

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Juvenile Probation

Business Unit Number: 84000

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

Extend grant position

SECTION III – PROPOSED EFFECTIVE DATE

| | | |
|-------------------------|---|---|
| Proposed Effective Date | <u>9/21/24</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: <u>09/21/2024</u> To: <u>12/27/24</u> | |

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> | |
|---|-------------------------|---|------------|
| Position Title | Coordinator, Engagement | Number of Positions | |
| Job Code Number | 000138 | Position Title (30 Spaces Maximum) | |
| Job Code Description | Coordinator III | Job Code Number | |
| Position Number | 10021368 | Job Code Description | |
| Company (CS, FC, HC, JV or PA) | HCT | Position Number (HRRM Use Only) | |
| Business Unit | 84000 | Company (CS, FC, HC, JV or PA) | |
| Home Department ID Number | 84053100 | Business Unit | |
| Location | 892B000 | Home Department ID Number | |
| Full Time, Part Time or Temporary | F | Location | |
| Budgeted Hours | 40 | Full Time, Part Time or Temporary | |
| Salary Range Maximum | 38.53 | Budgeted Hours | |
| FLSA Code | N | Salary Range Maximum | |
| Reports To Position Number | 10020396 | FLSA Code | |
| Fund Code | 2602 | Reports To Position Number | |
| Funding Department ID Number | 84051113 | Fund Code | |
| Account (Same for all Business Units) | 510010 | Funding Department ID Number | |
| Business Unit PC (Projects or Grants only) | HC001 | Account (Same for all Business Units) | 510010 |
| Project/Grant (Projects or Grants only) | GIFT_GY24 | Business Unit PC (Projects or Grants only) | |
| Activity ID (Projects or Grants only) | GIFT GRANT | Project/Grant (Projects or Grants only) | GIFT_GY25 |
| | | Activity ID (Projects or Grants only) | GIFT GRANT |

| | |
|---|---|
| <p>Fabiola Salas</p> <p style="font-size: small;">Digitally signed by Fabiola Salas DN: OU=Harris County Juvenile Probation, CN=Fabiola Salas, E=fabiola.salas@hctpd.harriscountytx.gov</p> <p style="font-size: x-small;">Reason: I am the author of this document Location: Date: 2024.09.06 11:02:48 -0500 Ford PDF Reader Version 17.0.0</p> | <p style="font-size: large; text-align: center;">9/6/24</p> <p style="text-align: center;">Date</p> |
| Business Unit Approval (Business Unit Head or Designee) | Date |

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SECTION II – REASON FOR REQUEST

Extend grant positions

SECTION III – PROPOSED EFFECTIVE DATE

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| Proposed Effective Date | <u>9/21/24</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. | |
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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> | |
|---|-------------|---|------------|
| Position Title | Therapist | Number of Positions | |
| Job Code Number | 000375 | Position Title (30 Spaces Maximum) | |
| Job Code Description | Therapist I | Job Code Number | |
| Position Number | 10020629 | Job Code Description | |
| Company (CS, FC, HC, JV or PA) | HCT | Position Number (HRRM Use Only) | |
| Business Unit | 84000 | Company (CS, FC, HC, JV or PA) | |
| Home Department ID Number | 84054300 | Business Unit | |
| Location | 881C000 | Home Department ID Number | |
| Full Time, Part Time or Temporary | F | Location | |
| Budgeted Hours | 40 | Full Time, Part Time or Temporary | |
| Salary Range Maximum | 38.53 | Budgeted Hours | |
| FLSA Code | 1 | Salary Range Maximum | |
| Reports To Position Number | 10021438 | FLSA Code | |
| Fund Code | 2602 | Reports To Position Number | |
| Funding Department ID Number | 84051113 | Fund Code | |
| Account (Same for all Business Units) | 510010 | Funding Department ID Number | |
| Business Unit PC (Projects or Grants only) | HC001 | Account (Same for all Business Units) | 510010 |
| Project/Grant (Projects or Grants only) | GIFT_GY24 | Business Unit PC (Projects or Grants only) | |
| Activity ID (Projects or Grants only) | GIFT GRANT | Project/Grant (Projects or Grants only) | GIFT_GY25 |
| | | Activity ID (Projects or Grants only) | GIFT GRANT |

| | |
|--|---|
| <p style="font-size: 1.5em; font-weight: bold;">Fabiola Salas</p> <p style="font-size: 0.8em; margin-top: 5px;">Digitally signed by Fabiola Salas DN: cn=Fabiola Salas, o=Harris County Juvenile Probation, cn=Fabiola Salas, email=fabiola.salas@hctpd.net Reason: I am the author of this document Date: 2024.09.06 11:02:48-0500 First 2023 Reader Version: 1.2.0.0</p> | <p style="font-size: 1.2em;">9/6/24</p> |
| Business Unit Approval (Business Unit Head or Designee) | Date |

**REQUEST FOR SIMULTANEOUS SUBMISSION OF
GRANT AWARD AND REVENUE CERTIFICATION TO
COMMISSIONERS COURT**

| | | |
|--|---|----------------|
| Department Name Harris County Juvenile Probation | Department Number 840 | Date 9/6/24 |
| Department Contact Name Janie Moreno | Department Contact Telephone Number 713-222-4824 | |
| Date to Present the Grant Award to Commissioners Court for Acceptance 9/19/24 | Grant Award Amount to be Certified \$60,000.00 | |
| Grant Awarding Agency | | |

Reason for Simultaneously Submitting Grant Award and Revenue Certification to Commissioners Court
Request by the Harris County Juvenile Probation Department for authorization to temporarily transfer general fund budget in the amount of \$60,000 to fund the cost of two grant positions pending receipt of the award for the Girls Inspiring Future Triumphs (GIFT) Grant from the Office of the Governor, and to extend the positions through December 27, 2024.

DEPARTMENT APPROVAL



Official/Department Head or Designee Signature

9-6-24

Date

AUDITOR'S OFFICE APPROVAL

Grants Accounting Manager Signature

Date

County Auditor or Chief Assistant County Auditor Signature

Date