



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: 09/25/2020

Employee Name: slot# 0184 Employee No.: 192317
Department Name: DA CCP59 Department No.: 080-007
Current Position Title: Procurement Specialist Proposed Position Title: Procurement Specialist I

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

AI-77469 added a Procurement Specialist II, Grade 11 to the (CCP) Classified Positions List. This title is
being changed in order to follow the Career Ladder Scheme, as per the Classification and Compensation Plan.
Career Ladder will be as follows: Procurement Specialist I - Grade 09 Procurement Specialist II - Grade 11

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Rene Dreyer
Elected Official/Department Head

9/25/2020
Date



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Human Resources Department

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Date: 09/25/2020

Employee Name: slot# 0021 Employee No.: 228427

Department Name: Purchasing Department No.: 160-001

Current Position Title: Procurement Specialist Proposed Position Title: Procurement Specialist I

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

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DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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Rene Pelayo
Elected Official/Department Head

9/25/2020
Date



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Human Resources Department

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Date: 09/25/2020

Employee Name: slot# 0036 Employee No.: 164348

Department Name: Purchasing Department No.: 160-001

Current Position Title: Procurement Specialist Proposed Position Title: Procurement Specialist I

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

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DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

Rene Peregino
Elected Official/Department Head

9/25/2020
Date



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Human Resources Department

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Date: 09/25/2020

Employee Name: slot# 0038 Employee No.: Vacant
Department Name: Purchasing Department No.: 160-001
Current Position Title: Procurement Specialist Proposed Position Title: Procurement Specialist I

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

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DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Renee P. [Signature]
Elected Official/Department Head

9/25/2020
Date