

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: \_\_\_\_\_ Business Unit Number: \_\_\_\_\_

### 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 additional office space required? | Yes    No        |  |

### SECTION II – REASON FOR REQUEST

### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
| Proposed 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. |
| Grant Effective Date    | From: _____ To: _____ |   |

### SECTION IV – POSITION DATA

| <b>Current</b><br><i>Use "Pos_List_File" (PCN Download) to complete all fields</i> |        | <b>Proposed</b><br><i>Complete all fields for a new position or change appropriate field(s) for existing position.</i> |        |
|--|--------|--|--------|
|  |        | Number of Positions  |        |
| Position Description (Title)   |        | Position Description (Title-30 Spaces Max)   |        |
| Job Code Description   |        | Job Code Description   |        |
| Position Number  |        | Position Number (HRRM Use Only)  |        |
| Company (CS, FC, HC, JV or PA)   |        | Company (CS, FC, HC, JV or PA)   |        |
| Business Unit  |        | Business Unit  |        |
| Home Department ID Number  |        | Home Department ID Number  |        |
| Location   |        | Location   |        |
| Full Time, Part Time or Temporary  |        | Full Time, Part Time or Temporary  |        |
| Budgeted Hours   |        | Budgeted Hours   |        |
| Salary Range Maximum   |        | Salary Range Maximum   |        |
| FLSA Code  |        | FLSA Code  |        |
| Reports To Position Number   |        | Reports To Position Number   |        |
| Fund Code  |        | Fund Code  |        |
| Funding Department ID Number   |        | Funding Department ID Number   |        |
| Account <i>(Same for all Business Units)</i>                                       | 510010 | Account <i>(Same for all Business Units)</i>   | 510010 |
| 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>   |        |
| Resource Type <i>(Not currently used)</i>  |        | Resource Type <i>(Not currently used)</i>  |        |

|   |                      |
|---|----------------------|
| _____<br><b>Business Unit Approval (Business Unit Head or Designee)</b> | _____<br><b>Date</b> |
|---|----------------------|