

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____ Business Unit Number: _____

SECTION I – TYPE OF REQUEST

| Function | Check Applicable | 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 required? | Yes No | |

SECTION II – REASON FOR REQUEST

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 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 | |
| Position Description (Title) | | Position Description (Title-30 Spaces Max) | |
| Job Code Description | | Job Code Description | |
| Position Number | | Position Number (HRRM Use Only) | |
| Company (CS, FC, HC, JV or PA) | | Company (CS, FC, HC, JV or PA) | |
| Business Unit | | Business Unit | |
| Home Department ID Number | | Home Department ID Number | |
| Location | | Location | |
| Full Time, Part Time or Temporary | | Full Time, Part Time or Temporary | |
| Budgeted Hours | | Budgeted Hours | |
| Salary Range Maximum | | Salary Range Maximum | |
| FLSA Code | | FLSA Code | |
| Reports To Position Number | | Reports To Position Number | |
| Fund Code | | Fund Code | |
| Funding Department ID Number | | Funding Department ID Number | |
| Account <i>(Same for all Business Units)</i> | 510010 | Account <i>(Same for all Business Units)</i> | 510010 |
| Business Unit PC <i>(Projects or Grants only)</i> | | Business Unit PC <i>(Projects or Grants only)</i> | |
| Project/Grant <i>(Projects or Grants only)</i> | | Project/Grant <i>(Projects or Grants only)</i> | |
| Activity ID <i>(Projects or Grants only)</i> | | Activity ID <i>(Projects or Grants only)</i> | |
| Resource Type <i>(Not currently used)</i> | | Resource Type <i>(Not currently used)</i> | |

| | |
|---|---------------|
|  _____ Business Unit Approval (Business Unit Head or Designee) | _____ Date |
|---|---------------|