



# 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: 12/13/2022

Employee Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Department Name: Information Technology Department No.: 200

Current Position Title: Technician IV (Access Control) Requested Position Title: CJIS Support Specialist I

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

I am requesting to change the title Technician IV (Access Control) to CJIS Support Specialist I due to the Sheriff's Office and IT department's needs have changed.

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

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

**Daniel Salinas**

Elected Official / Department Head

12/13/2022

Date