

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: PUBLIC HEALTH

Business Unit Number: 27500

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

SECTION II – REASON FOR REQUEST

New positions request to expand CHVPS_ 1 Data Analyst

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>11/18/23</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 <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	
Position Title		Position Title (30 Spaces Maximum)	Analyst, Data
Job Code Number		Job Code Number	000053
Job Code Description		Job Code Description	Analyst III
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HCT
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27530310
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	F
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	42.75
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	10025037
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	27530310
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)	

Robert Brannon Digitally signed by Robert Brannon
Date: 2023.10.27 11:01:19 -05'00'

10/27/23

Business Unit Approval (Business Unit Head or Designee)

Date

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

SECTION II – REASON FOR REQUEST

New positions request to expand CHVPS_ (1) HART Program Assistant

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>11/18/23</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 <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	
Position Title		Position Title (30 Spaces Maximum)	HART Program Assistant
Job Code Number		Job Code Number	000136
Job Code Description		Job Code Description	Coordinator I
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HCT
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27530310
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	F
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	24.52
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	10025037
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	27530310
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)	

Robert Brannon Digitally signed by Robert Brannon
Date: 2023.10.27 11:01:55 -05'00'

10/27/23

Business Unit Approval (Business Unit Head or Designee)

Date