siness Unit Name: Criminal Justice Command				Business Unit Number: 54100		
		SECTI	ON I	– TYPE	OF REQUEST	
Func	ition		Che		Commo	ents
Position Update			√		May require Commissioners Court a	pproval
Position Reclassification				j	May require Commissioners Court a	pproval
New Position Request					Requires Commissioners Court appr	oval
Is computer usage < 25%?			Yes	✓ No	Does not require annual Cybersecur	ity training if "Yes"
	SEC	CTION III	I – PR	ROPOS	ED EFFECTIVE DATE	
Proposed Effective Date	6/14/25				t be the beginning of a pay period. For r proval, the earliest effective date will be	
Grant Effective Date	From:			To:		
		SECTI	ON I	V – PO	SITION DATA	
Use "Pos_List_File" (P	Current CN Download) to comple	te all field	ls		Proposed Complete all fields for a new position or existing posi	change appropriate field(s) for
					existing posi	iioii.
				Nu	mber of Positions	

Current		Proposed				
Use "Pos_List_File" (PCN Download) to complete all fields	Complete all fields for a new position or change appropriate field(s) for				
		existing posi	tion.			
		Number of Positions				
Position Title	Manager V	Position Title (30 Spaces Maximum)				
Job Code Number	000534	Job Code Number				
Job Code Description	Manager V	Job Code Description				
Position Number	10011852	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	54100	Business Unit	54000			
Home Department ID Number	54130000	Home Department ID Number	54010000			
Location	DEFAULT	Location	629J000			
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary				
Budgeted Hours	40	Budgeted Hours				
Salary Range Maximum	65.23	Salary Range Maximum				
FLSA Code	1	FLSA Code				
Reports To Position Number	10012197	Reports To Position Number				
Fund Code	1000	Fund Code				
Funding Department ID Number	54130000	Funding Department ID Number	54010000			
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)				

Business Unit Approval (Business Unit Head or Designee)	Date
Patrecia K. Okoye Digitally signed by Patrecia K. Okoye DN: cn=Patrecia K. Okoye, c=HSCO Recruitment and Backgrounds, ou, email=Patrecia.Okoye@sheriff.hctx.net, c=US Date: 2025.05.01 11:53:16-05'00'	5/1/25

				AGEIVIE	ENT REQUEST FURIVI		
Business Unit Name: Crimina	al Justic	e Comma	and		Business Ui	nit Number: <u>54100</u>	
		SI	ECTION	I – TYPE	OF REQUEST		
Functio	n		_	neck licable	Со	mments	
Position Update	Position Update			✓	May require Commissioners Co	urt approval	
Position Reclassification			Ī	√	May require Commissioners Co	urt approval	
New Position Request					Requires Commissioners Court	approval	
Is computer usage < 25%?			□ Ye	es 🗸 No	,		
The second secon						.,	
		SECT	TION II	– REASO	N FOR REQUEST		
Request approval to read	ctivate ina	ctive PCN,	reclass	sify, and	move from 541 to 540 due	to Department reorganization	
		SECTIO	N III –	PROPOSI	ED EFFECTIVE DATE		
Proposed Effective Date	1 n/ 14//n				st be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:			To:			
		S	ECTION	IV – PO	SITION DATA		
Use "Pos_List_File" (PCN	Current Download)	to complete all	l fields		Complete all fields for a new position	oosed on or change appropriate field(s) for position.	
					mber of Positions		
Position Title		Clerk			ition Title (30 Spaces Maximum)	Specialist I	
Job Code Number		000434			Code Number	000719	
Job Code Description		Clerk			Code Description	Specialist I	
Position Number		10016575			ition Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		HC			npany (CS, FC, HC, JV or PA)		
Business Unit	+	54100			iness Unit	54000	
Home Department ID Number	+	54140126			me Department ID Number	54010400	
Location		864J000			ation		
Full Time, Part Time or Tempora	iry	FT		Ful	Time, Part Time or Temporary		

Budgeted Hours

FLSA Code

Fund Code

Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Project/Grant (Projects or Grants only)

Activity ID (Projects or Grants only)

Business Unit PC (Projects or Grants only)

Digitally signed by Patrecia K. Okoye
DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and
Backgrounds, ou, email=Patrecia_Okoye@sheriff.hctx.net, c=US
Date: 2025.05.01 11:53:16-05'00'

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30.05

10023079

510010

Business Unit Approval (Business Unit Head or Designee)

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28.87

1000

10011837

54110200

510010

Date

Budgeted Hours

FLSA Code

Fund Code

Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Project/Grant (Projects or Grants only) Activity ID (Projects or Grants only)

Business Unit PC (Projects or Grants only)

Function Position Update Position Reclassification	n	(NI	- TYPE	OF REQUEST
Position Update	ו	1	`hor		
<u>'</u>				ck able	Comments
Position Reclassification			√		May require Commissioners Court approval
			√		May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is computer usage < 25%?			'es	√ No	Does not require annual Cybersecurity training if "Yes"
Request approval to react					rove from 541 to 540 due to Department reorganization
	SECT	ΓΙΟΝ III –	PR	OPOSE	D EFFECTIVE DATE
Proposed Effective Date	6/14/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:			To: _	

SECTION IV – POSITION DATA

Current		Proposed			
Use "Pos_List_File" (PCN Download) to complete all fields	Complete all fields for a new position or change appropriate field(s) for			
		existing position.			
		Number of Positions			
Position Title	Clerk	Position Title (30 Spaces Maximum)	Specialist II		
Job Code Number	000434	Job Code Number	000720		
Job Code Description	Clerk	Job Code Description	Specialist II		
Position Number	10016577	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	54100	Business Unit	54000		
Home Department ID Number	54130340	Home Department ID Number	54010400		
Location	868B000	Location			
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary			
Budgeted Hours	40	Budgeted Hours			
Salary Range Maximum	28.87	Salary Range Maximum	36.05		
FLSA Code	N	FLSA Code			
Reports To Position Number	10011837	Reports To Position Number	10023079		
Fund Code	1000	Fund Code			
Funding Department ID Number	54130100	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)			

Patrecia	K. (Okoye	9
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5/1/25

Business Unit Approval (Business Unit Head or Designee)

Date

Functio		SECTION I – TYP	E OF REQUEST
Functio			
	on	Check Applicable	Comments
Position Update		✓	May require Commissioners Court approval
Position Reclassification		✓	May require Commissioners Court approval
New Position Request			Requires Commissioners Court approval
Is computer usage < 25%?		Yes ✓ N	Does not require annual Cybersecurity training if "Yes"
Request approval to rea	ctivate inactive PC	CN, reclassify, and	d move from 541 to 540 due to Department reorganization
	SEC	CTION III – PROPO	SED EFFECTIVE DATE
Proposed Effective Date	6/14/25		st be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval
Grant Effective Date	From:	To	: <u></u>
		SECTION IV – PO	DSITION DATA
	Current		Proposed

Current		Proposed				
Use "Pos_List_File" (PCN Download) to complete all fields	Complete all fields for a new position or change appropriate field(s) for				
		existing posi	existing position.			
		Number of Positions				
Position Title	Program Coordinator	Position Title (30 Spaces Maximum)	System Administrator I			
Job Code Number	000484	Job Code Number	000460			
Job Code Description	Program Coordinator	Job Code Description	System Administrator I			
Position Number	10022528	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	54100	Business Unit	54000			
Home Department ID Number	54140121	Home Department ID Number	54010400			
Location	DEFAULT	Location				
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary				
Budgeted Hours	40	Budgeted Hours				
Salary Range Maximum	29.12	Salary Range Maximum	49.08			
FLSA Code	N	FLSA Code				
Reports To Position Number	10011837	Reports To Position Number	10023079			
Fund Code	1000	Fund Code				
Funding Department ID Number	54130100	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)				

Patrecia K.	Okoye	Digitally signed by Patrecia K. Okoye DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and Backgrounds, ou, email=Patrecia Okoye@sheriff.hctx.net, c=US Date: 2025.05.01 11:53:16 -05'00'

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Business Unit Approval (Business Unit Head or Designee)

Date