

Budget Management Form 3441  
Harris County, TX (06/01/2021)

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Sheriff's Office Business Unit Number: 54000

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### SECTION II – REASON FOR REQUEST

GY 2023 First Responder Mental Health new position (Administrative Assistant I)

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	1/14/2023	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: 10/01/2022 To: 9/30/2023	

#### SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	Administrative Assistant I
Job Code Description		Job Code Description	000413
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	54000
Home Department ID Number		Home Department ID Number	54010700
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	22.99
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10023595
Fund Code		Fund Code	2601
Funding Department ID Number		Funding Department ID Number	54000000
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)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	GY23_FRMHP
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	10001
Resource Type (Not currently used)		Resource Type (Not currently used)	

Business Unit Approval (Business Unit Head or Designee)	12/12/2022 Date
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