



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: 03/28/2019

Employee Name: Vacant (slot # 0014) ^{to} Employee No.: _____

Department Name: DBM Department No.: 115

Current Position Title: Budget Clerk II Proposed Position Title: Administrative Assistant III

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

Title change needed to best fit the necessity of the department

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Elected Official/Department Head

3/29/19

Date