



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: 08/09/2019

Employee Name: 0007

Employee No.: 0007

Department Name: Hidalgo County Pct.4

Department No.: Hidalgo County Pct.4

Current Position Title: Sanitation Attendant I

Proposed Position Title: Clerk II

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

The Sanitation Attendant I position is currently not needed, the Clerk II position will enhance the daily operations of the Pct.4 Sanitation Program. The Clerk II will be responsible for scheduling, daily remittance, monthly schedule of receipts, other duties as assigned. This change will result in efficient and effective management of the Pct.4 Sanitation department resources.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Ellie Jones

Elected Official/Department Head

8/9/19

Date