POSITION MANAGEMENT REQUEST FORM

	SECTION I -	- TYPE OF REQUEST		
Function	Chec	I (Commi	ents	
	Applica	ble		
Position Update		May require Commissioners Court a		
Position Reclassification		May require Commissioners Court a		
New Position Request Is computer usage < 25%?		Requires Commissioners Court appr	es not require annual Cybersecurity training if "Yes"	
Is computer usage < 25%?		No Does not require annual Cybersecui	rity training if "Yes"	
	SECTION II – R	EASON FOR REQUEST		
	SECTION III DD	OPOSED EFFECTIVE DATE		
	SECTION III - PR	OPOSED EFFECTIVE DATE		
Proposed Effective Date	Date must be the beginning of a pay period. For requests requiring Commissionel Court approval, the earliest effective date will be the first pay period after approv			
Grant Effective Date From:		To:		
	SECTION IV	/ – POSITION DATA		
	3201101111	T GOINGIN DANA		
Commont		Dunnasa		
Current Use "Pos_List_File" (PCN Download	l) to complete all fields	Proposed Complete all fields for a new position or existing posi	r change appropriate field(s) for	
	l) to complete all fields	Complete all fields for a new position or existing posi Number of Positions	r change appropriate field(s) for	
Use "Pos_List_File" (PCN Download Position Title	l) to complete all fields	Complete all fields for a new position or existing positions Number of Positions Position Title (30 Spaces Maximum)	r change appropriate field(s) for	
Use "Pos_List_File" (PCN Download Position Title Tob Code Number	l) to complete all fields	Complete all fields for a new position or existing positions Number of Positions Position Title (30 Spaces Maximum) Job Code Number	r change appropriate field(s) for	
Use "Pos_List_File" (PCN Download Position Title Tob Code Number Tob Code Description	l) to complete all fields	Complete all fields for a new position or existing posi Number of Positions Position Title (30 Spaces Maximum) Job Code Number Job Code Description	r change appropriate field(s) for	
Oosition Title ob Code Number ob Code Description Position Number	l) to complete all fields	Complete all fields for a new position or existing posi Number of Positions Position Title (30 Spaces Maximum) Job Code Number Job Code Description Position Number (HRRM Use Only)	r change appropriate field(s) fo	
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Position Title lob Code Number lob Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit	l) to complete all fields	Complete all fields for a new position or existing posi Number of Positions Position Title (30 Spaces Maximum) Job Code Number Job Code Description Position Number (HRRM Use Only) Company (CS, FC, HC, JV or PA)	r change appropriate field(s) fo	
Use "Pos_List_File" (PCN Download Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number	l) to complete all fields	Complete all fields for a new position or existing posi Number of Positions Position Title (30 Spaces Maximum) Job Code Number Job Code Description Position Number (HRRM Use Only) Company (CS, FC, HC, JV or PA) Business Unit	r change appropriate field(s) fo	
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