



# 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: 08/14/2023

Employee Name: ~~ELIZABETH CROMAN~~ <sup>Vacant</sup> Employee No.: ~~240176~~

Department Name: HEALTH CLINICS Department No.: 340-003

Current Position Title: COVID19 SUPERVISORY NURSE #A174 Requested Position Title: SUPERVISORY NURSE

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn Strangul

Elected Official / Department Head

08/14/2023

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: 08/14/2023

Employee Name: MINERVA E SALAS Employee No.: 200689

Department Name: HEALTH CLINICS Department No.: 340-003

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST III  
SPECIALIST III #A175

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)*

Darren Srangal  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: VACANT

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

Department Name: HEALTH CLINICS

Department No.: 340-003

Current Position Title: COVID19 PROJECT  
SPECIALIST I #A176

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Daren Rangel

Elected Official / Department Head

08/14/2023

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: 08/11/2023

Employee Name: VACANT

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

Department Name: ELC COVID

Department No.: 340-077

Current Position Title: COVID19 EPIDEMIOLOGY  
TECHNOLOGIST II #0001

Requested Position Title: EPIDEMIOLOGY  
TECHNOLOGIST II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: Savannah Rocha Employee No.: 251917

Department Name: ELC COVID Department No.: 340-077

Current Position Title: COVID19 Epidemiology Requested Position Title: Epidemiology  
Technologist I #0002 Technologist I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Daren Samienta Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: Arnoldo Villarreal Jr Employee No.: 245658

Department Name: ELC COVID Department No.: 340-077

Current Position Title: COVID19 Epidemiology Requested Position Title: Epidemiology  
Technician I #0003 Technician I

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

As per Rider #0, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

*Damen Samuel Rangel*  
 (Signed Official / Department Head)

08/11/2023  
 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: 08/11/2023

Employee Name: Jackeline Gonzalez Aguirre Employee No.: 256030

Department Name: ELC COVID Department No.: 340-077

Current Position Title: COVID19 Epidemiologist I Requested Position Title: Epidemiologist I  
Slot #0004

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

As per Rider #9, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

*Dawn Samuels Reingel*  
 lected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: VACANT

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

Department Name: ELC COVID

Department No.: 340-077

Current Position Title: COVID19 ANALYST I  
#0005

Requested Position Title: ANALYST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawins Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 SUPERVISORY NURSE #0001 Requested Position Title: SUPERVISORY NURSE

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: ~~Elizabeth C Roman~~ <sup>Vacant</sup> Employee No.: ~~240176~~ 28

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 SUPERVISORY NURSE SLOT #0002 Requested Position Title: SUPERVISORY NURSE

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Damen Samierts Rangel  
 Elected Official / Department Head

08/11/2023  
 Date



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## 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0003

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Daren S Rangel  
Elected Official / Department Head

08/11/2023  
Date



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Date: 08/11/2023

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

Department Name: COVID IMM PRJ I Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0004

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

*28*

**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)*

Darius Rangel  
 Elected Official / Department Head

08/11/2023  
 Date



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Date: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0005

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 Date



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Date: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 LICENSED  
VOCATIONAL NURSE II

Requested Position Title: LICENSED VOCATIONAL  
NURSE II #0006

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Damen Stanzel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 LICENSED  
VOCATIONAL NURSE II

Requested Position Title: LICENSED VOCATIONAL  
NURSE II #0007

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

*28*

**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)*

*Dawn S Rangel*

Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0008

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn Sprengel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0009

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 LICENSED Requested Position Title: LICENSED VOCATIONAL  
VOCATIONAL NURSE II NURSE II #0010

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 78

**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)

Damen S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0011 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: Jennifer Marie Serna Employee No.: 249785

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 Medical Assistant Requested Position Title: Medical Assistant  
0012

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)*

Dauen Samuente Rangel  
 Selected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0013 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

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

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

Daniels Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0014

Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 Date



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**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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0015 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Davens Rangel  
Elected Official / Department Head

08/11/2023  
Date



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### 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0016 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)*

Damon S Remmel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: Jean Renee Garcia Employee No.: 248592

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 Medical Assistant Requested Position Title: Medical Assistant  
#0017

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)*

Dauen Samienta Rangel 08/11/2023  
 Director Official / Department Head 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0018 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Darren S. Ramirez  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 MEDICAL  
ASSISTANT #0019

Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn S Ramgel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 MEDICAL ASSISTANT #0020 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Dawn Spranger  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: Valeria Rodriguez Employee No.: 247855

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 Medical Assistant Requested Position Title: Medical Assistant  
0021

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

*Dauen Samier Rangel*

lected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 MEDICAL

Requested Position Title: MEDICAL ASSISTANT

ASSISTANT #0022

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn S Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST II  
SPECIALIST II #0035

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)*

Dawn S Range  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: JULLISA GOMEZ Employee No.: 253464

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST I  
SPECIALIST I #0036

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

*JS*

**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)

*Dawn S Rangel*  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST I  
SPECIALIST I #0037

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Darius Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 PROJECT  
CLERK #0038

Requested Position Title: PROJECT CLERK

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Damen S Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT CLERK  
CLERK #0039

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of DSHS~~ prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Darin SRangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT CLERK #0040 Requested Position Title: PROJECT CLERK

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)*

Darren S. Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT CLERK  
CLERK #0041

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Dawn S Rangel  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 PROJECT  
CLERK #0042

Requested Position Title: PROJECT CLERK

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Damen S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT CLERK  
CLERK #0043

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)

Daren SRangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT CLERK  
CLERK #0044

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Damen S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 1

Department No.: 340-079

Current Position Title: COVID19 PROJECT  
CLERK #0045

Requested Position Title: PROJECT CLERK

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Daren Sprangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT CLERK  
CLERK #0046

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Dawn SRangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 1 Department No.: 340-079

Current Position Title: COVID19 PROJECT CLERK #0047 Requested Position Title: PROJECT CLERK

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

78

**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)*

Damen S Ramirez  
 Elected Official / Department Head

08/11/2023  
 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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 SUPERVISORY  
NURSE #0001

Requested Position Title: SUPERVISORY NURSE

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)*

Dawn S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: <sup>Vacant</sup>~~CYNTHIA MADRIGAL~~ Employee No.: ~~144096~~ 28

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT SPECIALIST III #0002 Requested Position Title: PROJECT SPECIALIST III

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)

Daven S Rangel 08/11/2023  
Elected Official / Department Head 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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 PROJECT

Requested Position Title: PROJECT SPECIALIST III

SPECIALIST III #0003

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Daun S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST II  
SPECIALIST II #0004

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn S Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

Employee Name: ERNESTO ROCHA JR Employee No.: 248410

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST I  
SPECIALIST I #0005

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dallen S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: JOSEPH MARK CALVILLO Employee No.: 255980

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0006 Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Juana S Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 LICENSED  
VOCATIONAL NURSE II

Requested Position Title: LICENSED VOCATIONAL  
NURSE II #0013

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)*

Davens Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

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

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 MEDICAL ASSISTANT #0016 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Dawn S Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

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

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 MEDICAL ASSISTANT #0017 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Daniels Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 MEDICAL

Requested Position Title: MEDICAL ASSISTANT

ASSISTANT #0018

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Damen S Rangel

Elected Official / Department Head

08/11/2023

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: 08/11/2023

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

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT SPECIALIST II #0022 Requested Position Title: PROJECT SPECIALIST II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Darius Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: JOSE A SOLIS Employee No.: 256099

Department Name: COVID IMM PRJ 2 Department No.: 340-080

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0023 Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

Dawn Sprague  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0024

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)

Dauen SRangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: JUAN R TORRES

Employee No.: 134376

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0025

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Dawn Rangel  
Elected Official / Department Head

08/11/2023  
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: 08/11/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 2

Department No.: 340-080

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0026

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)

Dawn SRangel  
Elected Official / Department Head

08/11/2023  
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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 PROJECT  
SPECIALIST III #0001

Requested Position Title: PROJECT SPECIALIST III

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Dawn S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: MINERVA ELIZABETH SALAS Employee No.: 200689

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST III  
SPECIALIST III #0002

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Damen S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

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

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST II  
SPECIALIST II #0003

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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

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

DanMS Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: FRANCIS INES CISNEROS Employee No.: 253090

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 PROJECT SPECIALIST II #0004 Requested Position Title: PROJECT SPECIALIST II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)*

Dawn Stangel  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0005

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)

Dawn S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

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

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 PROJECT Requested Position Title: PROJECT SPECIALIST I  
SPECIALIST I #0006

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

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

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

Dawn Spangol  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 PROJECT  
SPECIALIST I #0007

Requested Position Title: PROJECT SPECIALIST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

28

**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)

Daven Strangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: EDUARDO PEREZ GONZALEZ Employee No.: 264350

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 SYSTEM Requested Position Title: SYSTEM SPECIALIST I  
Support SPECIALIST I #0008

*support*

*28*

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)*

Damen Spangol  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: HECTOR M SILVA

Employee No.: 246794

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 SYSTEM

Requested Position Title: SYSTEM SPECIALIST I

*Support* SPECIALIST I #0009

*Support*

*28*

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)

*Damen Stamsel*  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: BLANCA DE OCHOA Employee No.: 249777

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 CUSTODIAN I Requested Position Title: CUSTODIAN I  
#0010

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds  
to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise,  
educate, and conduct outreach efforts in a general way.

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**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)

Darren Spangol  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

Employee Name: MARIA PERALES DE ESTRADA Employee No.: 249734

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 CUSTODIAN I Requested Position Title: CUSTODIAN I  
#0011

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

**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)

Daven S Rangel  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 ADMINISTRATIVE  
ASSISTANT III #0012

Requested Position Title: ADMINISTRATIVE  
ASSISTANT III

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Daren Sprangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 ANALYST I  
#0013

Requested Position Title: ANALYST I

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds  
to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise,  
educate, and conduct outreach efforts in a general way.

28

**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)*

Daren Stange  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: VACANT

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

Department Name: COVID IMM PRJ 3

Department No.: 340-081

Current Position Title: COVID19 ANALYST I

Requested Position Title: ANALYST I

#0014 + 0015

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Dawn Sprangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

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

Department Name: COVID IMM PRJ 3 Department No.: 340-081

Current Position Title: COVID19 ADMINISTRATIVE ASSISTANT III #0016 Requested Position Title: ADMINISTRATIVE ASSISTANT III

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

*Darlene Rangel*

Elected Official / Department Head

08/14/2023

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: 08/14/2023

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

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 MEDICAL ASSISTANT #0001 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)*

Dawn S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

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

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 MEDICAL ASSISTANT #0002 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)

Daren S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

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

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 MEDICAL ASSISTANT #0003 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Damon S Rangel  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

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

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 MEDICAL ASSISTANT #0004 Requested Position Title: MEDICAL ASSISTANT

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Daren SRangel  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

Employee Name: <sup>Vacant</sup>  
ERNAN URIBE Employee No.: ~~2652T7~~ 296

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 LICENSED VOC  
NURSE II #0014 Requested Position Title: LICENSED VOCATIONAL  
NURSE II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way. 28

**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)*

Daven Stange  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: MARISOL CRUZ Employee No.: 249742

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 LICENSED VOC Requested Position Title: LICENSED VOCATIONAL  
NURSE II #0015 NURSE II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Daren S Rangel  
Elected Official / Department Head

08/14/2023  
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: 08/14/2023

Employee Name: EMILY SALINAS

Employee No.: 265241

Department Name: COVID IMM ROUND 4

Department No.: 340-084

Current Position Title: COVID19 LICENSED VOC  
NURSE II #0016

Requested Position Title: LICENSED VOCATIONAL  
NURSE II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

*Dawn Stangel*

Elected Official / Department Head

08/14/2023

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: 08/14/2023

Employee Name: ~~JESSICA RENEE GONZALEZ~~ <sup>Vacant</sup> Employee No.: ~~264920~~ <sup>28</sup>

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 LICENSED VOC NURSE II #0017 Requested Position Title: LICENSED VOCATIONAL NURSE II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

*Danens Ramirez*  
 Elected Official / Department Head

08/14/2023  
 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: 08/14/2023

Employee Name: MARIA RAQUEL S MOLINA Employee No.: 265403

Department Name: COVID IMM ROUND 4 Department No.: 340-084

Current Position Title: COVID19 LICENSED VOC NURSE II #0018 Requested Position Title: LICENSED VOCATIONAL NURSE II

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

As per Rider 40, effective 9/1/2023, ~~DSHS prohibits the use of~~ DSHS prohibits the use of DSHS funds to promote or advertise COVID-19 vaccinations. We are authorized to continue to promote, advertise, educate, and conduct outreach efforts in a general way.

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**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)*

Danen Sprangel  
Elected Official / Department Head

08/14/2023  
Date