



# 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: 08/30/2022

Employee Name: Vacant Slot Employee No.: N/A

Department Name: Elections Department Department No.: 130-001

Current Position Title: Accountant II Requested Position Title: Accounts Payable Specialist III

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

There is a need to change the current Accountant II position to Accounts Payable Specialist III as the change will depict the duties that the position entails. This title and its job description fits the day to day tasks conducted at the Elections Department.

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

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

Yvonne Ramon  
Elected Official / Department Head

8/30/2022  
Date