



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: 04/29/2019

Employee Name: Ramiro Meza, Jr. (slot no. 0015)

Employee No.: _____

Department Name: Planning Department

Department No.: 210-001

Current Position Title: Planning Inspector II

Proposed Position Title: Administrative Assistant II

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

To resolve a job posting discrepancy.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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



Elected Official/Department Head

4-30-19

Date