

## 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 checked="" type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input 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

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### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>7/12/25</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 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)	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	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)	

mlee

Business Unit Approval (Business Unit Head or Designee)

5/17/25

Date

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		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)	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	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)	
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Business Unit Approval (Business Unit Head or Designee)

5/7/25

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		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 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)	

M Lee

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		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)	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	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)	

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