POSITION MANAGEMENT REQUEST FORM

	9	SECTION I – TYPE	OF REQUEST	
Function		Check Applicable	Comm	nents
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"	
	SEC	TION II – REASO	N FOR REQUEST	
	SECTIO	ON III – PROPOS	ED EFFECTIVE DATE	
		D-4	the the beginning of a new good of Fee	
Proposed Effective Date			at be the beginning of a pay period. For proval, the earliest effective date will be	
Grant Effective Date	om:	To:		
	:	SECTION IV - PO	SITION DATA	
	rent	JI G - LJ -	Propose	
Cui Use "Pos_List_File" (PCN Do			Complete all fields for a new position o existing pos	r change appropriate field(s) for
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Use "Pos_List_File" (PCN Do Position Title Job Code Number Job Code Description		Nu Po Joh	Complete all fields for a new position o existing pos imber of Positions sition Title (30 Spaces Maximum) o Code Number o Code Description	r change appropriate field(s) for
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