	POSI		GEME	INT REQUEST FORM			
Business Unit Name: Coun	ty Attorne	ey's Office	В	usiness Unit Number: 510			
		SECTION	I – TYPE	OF REQUEST			
		I		Γ			
Function		-	ieck licable	Comments			
Position Update				May require Commissioners Court approval			
Position Reclassification			May require Commissioners Court approval				
New Position Request			~	Requires Commissioners Court approval			
Is additional office space require	ed?	Yes	V No				
		SECTION II -	- REASO	N FOR REQUEST			
Request for a new pos	sition for Ex	ecutive Serv	vices to	be paid from Fund 2171.			
				ED EFFECTIVE DATE			
		SECTION III - H	KUPUS				
Proposed Effective Date	11/18/202	23		t be the beginning of a pay period. For r			
	roposed Effective Date 11/18/2023		Court approval, the earliest effective date will be the first pay period after approval.				
Grant Effective Date	From:	To:					
Grant Effective Date	From:						
Grant Effective Date	From:		IV – PO	SITION DATA			
Grant Effective Date	From:		IV – PO	SITION DATA			
	urrent	SECTION		Proposed Complete all fields for a new position or	change appropriate field(s) for		
C	urrent	SECTION		Proposed	change appropriate field(s) for		
C Use "Pos_List_File" (PCN D Position Description (Title)	urrent	SECTION	Nur Pos	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max)	change appropriate field(s) for tion. 1 Executive Assistant III		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description	urrent	SECTION	Nur Pos Job	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description	change appropriate field(s) for tion.		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number	urrent	SECTION	Nur Pos Job Pos	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only)	change appropriate field(s) for tion. 1 Executive Assistant III 000188		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA)	urrent	SECTION	Nur Pos Job Pos Cor	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA)	change appropriate field(s) for tion. 1 Executive Assistant III		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number	urrent	SECTION	Nur Pos Job Pos Cor Bus	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only)	change appropriate field(s) for tion. 1 Executive Assistant III 000188 HC		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit	urrent	SECTION	Vui Pos Job Pos Cor Bus Hor	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit	change appropriate field(s) for tion. 1 Executive Assistant III 000188 HC 51000		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location	Current Download) to cor	SECTION	Vui Pos Job Pos Cor Bus Hor Loc	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number	change appropriate field(s) for tion. 1 Executive Assistant III 000188 HC 51000 51000000		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location	Current Download) to cor	SECTION	Vui Pos Job Pos Cor Bus Hor Loc Full	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation	change appropriate field(s) for tion. 1 Executive Assistant III 000188 HC 510000 5100000 DEFAULT		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum	Current Download) to cor	SECTION	Vui Pos Job Pos Cor Bus Hor Loc Full Buo Sala	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary legeted Hours ary Range Maximum	change appropriate field(s) for time 1 Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code	Current Download) to cor	SECTION	Vur Pos Job Pos Cor Bus Hor Loc Full Buc Sala FLS	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary Igeted Hours ary Range Maximum A Code	change appropriate field(s) for I Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76 N		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number	Current Download) to cor	SECTION	Vur Pos Job Pos Cor Bus Hor Loc Full Buc Sala FLS Reg	Proposed Complete all fields for a new position or existing posit in Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary dgeted Hours ary Range Maximum A Code ports To Position Number	change appropriate field(s) for 1 Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76 N 10010063		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code	Current Download) to cor	SECTION	Vur Pos Job Pos Cor Bus Hor Loc Full Buc Sala FLS Reg Fur	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary dgeted Hours ary Range Maximum A Code ports To Position Number id Code	change appropriate field(s) for 1 Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76 N 10010063 2171		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code Funding Department ID Number	Surrent Download) to cor	SECTION	Vur Pos Job Pos Cor Bus Hor Loc Full Buc Sala FLS Rep Fur Fur	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary dgeted Hours ary Range Maximum A Code ports To Position Number id Code ding Department ID Number	change appropriate field(s) for 1 Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76 N 10010063 2171 51000000		
C Use "Pos_List_File" (PCN D Position Description (Title) Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code Funding Department ID Number Account (Same for all Business Un	Surrent Download) to cor	SECTION	Nur Pos Job Pos Cor Bus Hor Loc Full Buc Sala FLS Rep Fun Fun Fun Accordination	Proposed Complete all fields for a new position or existing posit mber of Positions ition Description (Title-30 Spaces Max) Code Description ition Number (HRRM Use Only) mpany (CS, FC, HC, JV or PA) iness Unit me Department ID Number ation Time, Part Time or Temporary digeted Hours ary Range Maximum A Code ports To Position Number id Code ding Department ID Number ount (Same for all Business Units)	change appropriate field(s) for 1 Executive Assistant III 000188 HC 51000 5100000 DEFAULT FT 40 52.76 N 10010063 2171		
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Business Unit Approval (Business Unit Head or Designee)

Date

	FUJ		NA	GEIVIE	ENT REQUEST FORM		
Business Unit Name:	ty Attorn	ey's Offic	e	В	usiness Unit Number: 510		
		SECTI	DN I	– TYPE	OF REQUEST		
Function			Che		Comme	ents	
		A	Applicabl		ble		
Position Update					May require Commissioners Court approval		
Position Reclassification				May require Commissioners Court approval			
New Position Request			<u>با</u>		Requires Commissioners Court appr	oval	
Is additional office space require	eur		/es				
		SECTION	II –	REASO	N FOR REQUEST		
Request for new positi	ions for Er	nterprise S	ervi	ces to	be paid from Fund 2171.		
			- PF	ROPOSI	ED EFFECTIVE DATE		
		SECTION					
				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			
Proposed Effective Date	11/18/20	23					
Grant Effective Date	11/18/20	23 To:					
Grant Effective Date		To:	0	Court app	roval, the earliest effective date will be t		
Grant Effective Date		To:	0	Court app			
Grant Effective Date	From:	To:	0	Court app	roval, the earliest effective date will be t	the first pay period after approv	
Grant Effective Date	From:	To: SECTI	0N I	Court app	roval, the earliest effective date will be t	the first pay period after approv	
Grant Effective Date Ci Use "Pos_List_File" (PCN D	From:	To: SECTI	0N I	IV – PO	roval, the earliest effective date will be t SITION DATA Proposed Complete all fields for a new position or existing posit mber of Positions	the first pay period after approv change appropriate field(s) for tion.	
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Business Unit Approval (Business Unit Head or Designee)

Date