



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### POSITION TITLE CHANGE ONLY REQUEST FORM

**NOTE:** Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 09/27/2018

Employee Name: Vacant Employee No.: \_\_\_\_\_

Department Name: Hidalgo County Clerk's Office Department No.: 180

Current Position Title: Collections Enforcement Requested Position Title: Deputy County Clerk II  
Officer II

**EXPLANATION OF TITLE CHANGE:** *(Briefly explain why the title change is needed)*

Slot #0021 Position is vacant, employee was promoted to Collections Enforcement Officer III.  
Deputy County Clerk II is needed to replace the Deputy County Clerk III that was reclassified to  
a Collections Enforcement Officer III.

**DEPARTMENT OF HUMAN RESOURCES:** *(Recommendations)*

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

Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)

**Annette C. Muñiz, Chief Deputy**  
Elected Official / Department Head

09/27/2018  
Date