



# 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: 6/22/22

Employee Name: LISA GONZALEZ

Employee No.: 112437

Department Name: PRECINCT 1

Department No.: 121-005

Current Position Title: MAINTENANCE III

Requested Position Title: CLERK IV

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

Changing title to coincide with assigned actual duties.

**DEPARTMENT OF HUMAN RESOURCES:** (Recommendations)

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

[Signature]  
Elected Official / Department Head

6/22/22  
Date



# 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: 6/22/22

Employee Name: MICHAEL VILLAREAL

Employee No.: 205010

Department Name: PRECINCT 1

Department No.: 121-005 29

Current Position Title: MAINTENANCE III

Requested Position Title: TRAFFIC CONTROL  
SPECIALIST III

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

Changing title to coincide with assigned actual duties.

**DEPARTMENT OF HUMAN RESOURCES:** *(Recommendations)*

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

  
Elected Official / Department Head

Date 6/24/22