

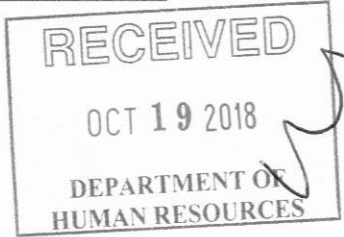


# COUNTY OF HIDALGO

## 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: 10/17/2018

Employee Name: Vacant (slot# 0004) Employee No.: \_\_\_\_\_

Department Name: Planning and Engineering Department No.: 210-002

Current Position Title: Engineering Technician II Requested Position Title: Administrative Assistant IV  
G10S01 G10S01

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

Due to additional duties in terms of a new pipeline and utility permit process that has been placed under the Planning Department in addition to the over 3,000 development permits issued on an annual basis, we are in need of the above mentioned position.

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

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

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

Elected Official / Department Head

10-19-18  
 Date