



COUNTY OF HIDALGO
Human Resources Department

**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: 01/08/2020

Employee Name: Vacant Employee No.: Slot No. 0025

Department Name: Planning Department Department No.: 1100-419-10-210-001-0

Current Position Title: Engineering ~~Tech I~~ ^{Technician I} Proposed Position Title: Administrative Assistant III

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

An additional Administrative Assistant III is necessary to keep track of Letters of Credit, Subdivision Plat Files, Agenda meetings and general duties involved in the Subdivision Plat Division.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

ATTACH A LIST OF DUTIES AND RESPONSIBILITIES (NOT A JOB DESCRIPTION) ASSIGNED TO THE EMPLOYEE.

[Signature]
Elected Official/Department Head

1-8-20
Date