



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: 02/03/2023

Employee Name: Vacant slot# 0003 Employee No.: N/A

Department Name: Employee Wellness Program Department No.: 190-018

Current Position Title: Administrative Assistant III Requested Position Title: Wellness Specialist

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

New title and job description to meet program needs.

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

2/3/23
Date