



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: 10/07/2024

Employee Name: Slot # 0001

Employee No.: N/A

Department Name: Veterans Services

Department No.: 370-005

Current Position Title: Counselor I,
Veterans Services

Requested Position Title: Case Manager,
Veterans Services 28

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

To coincide with duties assigned.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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


Elected Official / Department Head

10/07/2024
Date