

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Criminal Justice Command

Business Unit Number: 54100

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 checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

Request approval to move PCN from 541 to 540 due to Department reorganization

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>6/14/25</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 <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	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)	

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'

5/1/25

Business Unit Approval (Business Unit Head or Designee)

Date

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		Number of Positions	
Position Title	Clerk	Position Title (30 Spaces Maximum)	Specialist I
Job Code Number	000434	Job Code Number	000719
Job Code Description	Clerk	Job Code Description	Specialist I
Position Number	10016575	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	54140126	Home Department ID Number	54010400
Location	864J000	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	30.05
FLSA Code	N	FLSA Code	
Reports To Position Number	10011837	Reports To Position Number	10023079
Fund Code	1000	Fund Code	
Funding Department ID Number	54110200	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)	
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		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)	
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		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)	
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