

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Criminal Justice Command

Business Unit Number: 54100

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 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 reactivate inactive PCN, move to 540, and update Home ID due to Department reorganization effective 5/17/2025

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/17/25</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	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)	

<p>Patrecia K. Okoye</p> <p><small>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'</small></p>	<p style="text-align: right; font-size: 1.2em;">3/21/25</p>	<p style="text-align: right;">_____</p> <p>Date</p>
<p>Business Unit Approval (Business Unit Head or Designee)</p>		

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SECTION II – REASON FOR REQUEST

Request to reactivate inactive PCN effective 5/17/2025

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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>
Position Title	Deputy Temp
Job Code Number	000576
Job Code Description	Deputy Temp
Position Number	10014606
Company (CS, FC, HC, JV or PA)	HC
Business Unit	54100
Home Department ID Number	54100000
Location	629J000
Full Time, Part Time or Temporary	F
Budgeted Hours	32
Salary Range Maximum	39.73
FLSA Code	N
Reports To Position Number	10011837
Fund Code	1000
Funding Department ID Number	54100000
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	

<p style="font-size: 1.5em; font-weight: bold;">Patrecia K. Okoye</p> <p style="font-size: 0.8em;">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'</p>	<p style="font-size: 1.2em; font-weight: bold;">3/21/25</p>	
Business Unit Approval (Business Unit Head or Designee)	Date	

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SECTION II – REASON FOR REQUEST

Request to reactivate inactive PCN effective 5/17/2025

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Position Title	Deputy Temp
Job Code Number	000576
Job Code Description	Deputy Temp
Position Number	10014679
Company (CS, FC, HC, JV or PA)	HC
Business Unit	54100
Home Department ID Number	54140310
Location	865B000
Full Time, Part Time or Temporary	FT
Budgeted Hours	32
Salary Range Maximum	39.73
FLSA Code	N
Reports To Position Number	10016311
Fund Code	1000
Funding Department ID Number	54130300
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	

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Request to reactivate inactive PCN effective 5/17/2025

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Position Title	Deputy Temp
Job Code Number	000576
Job Code Description	Deputy Temp
Position Number	10014680
Company (CS, FC, HC, JV or PA)	HC
Business Unit	54100
Home Department ID Number	54120110
Location	864J000
Full Time, Part Time or Temporary	FT
Budgeted Hours	32
Salary Range Maximum	39.73
FLSA Code	N
Reports To Position Number	10011837
Fund Code	1000
Funding Department ID Number	54120100
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	
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<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>Date</p>