



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: 02/15/2024

Employee Name: Jose Segovia

Employee No.: 025577

Department Name: PCT 4 ROAD MAINTENANCE

Department No.: 124-007

Current Position Title: Coordinator III

Requested Position Title: Supervisor III

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

The duties and responsibilities Mr. Segovia has executed for the past five years reflect supervisor duties in the precinct. He spearheads all safety activities and duties within the precinct staff, he serves as a link between subordinates and upper management leadership, he trains employees and other supervisor related duties and responsibilities.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

Elexia Lopez
Elected Official / Department Head

2/15/24
Date