



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: 07/26/2019

Employee Name: Vacant (slot no. 0001) Employee No.: _____

Department Name: Precinct 2 - CRC Alamo Department No.: 122-082

Current Position Title: Maintenance I Requested Position Title: Custodian II

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

The title change is needed because the position is for a custodian for the Alamo Community Resource Center and the current job description for the Maintenance I position is specific to outdoor maintenance work. In order to receive applications from applicants for a custodian position we need the title changed.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Celia Zamora
Elected Official / Department Head

7-26-19
Date