

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Commissioner Precinct 3

Business Unit Number: 10300

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 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

Staffing

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>7/12/25</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 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	Admin Asst., Parks	Position Title (30 Spaces Maximum)	Mgr, Policy Advisor
Job Code Number	000038	Job Code Number	000536
Job Code Description	Administrative Aide - Temp I	Job Code Description	Manager VII
Position Number	10003559	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	10300	Business Unit	
Home Department ID Number	10303300	Home Department ID Number	10301000
Location	531B000	Location	Default
Full Time, Part Time or Temporary	Temporary	Full Time, Part Time or Temporary	Part Time Regular
Budgeted Hours	24	Budgeted Hours	
Salary Range Maximum	43.95	Salary Range Maximum	107.78
FLSA Code	N	FLSA Code	1
Reports To Position Number	10003552	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	10303300	Funding Department ID Number	10301000
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)	

Kacie Harris

Business Unit Approval (Business Unit Head or Designee)

6/9/25

Date