



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: 03/01/2019

Employee Name: Slot # 0038

Employee No.: _____

Department Name: Precinct 2

Department No.: 122 - 008 *fy*

Current Position Title: Maintenance III

Requested Position Title: Clerk IV

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

Pct 2 Re-Organization Plan.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

E. Zamora
Elected Official / Department Head

3/1/19
Date