

Budget Management Form 3441
Harris County, TX (06/01/2021)

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 additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST


Request for a new position for Executive Services to be paid from Fund 2171.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>11/18/2023</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 Description (Title)		Position Description (Title-30 Spaces Max)	Executive Assistant III
Job Code Description		Job Code Description	000188
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	51000000
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	52.76
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010063
Fund Code		Fund Code	2171
Funding Department ID Number		Funding Department ID Number	51000000
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	
Resource Type (Not currently used)		Resource Type (Not currently used)	


 Business Unit Approval (Business Unit Head or Designee)

DocuSigned by:

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10/31/2023

Date

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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 additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST


Request for new positions for Enterprise Services to be paid from Fund 2171.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>11/18/2023</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	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Administrative Assistant VI
Job Code Description		Job Code Description	000045
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	51.57
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010195
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)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

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Date