



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: 06/14/2019

Employee Name: Vacant (slot no. 0002) Employee No.: N/A

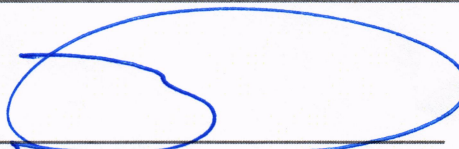
Department Name: General Litigation Department No.: 125-006

Current Position Title: Legal Assistant III Proposed Position Title: Administrative Assistant IV

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

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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



Elected Official/Department Head

6/14/19

Date