

Budget Management Form 3441  
Harris County, TX (06/01/2021)

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

#### SECTION II – REASON FOR REQUEST

New grant funded request for an Affordable Housing Rental Manager

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>1/14/2023</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: <u>2/11/2019</u> To: <u>8/31/2024</u>	

#### 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 Description (Title)	Number of Positions Position Description (Title-30 Spaces Max) Manager, Affordable Housing Rental
Job Code Description	Job Code Description Manager IV
Position Number	Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA) HC
Business Unit	Business Unit 28900
Home Department ID Number	Home Department ID Number 28950150
Location	Location 921B000
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary Full Time
Budgeted Hours	Budgeted Hours 40
Salary Range Maximum	Salary Range Maximum 47.06
FLSA Code	FLSA Code Exempt
Reports To Position Number	Reports To Position Number 1000684
Fund Code	Fund Code 2601
Funding Department ID Number	Funding Department ID Number 28950150
Account (Same for all Business Units) <u>510010</u>	Account (Same for all Business Units) <u>510010</u>
Business Unit PC (Projects or Grants only)	Business Unit PC (Projects or Grants only) CSD01
Project/Grant (Projects or Grants only)	Project/Grant (Projects or Grants only) CDBGDR_HAR_HOU1
Activity ID (Projects or Grants only)	Activity ID (Projects or Grants only) P1811_ADC
Resource Type (Not currently used)	Resource Type (Not currently used)

DocuSigned by:  
  
47EA6CF5D8644DC...  
Business Unit Approval (Business Unit Head or Designee) 12/20/2022  
Date

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#### SECTION II -- REASON FOR REQUEST

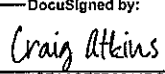
New grant funded request for a Deputy Assistant Director

#### SECTION III -- PROPOSED EFFECTIVE DATE

Proposed Effective Date	1/14/2023	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: 2/11/2019 To: 8/31/2024	

#### 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	1
Position Description (Title)	Deputy Assistant Director
Job Code Description	Assistant Director II
Position Number	Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA)
Business Unit	Business Unit
Home Department ID Number	Home Department ID Number
Location	Location
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary
Budgeted Hours	Budgeted Hours
Salary Range Maximum	Salary Range Maximum
FLSA Code	FLSA Code
Reports To Position Number	Reports To Position Number
Fund Code	Fund Code
Funding Department ID Number	Funding Department ID Number
Account (Same for all Business Units)	Account (Same for all Business Units)
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)
Resource Type (Not currently used)	Resource Type (Not currently used)

DocuSigned by:  47EA8CF5D8644DC... Business Unit Approval (Business Unit Head or Designee)	12/20/2022 Date
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