

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Attorney's Office

Business Unit Number: 510

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

SECTION II – REASON FOR REQUEST

Request for new position.

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	1
Position Title		Position Title (30 Spaces Maximum)	Systems Programmer
Job Code Number		Job Code Number	000049
Job Code Description		Job Code Description	Appls Systems Anl/Pgmr II
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	51000
Home Department ID Number		Home Department ID Number	51000100
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	52.77
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10010287
Fund Code		Fund Code	2171
Funding Department ID Number		Funding Department ID Number	51000100
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)	

Jamie Buchanan
Business Unit Approval (Business Unit Head or Designee)

5/12/25

Date

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		Number of Positions	1
Position Title		Position Title (30 Spaces Maximum)	Clerk, Maintenance
Job Code Number		Job Code Number	000105
Job Code Description		Job Code Description	Clerk III
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	51000
Home Department ID Number		Home Department ID Number	51000100
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	31.11
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010287
Fund Code		Fund Code	2171
Funding Department ID Number		Funding Department ID Number	51000100
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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	1
Position Title		Position Title (30 Spaces Maximum)	Clerk, Mailroom Courier
Job Code Number		Job Code Number	000105
Job Code Description		Job Code Description	Clerk III
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	51000
Home Department ID Number		Home Department ID Number	51000100
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
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Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	


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Date