

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Courts Business Unit Number: 94000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" 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 additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>12/4/21</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 Description (Title)	Heraing Officer - Temp
Job Code Description	Hearing Officer - Temp
Position Number	10022682
Company (CS, FC, HC, JV or PA)	HC
Business Unit	94000
Home Department ID Number	94001000
Location	850B0000
Full Time, Part Time or Temporary	Part Time
Budgeted Hours	2080
Salary Range Maximum	93.36
FLSA Code	Exempt
Reports To Position Number	10022231
Fund Code	1000
Funding Department ID Number	94001000
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	

_____ Business Unit Approval (Business Unit Head or Designee)	<u>11/11/21</u> _____ Date
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	Number of Positions
Position Description (Title)	Hearing Officer - Temp
Job Code Description	Hearing Officer - Temp
Position Number	10022680
Company (CS, FC, HC, JV or PA)	HC
Business Unit	94000
Home Department ID Number	94001000
Location	850B0000
Full Time, Part Time or Temporary	Part Time
Budgeted Hours	2080
Salary Range Maximum	93.36
FLSA Code	Exempt
Reports To Position Number	10022231
Fund Code	1000
Funding Department ID Number	94001000
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
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<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>11/11/21</p> <p>Date</p>
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