

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Office of County Administration

Business Unit Number: 20000

SECTION I – TYPE OF REQUEST

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

Grant funded position for Language Access planning

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/4/24</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: <u>03/01/2024</u> To: <u>4/30/26</u>	

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: 1
Position Title	Position Title (30 Spaces Maximum): Manager, Language Access
Job Code Number	Job Code Number: 000534
Job Code Description	Job Code Description: Manager V
Position Number	Position Number (HRRM Use Only):
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA): HC
Business Unit	Business Unit: 20000
Home Department ID Number	Home Department ID Number: 20000000
Location	Location: DEFAULT
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: 62.53
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10024013
Fund Code	Fund Code: 2604
Funding Department ID Number	Funding Department ID Number: 20007220
Account (Same for all Business Units)	Account (Same for all Business Units): 510010
Business Unit PC (Projects or Grants only)	Business Unit PC (Projects or Grants only): HC001
Project/Grant (Projects or Grants only)	Project/Grant (Projects or Grants only): 100001000001583
Activity ID (Projects or Grants only)	Activity ID (Projects or Grants only): 10001

<p style="font-size: 1.2em; margin: 0;">Michael J. Giordanelli</p> <p style="font-size: 0.8em; margin: 0;">Digitally signed by: Michael J. Giordanelli DN: CN = Michael J. Giordanelli email = michael.giordanelli@harriscountytx.gov C = US O = Office of Justice and Safety OU = 207 Date: 2024.04.10 15:55:09 -0500'</p>	<p style="font-size: 1.2em; margin: 0;">4/10/24</p>
<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>Date</p>

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	Number of Positions: 1
Position Title	Position Title (30 Spaces Maximum): Analyst, Language Access
Job Code Number	Job Code Number: 000053
Job Code Description	Job Code Description: Analyst III
Position Number	Position Number (HRRM Use Only):
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA): HC
Business Unit	Business Unit: 20000
Home Department ID Number	Home Department ID Number: 20000000
Location	Location: DEFAULT
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: 42.75
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10024013
Fund Code	Fund Code: 2604
Funding Department ID Number	Funding Department ID Number: 20007220
Account (Same for all Business Units)	Account (Same for all Business Units): 510010
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