POSITION MANAGEMENT REQUEST FORM

POSITION MANAGEMENT REQUEST FORM							
Business Unit Name: _	_aw Enforcement Comr	Business Unit Number: 54000	_				
	SI	ECTION I – TYPE	E OF REQUEST				
	Function	Check	Comments				

	Applicable	
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 – REASON FOR REQUEST

Request to move PCN from 540 to 541 Business Unit effective 5/17/2025

Proposed Effective Date SECTION III – 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. 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	Lieutenant	Position Title (30 Spaces Maximum)		
Job Code Number	000469	Job Code Number		
Job Code Description	Lieutenant	Job Code Description		
Position Number	10013547	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	54000	Business Unit	54100	
Home Department ID Number	54060100	Home Department ID Number	54120100	
Location	817J000	Location	629J000	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary		
Budgeted Hours	40	Budgeted Hours		
Salary Range Maximum	48.89	Salary Range Maximum		
FLSA Code	1	FLSA Code		
Reports To Position Number	10011837	Reports To Position Number		
Fund Code	1000	Fund Code		
Funding Department ID Number	54060100	Funding Department ID Number	54120100	
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)		

Patrecia	K.	Okoye
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Digitally signed by Patrecia K. Okoye
DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and
Backgrounds, ou, email=Patrecia.Okoye@sheriff.hctx.net, c=US
Date: 2025.03.21 12:39.08-05'00'

3/21/25

Business Unit Approval (Business Unit Head or Designee)

Date

usiness Unit Name:	inal Justice Comma	ınd		Business Unit Number: 541	00
	SE	CTION I	– TYPE	OF REQUEST	
Func	tion	Che Applic		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"
	SECTIO	N III – PF	ROPOSE	D EFFECTIVE DATE	
Daniel of Effective Date				be the beginning of a pay period. For requests requir	ring Commissioners
Proposed Effective Date	5/17/25	D	ate must		-
Proposed Effective Date Grant Effective Date		D	ate must	be the beginning of a pay period. For requests requir	-
	5/17/25 From:	C	Date must Court app To: _	be the beginning of a pay period. For requests requir	-
	5/17/25 From:	C	Date must Court app To: _	be the beginning of a pay period. For requests requir roval, the earliest effective date will be the first pay pe	-
Grant Effective Date	5/17/25 From:	ECTION I	Date must Court app To: _ V – PO!	be the beginning of a pay period. For requests requir roval, the earliest effective date will be the first pay pe	eriod after approval
Grant Effective Date	5/17/25 From: SE	ECTION I	To: _ V — PO!	be the beginning of a pay period. For requests require roval, the earliest effective date will be the first pay period. For requests require roval, the earliest effective date will be the first pay period. SITION DATA Proposed Complete all fields for a new position or change approximately app	eriod 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		
ose ros_ess_rue (rest bommond) to complete un ficial		existing position.		
		Number of Positions		
Position Title	Captain	Position Title (30 Spaces Maximum)		
Job Code Number	000429	Job Code Number		
Job Code Description	Captain	Job Code Description		
Position Number	10013577	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	54100	Business Unit	54000	
Home Department ID Number	54050000	Home Department ID Number		
Location	863A000	Location		
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary		
Budgeted Hours	40	Budgeted Hours		
Salary Range Maximum	56.54	Salary Range Maximum		
FLSA Code	1	FLSA Code		
Reports To Position Number	10011846	Reports To Position Number		
Fund Code	1000	Fund Code		
Funding Department ID Number	54050000	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)		

Patrecia K. Okoye	Digitally signed by Patrecia K. Okoye DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and Backgrounds, ou, email=Patrecia Okoye@sheriff.hctx.net, c=US Date: 2025.03.21 12:39:08 -05'00'	3/21/25	
Business Unit Approval (Business Unit I	Head or Designee)	Date	

Business Unit Name: Crimi				AGEN	ENT REQUEST FORM Business Unit N	_{lumber:} 54100
		SEC	CTION	I – TYP	E OF REQUEST	
Func	tion			ieck icable	Comm	ents
Position Update			Ţ,	/	May require Commissioners Court a	approval
Position Reclassification					May require Commissioners Court a	approval
New Position Request					Requires Commissioners Court app	roval
Is computer usage < 25%?			Ye	s 🗸 l	lo Does not require annual Cybersecu	rity training if "Yes"
		•			•	
		SECTION	ON II -	- RFAS	ON FOR REQUEST	
Business Chit					ed effective 5/17/2025	<u> </u>
Droposed Effective Date	5/17/2	5		Date mu	ist be the beginning of a pay period. For	requests requiring Commissioners
Proposed Effective Date	3/11/2	<u> </u>		Court a	proval, the earliest effective date will be	the first pay period after approval.
Grant Effective Date From:			_ To	:		
		SEC	CTION	IV – P	OSITION DATA	
Use "Pos_List_File" (Po	Current CN Download)	to complete all fi	ields		Propose Complete all fields for a new position of existing pos	r change appropriate field(s) for
					umber of Positions	
Position Title		Detention Officer			osition Title (30 Spaces Maximum)	
Job Code Number		000551			bb Code Number	
Job Code Description	·			bb Code Description		

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	Detention Officer	Position Title (30 Spaces Maximum)		
Job Code Number	000551	Job Code Number		
Job Code Description	Detention Officer	Job Code Description		
Position Number	10015708	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	54000	Business Unit	54100	
Home Department ID Number	54120110	Home Department ID Number		
Location	629J000	Location		
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary		
Budgeted Hours	40	Budgeted Hours		
Salary Range Maximum	30.45	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10011837	Reports To Position Number		
Fund Code	1000	Fund Code		
Funding Department ID Number	54120100	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)		

Business Unit Approval (Business Unit Head or Designee)	Date
Patrecia K. Okoye Digitally signed by Patrecia K. Okoye DN: cn=Patrecia K. Okoye, cn=HSCO Recruitment and Backgrounds, ou, email=Patrecia Choyee@sheriff.hctx.net, c=US Date: 2025.03.21 12:39:08-05'00'	3/21/25