

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____

Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is computer usage < 25%?	Yes No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

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SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	_____	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		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (<i>Same for all Business Units</i>)	510010	Account (<i>Same for all Business Units</i>)	510010
Business Unit PC (<i>Projects or Grants only</i>)		Business Unit PC (<i>Projects or Grants only</i>)	
Project/Grant (<i>Projects or Grants only</i>)		Project/Grant (<i>Projects or Grants only</i>)	
Activity ID (<i>Projects or Grants only</i>)		Activity ID (<i>Projects or Grants only</i>)	



Business Unit Approval (Business Unit Head or Designee)

Date

Position Number	Effective Date	Reason Code	Home Department	Is Department New	Funding Department	Fund	Account	PC Business Unit	Project ID	Activity ID	Combo Code	Grant Funding End Date
10025256	6/28/2025	UPD	27510000	N	27510000	1000	510010				000185723	
10005670	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025147	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025157	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025158	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025165	6/28/2025	UPD	27590000	N	27590000	2117	510010				002606066	
10025167	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025170	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025171	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025175	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025179	6/28/2025	UPD	27590000	N	27590000	2117	510010				002606066	
10025185	6/28/2025	UPD	27590000	N	27590000	2117	510010				002606066	
10025191	6/28/2025	UPD	27590000	N	27590000	2117	510010				002606066	
10025197	6/28/2025	UPD	27510710	N	27510710	2117	510010				002605972	
10025204	6/28/2025	UPD	27510710	N	27510710	2117	510010				002605972	
10025205	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025207	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10025213	6/28/2025	UPD	27590000	N	27590000	2117	510010				002606066	
10026997	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10026998	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10026999	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027000	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027001	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027002	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027003	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027004	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027005	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027006	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027007	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027008	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027009	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10027010	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	
10023499	6/28/2025	UPD	27540130	N	27540130	2117	510010				002606021	