HRRM Form 3441 Harris County, TX (03/01/2023)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Juvenile Probation

 $\text{Business Unit Number:} \underline{84000}$

SECTION I - TYPE OF REQUEST

Function	Check Applicable			Comments		
Position Update		✓ May require Commissioners Court approve			May require Commissioners Court approval	
Position Reclassification		May require Commis			May require Commissioners Court approval	
New Position Request						Requires Commissioners Court approval
Is computer usage < 25%?	_ Yes _ No		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	9/21/24	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: 09/21/2024	то: 12/27/24

SECTION IV - POSITION DATA

Current Use "Pos_List_File" (PCN Download	i) to complete all fields	Proposed Complete all fields for a new position ar change appropriate field(s) for existing position.				
	CHANGE THE STATE OF THE STATE O	Number of Positions				
Position Title	Coordinator, Engagement	Position Title (30 Spaces Maximum)				
Job Code Number	000138	Job Code Number				
Job Code Description	Coordinator (1)	Job Code Description				
Position Number	10021368	Position Number (HRRM Use Only)	T T			
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)				
Business Unit	84000	Business Unit				
Home Department ID Number	84053100	Home Department ID Number	1			
Location	692B000	Location				
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary				
Budgeted Hours	40	Budgeted Hours				
Salary Range Maximum	38.53	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10020396	Reports To Position Number				
Fund Code	2602	Fund Code	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Funding Department ID Number	84051113	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)	HC001	Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)	GIFT_GY24	Project/Grant (Projects or Grants only)	GIFT GY25			
Activity ID (Projects or Grants only)	GIFT GRANT	Activity ID (Projects or Grants only)	GIFT GRANT			

Fabiola Salas Salas Propil Contra Card Journal Propilities, Clerk Bases Bares, Ex- lateral making Propilities (Card Journal Card Journal Propilities, Clerk Bases Bares, Ex- lateral making Propilities (Card Journal Lineau) Lineau Lin	9/6/24
Business Unit Approval (Business Unit Head or Designee)	Date

HRRM Form 3441 Harris County, TX (03/01/2023)

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		V		May require Commissioners Court approval	
Position Reclassification				\neg	May require Commissioners Court approval
New Position Request				Requires Commissioners Court approval	
Is computer usage < 25%?		Yes_		No Does not require annual Cybersecurity training if "Yes"	

SECTION II - REASON FOR REQUEST

Extend grant positions

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date		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 approva					
Grant Effective Date	From: 09/21/2024	то: 12/27/24					

SECTION IV - POSITION DATA

Current Use "Pos_List_File" (PCN Download	i) to complete all fields	Proposed Complete all fields for a new position or change appropriate field(s) for existing position.			
		Number of Positions			
Position Title	Therapist	Position Title (30 Spaces Maximum)			
Job Code Number	000375	Job Code Number			
Job Code Description	Therapist I	Job Code Description			
Position Number	10020629	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	нст	Company (CS, FC, HC, JV or PA)			
Business Unit	84000	Business Unit			
Home Department ID Number	84054300	Home Department ID Number			
Location	891C000	Location			
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary			
Budgeted Hours	40	Budgeted Hours			
Salary Range Maximum	38.53	Salary Range Maximum			
FLSA Code	1	FLSA Code			
Reports To Position Number	10021438	Reports To Position Number			
Fund Code	2602	Fund Code			
Funding Department ID Number	84051113	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)	HC001	Business Unit PC (Projects or Grants only)	5		
Project/Grant (Projects or Grants only)	GIFT_GY24	Project/Grant (Projects or Grants only)	GIFT GY25		
Activity ID (Projects or Grants only)	GIFT GRANT	Activity ID (Projects or Grants only)	GIFT GRANT		

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Business Unit Approval (Business Unit Head or Designee)	Date

BUDGET REVENUE/EXPENDITURE APPROPRIATION

TRANSFE				ER FORM											
REF (OL)	:							Journal Nm.:							
REF (PRO	J & AC	TIV):						Journal Nm.:							
					то	***		FROM							
Departme	nt Nami							Department Name							
Harris Con Fund Desi	unty Juv cription	enile Probatic	on					Harris Cou Fund Des	inty Juv cription	enile Probatic	in.				
General F	und							General F	und						
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	-					TOTAL	60,000.00							TOTAL	60,000.00
Reason to	Transfe	M													

Request for temporary budget transfer from the general fund to the VOCA grant, Office of the Governor, GIFT grant through 12/31/2024, until new grant award is made.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS							
Approved By Rept. Head Others Signature (TO)	09/06/2024	Appropried by Communication (FROM)	09/06/2024				
Approved By		Commissioners Court Approval Date	DEIA				
Budget Management	Date						

County	y Auditor	's Forr	n 1294
Harris	County,	Texas	(03/10

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

GRANT AWARD AND REVENUE CERTIFICATION TO COMMISSIONERS COURT							
Department Name	Department Number	Date					
Harris County Juvenile Probation	840	9/6/24					
Department Contact Name	Department Contact Tel	ephone Number					
Janie Moreno	713-222-4824						
Date to Present the Grant Award to Commissioners Court for Acceptance	Grant Award Amount to	be Certified					
9/19/24	\$60,000.00						
Grant Awarding Agency							
Reason for Simultaneously Submitting Grant Award and Revenue Certification	to Commissioners Cou	rt					
budget in hte amount of \$60,000 to fund the cost of two grant position Inspiring Future Triumphs (GIFT) Grant from the Office of the Governo December 27, 2024.	is pending receipt of r, and to extend the	the award for the Girls positions through					
DEPARTMENT APPROVAL							
Official/Department Head or Designee Signature	Date	Le-24					
AUDITOR'S OFFICE APPROVA	L						
Grants Accounting Manager Signature	Date						
County Auditor or Chief Assistant County Auditor Signature	Date						