



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: 08/24/2026 Current Slot No.: 80003
Department Name: 389th DC Current Position Title: Assistant Court Coordinator (DC)
Department No.: 0008 Requested Position Title: Assistant Court Coordinator (DC)

ALLOWANCE REQUEST: Type of Allowance

☐ Position ☒ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT: \$ 3,500.00 \$ 5,500.00 \$ 2,000.00
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 ☐ Non-Exempt FLSA: ☐ Exempt ☒ Non-Exempt

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

Increasing interpreter allowance.

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

Department Head

Date

Department of Human Resources

Date