

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Attorney's Office

Business Unit Number: 510

### 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 type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

### SECTION II – REASON FOR REQUEST

Request for new position for Compliance & Revenue - Toll Road Collections team.

### 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	1
Position Title		Position Title (30 Spaces Maximum)	Administrative Assistant III
Job Code Number		Job Code Number	000042
Job Code Description		Job Code Description	Administrative Assistant 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	51000
Home Department ID Number		Home Department ID Number	51004202
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	31.11
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010109
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	51004204
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)

4/3/25

Date

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### SECTION IV – POSITION DATA

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		Number of Positions	3
Position Title		Position Title (30 Spaces Maximum)	Attorney V
Job Code Number		Job Code Number	000397
Job Code Description		Job Code Description	Attorney 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	51000
Home Department ID Number		Home Department ID Number	51004202
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	67.53
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10010109
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	51004204
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)	

Gamie Buchanan  
Business Unit Approval (Business Unit Head or Designee)

4/3/25

Date

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		Number of Positions	1
Position Title		Position Title (30 Spaces Maximum)	Coordinator III
Job Code Number		Job Code Number	000138
Job Code Description		Job Code Description	Coordinator 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	51000
Home Department ID Number		Home Department ID Number	51004202
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	39.73
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010109
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	51004204
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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		Number of Positions	3
Position Title		Position Title (30 Spaces Maximum)	Paralegal II
Job Code Number		Job Code Number	000410
Job Code Description		Job Code Description	Paralegal II
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	51000
Home Department ID Number		Home Department ID Number	51004202
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	45.74
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10010109
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	51004204
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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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