVIL SERVICE: ☐ Exempt **FLSA:** ☐ Exempt
☒ Non-Exempt ☒ Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Ms. Bernal will assume more managerial/supervisory responsibility. Acquisition and use of drone certification.

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

full amount to be paid withing the specified perios 08/04/2026 through 12/31/2026



Department Head



Department of Human Resources

07/29/2026
Date

7/29/26
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: 07/15/2026 Current Slot No.: 1230138
Department Name: Commissioner PCT. 3 Current Position Title: Division Manager I
Department No.: 123 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

☐ Position ☐ Interpreter ☐ Clothing ☒ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	<u>\$ 9,000.00</u>	<u>\$ 9,000.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>08/04/2026</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)

Mr. Ayala will assume R.O.W. agent responsibilities.

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

full amount to be paid withing the specified period 08/04/2026 through 12/31/2026

Department Head

07/29/2026

Date

Department of Human Resources

Date