

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Law Enforcement Command

Business Unit Number: 54000

### SECTION I – TYPE OF REQUEST

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

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

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/17/25</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 <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 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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Date: 2025.03.21 12:39:08 -05'00'

**3/21/25**

Business Unit Approval (Business Unit Head or Designee)

Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Criminal Justice Command

Business Unit Number: 54100

### SECTION I – TYPE OF REQUEST

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

Business Unit update correction needed effective 5/17/2025

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/17/25</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 <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 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)	

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Business Unit Approval (Business Unit Head or Designee)

Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Criminal Justice Command

Business Unit Number: 54100

### SECTION I – TYPE OF REQUEST

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

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