

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Intergovernmental & Global Affairs Business Unit Number: 20400

### SECTION I – TYPE OF REQUEST

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

To preserve and enhance IGA current service level, the Communications and Policy Analyst will support IGA's messaging and outreach efforts.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>11/18/2023</b>	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)	Coordinator II
Job Code Description	000137
Position Number	10004531
Company (CS, FC, HC, JV or PA)	HC
Business Unit	20400
Home Department ID Number	20402100
Location	Default
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$29.91
FLSA Code	1
Reports To Position Number	10023401
Fund Code	1000
Funding Department ID Number	20402100
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	

<p><b>Tammy Narvaez</b> <i>Tammy Narvaez</i></p> <p>Business Unit Approval (Business Unit Head or Designee)</p>	<p><b>11/03/2023</b></p> <p>Date</p>
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Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Communications Manager will support IGA's messaging and outreach efforts.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>11/18/2023</b>	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.
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### 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): Manager V
Job Code Description	Job Code Description: 000534
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: 20400
Home Department ID Number	Home Department ID Number: 20402100
Location	Location: Default
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: \$65.23
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10004532
Fund Code	Fund Code: 1000
Funding Department ID Number	Funding Department ID Number: 20402100
Account (Same for all Business Units)	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):

<p><b>Tammy Narvaez</b> </p> <p>Business Unit Approval (Business Unit Head or Designee)</p>	<p><b>11/03/2023</b></p> <p>Date</p>
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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

To preserve and enhance IGA current service level, the Chief of Staff will support IGA's operations, strategy, and administration.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>11/18/2023</b>	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.
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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)	Director IV
Job Code Description	000528
Position Number	10023401
Company (CS, FC, HC, JV or PA)	HC
Business Unit	20400
Home Department ID Number	20402100
Location	Default
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$93.99
FLSA Code	1
Reports To Position Number	10023401
Fund Code	1000
Funding Department ID Number	20402100
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	

<p><b>Tammy Narvaez</b> </p> <p>Business Unit Approval (Business Unit Head or Designee)</p>	<p><b>11/03/2023</b></p> <p>Date</p>
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Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Funding and Appropriations Analyst will support IGA's funding opportunity efforts.

### SECTION III – PROPOSED EFFECTIVE DATE

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	Number of Positions: 1
Position Description (Title)	Position Description (Title-30 Spaces Max): Analyst IV
Job Code Description	Job Code Description: 000054
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: 20400
Home Department ID Number	Home Department ID Number: 20402100
Location	Location: Default
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: \$51.57
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10004532
Fund Code	Fund Code: 1000
Funding Department ID Number	Funding Department ID Number: 20402100
Account (Same for all Business Units)	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):

Tammy Narvaez	11/03/2023
Business Unit Approval (Business Unit Head or Designee)	Date

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Position Description (Title)	Position Description (Title-30 Spaces Max): Manager V
Job Code Description	Job Code Description: 000534
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: 20400
Home Department ID Number	Home Department ID Number: 20402100
Location	Location: Default
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: \$65.23
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10004532
Fund Code	Fund Code: 1000
Funding Department ID Number	Funding Department ID Number: 20402100
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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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