



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: 07/12/2021

Employee Name: Alfredo Garza Employee No.: 156574

Department Name: Pct. 1 Road Maintenance Department No.: 121-005

Current Position Title: Buyer II Requested Position Title: Maintenance IV

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

Restructuring for proper alignment of duties.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

Amy Smith
Elected Official / Department Head

7/16/21
Date