

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Fire Marshal's Office Business Unit Number: 21300

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" 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 additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Reclassifying PCN from Temporary To Full Time to hire a Technology Specialist to support the agency's technical operations.

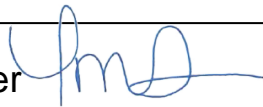
SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>11/18/2023</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 Description (Title)	Hazmat Tech Temp	Position Description (Title-30 Spaces Max)	Specialist, Technology
Job Code Description	Hazmat Tech Temp	Job Code Description	Specialist III Non-Exempt
Position Number	10004927	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	21300	Business Unit	
Home Department ID Number	21304000	Home Department ID Number	21305000
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Temporary	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	29.91	Salary Range Maximum	42.75
FLSA Code	N	FLSA Code	
Reports To Position Number	10004898	Reports To Position Number	10004900
Fund Code	1000	Fund Code	1000
Funding Department ID Number	21301001	Funding Department ID Number	21305502
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)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

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10/27/2023

Business Unit Approval (Business Unit Head or Designee)

Date