

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Commissioner Precinct 4

Business Unit Number: 10400

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

SECTION II – REASON FOR REQUEST


New Position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/21/24</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)	Coordinator IV
Job Code Number		Job Code Number	000139
Job Code Description		Job Code Description	Coordinator IV
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	10400
Home Department ID Number		Home Department ID Number	10411022
Location		Location	548B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	52.76
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10026256
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10411002
Account (<i>Same for all Business Units</i>)	<u>510010</u>	Account (<i>Same for all Business Units</i>)	<u>510010</u>
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>)	

 _____ Business Unit Approval (Business Unit Head or Designee)	<u>8/14/24</u> _____ Date
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HRRM Form 3441
Harris County, TX (03/01/2023)

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		Number of Positions	1
Position Title		Position Title (30 Spaces Maximum)	Engineer IV
Job Code Number		Job Code Number	000181
Job Code Description		Job Code Description	Engineer IV
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	10400
Home Department ID Number		Home Department ID Number	10443000
Location		Location	548S000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	90.71
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10004249
Fund Code		Fund Code	1070
Funding Department ID Number		Funding Department ID Number	10443000
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)	

<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p style="font-size: 1.5em; margin: 0;">8/14/24</p> <p>Date</p>
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