



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: 04/10/2019

Employee Name: Joel Valdez

Employee No.: 180041

Department Name: Tax Office

Department No.: 140 - 001 *ty*

Current Position Title: Executive Assistant I

Requested Position Title: Supervisor II

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

Slot not classified correctly under New CCP.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

[Signature]

Elected Official / Department Head

[Signature]

Date

