

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County District Attorney's Office

Business Unit Number: 54500

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

### SECTION II – REASON FOR REQUEST

Moving position number 10026023 from fund 2261 to the general fund

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

### SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	1
Position Title	Coord, Fin Spec, Restitution	Position Title (30 Spaces Maximum)	
Job Code Number	000138	Job Code Number	
Job Code Description	Coordinator III	Job Code Description	
Position Number	10026023	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	54500	Business Unit	
Home Department ID Number	54510400	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$39.73	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10017669	Reports To Position Number	
Fund Code	2261	Fund Code	1000
Funding Department ID Number	54510400	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	

**Craig Ambriz**

Digitally signed by Craig Ambriz  
Date: 2025.06.24 09:13:54 -05'00'

6/24/25

Business Unit Approval (Business Unit Head or Designee)

Date

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Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

### SECTION II – REASON FOR REQUEST

Moving position number 10027315 from fund 2261 to the general fund

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

### SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	1
Position Title	Spec., Financial Specialist	Position Title (30 Spaces Maximum)	
Job Code Number	000702	Job Code Number	
Job Code Description	Specialist III Non-Exempt	Job Code Description	
Position Number	10027315	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	54500	Business Unit	
Home Department ID Number	54510400	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$43.95	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10017669	Reports To Position Number	
Fund Code	2261	Fund Code	1000
Funding Department ID Number	54510400	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	

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