

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 27500

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input 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 to transfer position to new funding source due to current grant expiring

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</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	Supervisor, Call Center	Position Title (30 Spaces Maximum)	
Job Code Number	000546	Job Code Number	
Job Code Description	Supervisor IV	Job Code Description	
Position Number	10025182	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	275000	Business Unit	
Home Department ID Number	27590000	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	51.6	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10025165	Reports To Position Number	
Fund Code	2601	Fund Code	1000
Funding Department ID Number	27590000	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)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001023	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	

**Richard A. Williams** Digitally signed by Richard A. Williams  
Date: 2025.07.08 15:49:02 -05'00'

7/8/25

Business Unit Approval (Business Unit Head or Designee)

Date