# 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: 09/16/2026 Current Slot No.: 1400014

Department Name: Tax Office Current Position Title: Supervisor II

Department No.: 140 Requested Position Title: Supervisor II

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

☐ Position ☐ Interpreter ☐ Clothing ☐ Supplemental ☑ Auto

| | | | |
|---|---|---|---|
| ***ALLOWANCE AMOUNT:*** | $ 0.00 | $ 1,500.00 | $ 1,500.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| ***ALLOWANCE AMOUNT:*** | | | $ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

***TOTAL BUDGETARY IMPACT:*** $ 1,500.00

**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)*

Add Auto Allowance

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

Position 1400014 requires travel, needs Auto Allowance.
Deleted from Position 1400012

Department Head — Date: 9-16-26

Department of Human Resources — Date: 9/23/26

# 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: 09/16/2026 Current Slot No.: 1400012

Department Name: Tax Office Current Position Title: Accountant III

Department No.: 140 Requested Position Title: Accountant III

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

☐ Position ☐ Interpreter ☐ Clothing ☐ Supplemental ☑ Auto

| | | | |
|---|---|---|---|
| ***ALLOWANCE AMOUNT:*** | $ 1,500.00 | $ 0.00 | -$ 1,500.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| ***ALLOWANCE AMOUNT:*** | | | $ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

***TOTAL BUDGETARY IMPACT:*** -$ 1,500.00

**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)***

Remove Auto Allowance

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

Position 1400012 no longer required to travel

Department Head — Date: 9/16/26

Department of Human Resources — Date: 9/23/26

*HR Form: 029*
*Revised: 02/23/2017*