



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: 07/30/2026

Employee Name: vacant position # 2800921

Employee No.: NA

Department Name: Sheriff

Department No.: 0280

Current Position Title: Administrative Service Manager

Requested Position Title: Administrative Service
Manager, Sheriff's Office

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

Requested by HR Director because this position will include duties specific to the Sheriff's Office
in the job description.

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

See above.

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

Elected Official / Department Head

7/30/26
Date