

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

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Toll Road Authority Business Unit Number: 05000

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input 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

Position Update

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>01/14/2023</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)	Manager V	Position Description (Title-30 Spaces Max)	
Job Code Description	000534	Job Code Description	
Position Number	10001306	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	05000	Business Unit	
Home Department ID Number	05002130	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	PART TIME	Full Time, Part Time or Temporary	FULL TIME
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	60.72	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10001430	Reports To Position Number	
Fund Code	5302	Fund Code	
Funding Department ID Number	05002130	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)		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)	

DocuSigned by:

*Deanne Murphy*

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Business Unit Approval (Business Unit Head or Designee)

12/20/2022

Date