



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: 7/21/2023

E.L.

Employee Name: slot # 124 - 0070078
0076

Employee No.: VACANT

Department Name: Precinct 4

Department No.: 124-007

Current Position Title: Coordinator II, Special Projects

Requested Position Title: Coordinator II

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

Special Projects is not needed in the position title

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

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

Ellie Lopez
Elected Official / Department Head

7/21/23
Date