



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

POSITION TITLE CHANGE ONLY REQUEST FORM

NOTE: Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 02/16/2024

Employee Name: Vacant slot# 0009 Employee No.: N/A

Department Name: Pct. 4 Administration Department No.: 124-005

Current Position Title: Accounts Payable Specialist I Requested Position Title: Administrative Assistant II

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

The precinct is not in need of an Accounts Payable Specialist I position. The position of Administrative Assistant is needed to fulfill duties and responsibilities that the precinct needs.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

Ellie Torres mc

Elected Official / Department Head

2/16/24

Date