



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: 3/14/2025

Employee Name: [REDACTED]

Employee No.: 168041

Department Name: Facilities Management

Department No.: 220

Current Position Title: Maintenance III
(Grade 7)

Requested Position Title: Crew Leader I
(Grade 7)

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

This title change is being requested in order to provide better oversight and management of our grounds operation. This new role will ensure proper supervision, improve coordination, and enhance the efficiency and quality of the work performed by the crew. Note* This change in title will not have any fiscal impact on the employee's salary.

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

3/14/2025
Date