



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: 03/21/2019

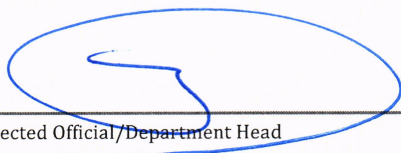
Employee Name: Vacant (slot no. 0001) Employee No.: N/A
Department Name: Child Welfare Department No.: 360-001
Current Position Title: Child Welfare Specialist Proposed Position Title: Administrative Assistant II

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

As requested by the Texas Department of Family and protective services.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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



Elected Official/Department Head

3/22/19

Date



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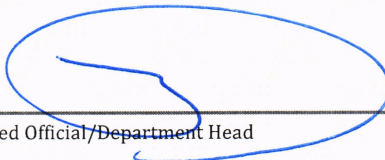
Employee Name: Norma P. Guzman (slot no. 0002) Employee No.: 144436
Department Name: Child Welfare Department No.: 360-001
Current Position Title: Child Welfare Specialist Proposed Position Title: Administrative Assistant II

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

As requested by the Texas Department of Family and Protective Services. *tg*

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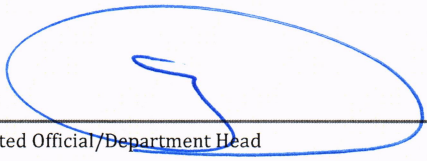
Employee Name: Vacant (slot no. 0003) Employee No.: N/A
Department Name: Child Welfare Department No.: 360-001
Current Position Title: Child Welfare Specialist Proposed Position Title: Administrative Assistant II

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