POS	ITION MANAG	EMI	ENT REQUEST FORM
usiness Unit Name: Commissioner P	recinct 4		Business Unit Number: 10400
	SECTION I -	- TYPE	OF REQUEST
Function	Chec Applica		Comments
Position Update			May require Commissioners Court approval
Position Reclassification	✓		May require Commissioners Court approval
New Position Request			Requires Commissioners Court approval
Is computer usage < 25%?	Yes	✓ No	Does not require annual Cybersecurity training if "Yes"
	SECTION II – F	REASO	N FOR REQUEST

SECTION IV - POSITION DATA

To:

SECTION III – PROPOSED EFFECTIVE DATE

7/12/25

From:

Proposed Effective Date

Grant 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.

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.		
		Number of Positions		
Position Title	Intern TP	Position Title (30 Spaces Maximum)		
Job Code Number	000226	Job Code Number		
Job Code Description	Intern TP	Job Code Description		
Position Number	10003978	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)		
Business Unit	10400	Business Unit		
Home Department ID Number	10451001	Home Department ID Number		
Location	9999036	Location		
Full Time, Part Time or Temporary	Temporary	Full Time, Part Time or Temporary		
Budgeted Hours	416	Budgeted Hours		
Salary Range Maximum	36.61	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10003482	Reports To Position Number		
Fund Code	1070	Fund Code	1000	
Funding Department ID Number	10451001	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)		

Mfel	5/7/25	
Business Unit Approval (Business Unit Head or Designee)	Date	

HRRM Form 3441 Harris County, TX (03/01/2023)		
POS	ITION MANAGEM	ENT REQUEST FORM
Business Unit Name: Commissioner P	recinct 4	Business Unit Number: 10400
	SECTION I – TYPI	OF REQUEST
	SECTION I – TYPI	OF REQUEST
Function	SECTION I – TYPI Check Applicable	E OF REQUEST Comments
Function Position Update	Check	I
	Check	Comments
Position Update	Check	Comments May require Commissioners Court approval

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	7/12/25	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 Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.		
		Number of Positions		
Position Title	Intern TP	Position Title (30 Spaces Maximum)		
Job Code Number	000226	Job Code Number		
Job Code Description	Intern TP	Job Code Description		
Position Number	10003951	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)		
Business Unit	10400	Business Unit		
Home Department ID Number	10451001	Home Department ID Number		
Location	9999036	Location		
Full Time, Part Time or Temporary	Temporary	Full Time, Part Time or Temporary		
Budgeted Hours	416	Budgeted Hours		
Salary Range Maximum	36.61	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10003482	Reports To Position Number		
Fund Code	1070	Fund Code	1000	
Funding Department ID Number	10451001	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)		

MI a	5/7/25	
Business Unit Approval (Business Unit Head or Designee)	Date	

HRRM Form 3441	
Harris County, TX (03/01/2023)

Harris County, TX (03/01/2023)				
Business Unit Name: Commis	POSITION sioner Precinc		MENT REQUEST FORM Business Univ	t Number: 10400
		SECTION I – T	YPE OF REQUEST	
		Check		
Function Applicable		2	Comments	
Position Update			May require Commissioners Court approval	
Position Reclassification		✓	May require Commissioners Cour	
New Position Request			Requires Commissioners Court ap	VaT
Is computer usage < 25%?		Yes 🗸	No Does not require annual Cyberse	curity training if "Yes"
	SEC	CTION II – REA	ASON FOR REQUEST	
Proposed Effective Date	SECTION 7/12/25	Date	POSED EFFECTIVE DATE must be the beginning of a pay period. For tapproval, the earliest effective date will	
Grant Effective Date	-rom:		To:	
		SECTION IV -	POSITION DATA	
Cu Use "Pos_List_File" (PCN Do	irrent ownload) to complete o	all fields	Propo Complete all fields for a new position existing p	or change appropriate field(s) for
			Number of Positions	
Position Title	Intern TP		Position Title (30 Spaces Maximum)	
Job Code Number	000226		Job Code Number	
Job Code Description	Intern TP		Job Code Description	
Position Number	10003976		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC		Company (CS, FC, HC, JV or PA)	
Business Unit	10400		Business Unit	
Home Department ID Number	10451001		Home Department ID Number	
Location	9999036		Location	
Full Time, Part Time or Temporary	Temporary		Full Time, Part Time or Temporary	
Budgeted Hours	416		Budgeted Hours	
Salary Range Maximum	36.61		Salary Range Maximum	
FLSA Code	N		FLSA Code	
Reports To Position Number	10003941		Reports To Position Number	
Fund Code	1070		Fund Code	1000
Funding Department ID Number	10451001		Funding Department ID Number	
Account (Same for all Business Uni	ts) 510010		Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grant	s only)		Business Unit PC (Projects or Grants only	()
Project/Grant (Projects or Grants of	inly)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only,)		Activity ID (Projects or Grants only)	

Mfee	5/7/25
Business Unit Approval (Business Unit Head or Designee)	Date

Activity ID (Projects or Grants only)

POSI	TION MANAGEMI	ENT REQUEST FORM
usiness Unit Name: Commissioner Pr	ecinct 4	Business Unit Number: 10400
	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 computer usage < 25%?	Yes ✓ No	Does not require annual Cybersecurity training if "Yes"
	SECTION II – REASO	N FOR REQUEST

SECTION IV - POSITION DATA

To:

Proposed Effective Date

From:

Grant 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.

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.		
		Number of Positions		
Position Title	Intern TP	Position Title (30 Spaces Maximum)		
Job Code Number	000226	Job Code Number		
Job Code Description	Intern TP	Job Code Description		
Position Number	10003994	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)		
Business Unit	10400	Business Unit		
Home Department ID Number	10451001	Home Department ID Number		
Location	9999036	Location		
Full Time, Part Time or Temporary	Temporary	Full Time, Part Time or Temporary		
Budgeted Hours	416	Budgeted Hours		
Salary Range Maximum	36.61	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10004026	Reports To Position Number		
Fund Code	1070	Fund Code	1000	
Funding Department ID Number	10451001	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)		

MLee	5/7/25
Business Unit Approval (Business Unit Head or Designee)	Date