	Р	OSITION I	MA	NAC	SEM	ENT REQUEST FORM	
Business Unit Name: Crimi	Business Unit Name: Criminal Justice Command					Business U	nit Number: <u>54100</u>
		SE	ECTI	ON I -	- TYP	OF REQUEST	
Func	tion		,	Ched Applica		Co	omments
Position Update				✓		May require Commissioners Co	urt approval
Position Reclassification				<b>√</b>		May require Commissioners Co	urt approval
New Position Request						Requires Commissioners Court	approval
Is computer usage < 25%?				Yes	<b>√</b> N	o Does not require annual Cybers	security training if "Yes"
		SECT	ION	l II – F	REASC	ON FOR REQUEST	
Request to reactivate in	active PCN	, move to 540	), ar	nd upo	late F	lome ID due to Department re	eorganization effective 5/17/2025
		SECTIO	N II	I – PR	OPOS	ED EFFECTIVE DATE	
<b>T</b>							
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					
		S	ECT	ION I	/ – PC	OSITION DATA	
	Current					Proj	posed
Use "Pos_List_File" (Po	CN Download	) to complete all	field	ls		Complete all fields for a new positi	on or change appropriate field(s) for position.
					N	umber of Positions	position
Position Title		Building Maintenand	ce Ins	pector		sition Title (30 Spaces Maximum)	Specialist III
Job Code Number		000571			Jo	b Code Number	000721

Current		Proposed		
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for		
		existing posi	tion.	
		Number of Positions		
Position Title	Building Maintenance Inspector	Position Title (30 Spaces Maximum)	Specialist III	
Job Code Number	000571	Job Code Number	000721	
Job Code Description	Building Maintenance Inspector	Job Code Description	Specialist III	
Position Number	10022527	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	54100	Business Unit	54000	
Home Department ID Number	54130000	Home Department ID Number	54080220	
Location	DEFAULT	Location	925B000	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary		
Budgeted Hours	40	Budgeted Hours		
Salary Range Maximum	32.40	Salary Range Maximum	42.36	
FLSA Code	N	FLSA Code		
Reports To Position Number	10011837	Reports To Position Number	10024723	
Fund Code	1000	Fund Code		
Funding Department ID Number	54130000	Funding Department ID Number	54080200	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010	
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)		
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)		
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)		

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Digitally signed by Patrecia K. Okoye
DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and
Backgrounds, ou, email=Patrecia Okoye@sheriff.hctx.net, c=US
Date: 2025.03.21 12:39:08 -05'00'

3/21/25

**Business Unit Approval (Business Unit Head or Designee)** 

Date

Harris County, TX (03/01/2023)				
Business Unit Name: Crim			MENT REQUEST FORM Business Unit Number: 54100	
		SECTION I – TY	PE OF REQUEST	
Func	ction	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"	
Request to rea			ffective 5/17/2025	
	SEC	TION III – PROPC	OSED EFFECTIVE DATE	
Proposed Effective Date	5/17/25		nust be the beginning of a pay period. For requests requiring Commissioners approval, the earliest effective date will be the first pay period after approval.	
Grant Effective Date	ve Date From:		To:	
		SECTION IV – F	POSITION DATA	
Use "Pos_List_File" (F	Current PCN Download) to complet	e all fields	Proposed  Complete all fields for a new position or change appropriate field(s) for	

Current  Use "Pos_List_File" (PCN Download) to complete all fields		Proposed  Complete all fields for a new position or change appropriate field(s) for existing position.		
		Number of Positions		
Position Title	Deputy Temp	Position Title (30 Spaces Maximum)		
Job Code Number	000576	Job Code Number		
Job Code Description	Deputy Temp	Job Code Description		
Position Number	10014606	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	54100	Business Unit		
Home Department ID Number	54100000	Home Department ID Number		
Location	629J000	Location		
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary		
Budgeted Hours	32	Budgeted Hours		
Salary Range Maximum	39.73	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10011837	Reports To Position Number		
Fund Code	1000	Fund Code		
Funding Department ID Number	54100000	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)		Business Unit PC (Projects or Grants only)		
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)		
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)		

Business Unit Approval (Business Unit Head or Designee)	Date
Patrecia K. Okoye  Digitally signed by Patrecia K. Okoye  DN: cn=Patrecia K. Okoye, c=HSCO Recruitment and Backgrounds, ou, email=Patrecia.Okoye@sheriff.hctx.net, c=US Date: 2025.03.21 12:39:08-05'00'	3/21/25

Harris County, TX (03/01/2023)				
	POSITIO	ON MANA	AGEM	ENT REQUEST FORM
Business Unit Name: Crim	inal Justice Cor	mmand		Business Unit Number: 54100
		SECTION	I – TYP	E OF REQUEST
Fund	ction	_	neck licable	Comments
Position Update			<b>√</b>	May require Commissioners Court approval
Position Reclassification				May require Commissioners Court approval
New Position Request				Requires Commissioners Court approval
Is computer usage < 25%?		☐ Ye	es 🗸 N	Does not require annual Cybersecurity training if "Yes"
Request to re				ective 5/17/2025
	SE	CTION III –	PROPOS	SED EFFECTIVE DATE
Proposed Effective Date	5/17/25			st be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval.
Grant Effective Date From:		To:	To:	
		SECTION	I IV – PC	DSITION DATA
Current  Use "Pos_List_File" (PCN Download) to complete all fields		ete all fields		Proposed  Complete all fields for a new position or change appropriate field(s) for existing position.

Current		Proposed				
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for				
		existing position.				
		Number of Positions				
Position Title	Deputy Temp	Position Title (30 Spaces Maximum)				
Job Code Number	000576	Job Code Number				
Job Code Description	Deputy Temp	Job Code Description				
Position Number	10014679	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	54100	Business Unit				
Home Department ID Number	54140310	Home Department ID Number				
Location	865B000	Location				
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary				
Budgeted Hours	32	Budgeted Hours				
Salary Range Maximum	39.73	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10016311	Reports To Position Number				
Fund Code	1000	Fund Code				
Funding Department ID Number	54130300	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)		Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)				
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)				

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Digitally signed by Patrecia K. Okoye
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Backgrounds, ou, email=Patrecia Okoye@sheriff.hctx.net, c=US
Date: 2025.03.21 12:39:08 -05'00'

3/21/25

**Business Unit Approval (Business Unit Head or Designee)** 

Date

	, (00,02, 2020)					
		POSITION	M <i>A</i>	ANA	GEM	ENT REQUEST FORM
	Business Unit Name: Crimina					
	Business Unit Name:					Business Unit Number: 54100
ſ		S	ECT	ION I	– TYP	E OF REQUEST
	Functio	n		Che Applic		Comments
	Position Update			<b>√</b>		May require Commissioners Court approval
	Position Reclassification					May require Commissioners Court approval
	New Position Request					Requires Commissioners Court approval
	Is computer usage < 25%?			Yes	<b>√</b> N	Does not require annual Cybersecurity training if "Yes"
Г						
		SEC	TIO	N II –	REASC	ON FOR REQUEST
	Request to read	tivate inactiv	e F	PCN	l eff	ective 5/17/2025
		SECTIO	I NC	II – PF	ROPOS	SED EFFECTIVE DATE
				st be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval.		
	Grant Effective Date	Date From:		To	:	
		!	SECT	TION I	V – PC	DSITION DATA
		Current Download) to complete a	II fiel	lds		Proposed  Complete all fields for a new position or change appropriate field(s) for existing position.
						umber of Positions
	Position Title	Deputy Temp				osition Title (30 Spaces Maximum)
	Job Code Number	000576				b Code Number
	Job Code Description	Deputy Temp			10	b Code Description

Current		Proposed			
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for			
		existing position.			
		Number of Positions			
Position Title	Deputy Temp	Position Title (30 Spaces Maximum)			
Job Code Number	000576	Job Code Number			
Job Code Description	Deputy Temp	Job Code Description			
Position Number	10014680	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	54100	Business Unit			
Home Department ID Number	54120110	Home Department ID Number			
Location	864J000	Location			
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary			
Budgeted Hours	32	Budgeted Hours			
Salary Range Maximum	39.73	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10011837	Reports To Position Number			
Fund Code	1000	Fund Code			
Funding Department ID Number	54120100	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)		Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)			

Business Unit Approval (Business Unit Head or Designee)	Date
Patrecia K. Okoye  Digitally signed by Patrecia K. Okoye  DN: cn=Patrecia K. Okoye, o=HSCO Recruitment and Backgrounds, ou, email=Patrecia CN. Okoye@sheriff.hctx.net, c=US Date: 2025.03.21 12:39:08 -05'00'	3/21/25