



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: 11/7/2024

Employee Name: 0008 Employee No.: N/A

Department Name: County Judge Department No.: 110

Current Position Title: Executive Assistant III Requested Position Title: Communications Specialist IV

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

To recruit candidates suited for the work required in the Public Affairs Division.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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

[Signature]
Elected Official / Department Head

11-8-24
Date