



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: 09/18/2020

Employee Name: slot # 0019

Employee No.: _____

Department Name: Purchasing

Department No.: 160

Current Position Title: Supervisor II

Requested Position Title: Procurement Specialist II

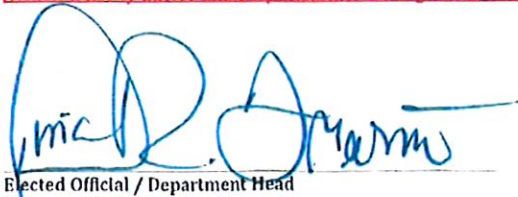
E.M.

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

After assessing the PO Division's duties & responsibilities, we no longer need a Supervisor II, more appropriately a Procurement Specialist II would be more suitable to assist with training, guidance & will specialize in certain tasks.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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



09/18/2020
Date