HRRM	Form	3441
Harris	Count	v. TX (03/01/2023)

usiness Unit Name: Comr	missioner Precinct 3		EMENT REQUEST FORM Business Unit	t Number: 10300	
	0.50	TION 1			
fairles	SEC	TION I –	TYPE OF REQUEST	one selections	
Function		Check Applicabl	le Com	nments	
Position Update		V	May require Commissioners Cour	rt approval	
Position Reclassification		\checkmark	May require Commissioners Cour	May require Commissioners Court approval	
New Position Request			Requires Commissioners Court ap	oproval	
Is computer usage < 25%?		Yes	✓ No Does not require annual Cyberse	curity training if "Yes"	
Staffing			2 800 81		
Staffing	SECTION	I III – PRO	POSED EFFECTIVE DATE	na (FLI) Vane) Com. 1. 7	
Staffing Proposed Effective Date	7/12/25	Date	POSED EFFECTIVE DATE e must be the beginning of a pay period. For approval, the earliest effective date will	or requests requiring Commissioners be the first pay period after approva	
		Date	e must be the beginning of a pay period. F	or requests requiring Commissioners be the first pay period after approva	
Proposed Effective Date	7/12/25 From:	Date Cou	e must be the beginning of a pay period. Firt approval, the earliest effective date will	or requests requiring Commissioners be the first pay period after approva	
Proposed Effective Date	7/12/25 From:	Date Cou	e must be the beginning of a pay period. For approval, the earliest effective date will	or requests requiring Commissioners be the first pay period after approva	
Proposed Effective Date Grant Effective Date	7/12/25 From:	CTION IV	e must be the beginning of a pay period. For approval, the earliest effective date will To: POSITION DATA Proposition Complete all fields for a new position existing p	be the first pay period after approva sed n or change appropriate field(s) for	
Proposed Effective Date Grant Effective Date Use "Pos_List_File" (P	7/12/25 From: SE Current CN Download) to complete all f	CTION IV	e must be the beginning of a pay period. Firt approval, the earliest effective date will To: — POSITION DATA Propo Complete all fields for a new position existing p	osed n or change appropriate field(s) for position.	
Proposed Effective Date Grant Effective Date Use "Pos_List_File" (P	7/12/25 From: SECUTE OF THE CONTROL OF THE CONTRO	CTION IV	e must be the beginning of a pay period. Firt approval, the earliest effective date will To: POSITION DATA Propo Complete all fields for a new position existing p Number of Positions Position Title (30 Spaces Maximum)	be the first pay period after approva sed n or change appropriate field(s) for position. Mgr, Policy Advisor	
Proposed Effective Date Grant Effective Date Use "Pos_List_File" (P	7/12/25 From: SE Current CN Download) to complete all f	CTION IV	e must be the beginning of a pay period. Firt approval, the earliest effective date will To: — POSITION DATA Propo Complete all fields for a new position existing p	osed n or change appropriate field(s) for position.	

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 Requiar
Budgeted Hours	24	Budgeted Hours	. 9 -
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)	

Karie h laux	6/9/25	
Business Unit Approval (Business Unit Head or Designee)	Date	