

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Criminal Justice Command

Business Unit Number: 54100

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input 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

Request approval to reclassify PCN due to Department reorganization

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>6/14/25</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	
Position Title	Program Manager III	Position Title (30 Spaces Maximum)	Systems Administrator II
Job Code Number	000485	Job Code Number	000494
Job Code Description	Program Manager III	Job Code Description	Systems Administrator II
Position Number	10014107	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	54100	Business Unit	
Home Department ID Number	54100000	Home Department ID Number	
Location	629J000	Location	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	52.46	Salary Range Maximum	55.48
FLSA Code	N	FLSA Code	
Reports To Position Number	10011837	Reports To Position Number	
Fund Code	5212	Fund Code	1000
Funding Department ID Number	54100000	Funding Department ID Number	
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)	

**Patrecia K. Okoye**

Digitally signed by Patrecia K. Okoye  
DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and  
Backgrounds, ou, email=Patrecia.Okoye@sheriff.hctx.net, c=US  
Date: 2025.04.24 10:12:23 -05'00'

4/24/25

Business Unit Approval (Business Unit Head or Designee)

Date