

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Resources for Children and Adults

Business Unit Number: 88000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input 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

Grant Renewal

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/21/24</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>10/01/2024</u> To: <u>9/30/25</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 Title	SUPV. WORKFORCE	Number of Positions	
Job Code Number	000545	Position Title (30 Spaces Maximum)	
Job Code Description	SUPERVISOR III	Job Code Number	
Position Number	10021989	Job Code Description	
Company (CS, FC, HC, JV or PA)	HC	Position Number (HRRM Use Only)	
Business Unit	88000	Company (CS, FC, HC, JV or PA)	
Home Department ID Number	88010400	Business Unit	
Location	919C000	Home Department ID Number	
Full Time, Part Time or Temporary	Full Time	Location	
Budgeted Hours	40	Full Time, Part Time or Temporary	
Salary Range Maximum	\$34.66	Budgeted Hours	
FLSA Code	Exempt	Salary Range Maximum	
Reports To Position Number	10024755	FLSA Code	
Fund Code	2601	Reports To Position Number	
Funding Department ID Number	88010400	Fund Code	
Account (Same for all Business Units)	510010	Funding Department ID Number	
Business Unit PC (Projects or Grants only)	HC001	Account (Same for all Business Units)	510010
Project/Grant (Projects or Grants only)	TWC_GY24	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Project/Grant (Projects or Grants only)	TWC_GY25
		Activity ID (Projects or Grants only)	10001


Business Unit Approval (Business Unit Head or Designee)

8/5/24
Date

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SECTION II – REASON FOR REQUEST

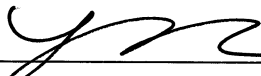
Grant Renewal

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Position Title	COORD, WORKFORCE
Job Code Number	000137
Job Code Description	COORDINATOR II
Position Number	10021951
Company (CS, FC, HC, JV or PA)	HC
Business Unit	88000
Home Department ID Number	88010400
Location	919C000
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$29.91
FLSA Code	Non-Exempt
Reports To Position Number	10021989
Fund Code	2601
Funding Department ID Number	88010400
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)	TWC_GY24
Activity ID (Projects or Grants only)	<u>10001</u>



 Business Unit Approval (Business Unit Head or Designee)

8/5/24

 Date

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Grant Renewal

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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>	
		Number of Positions	
Position Title	CASE MGR, WORKFORCE	Position Title (30 Spaces Maximum)	
Job Code Number	000152	Job Code Number	
Job Code Description	CASE MANAGER II	Job Code Description	
Position Number	10021854	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	88000	Business Unit	
Home Department ID Number	88010400	Home Department ID Number	
Location	919C000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$32.88	Salary Range Maximum	
FLSA Code	Non-Exempt	FLSA Code	
Reports To Position Number	10021989	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	88010400	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)	HC001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	TWC GY 24	Project/Grant (Projects or Grants only)	TWC_GY25
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

	8/5/24
Business Unit Approval (Business Unit Head or Designee)	Date

**BUDGET REVENUE/EXPENDITURE APPROPRIATION
TRANSFER FORM**

GY25

REF (GL):								Journal Nm.:								
REF (PROJ & ACTIV):								Journal Nm.:								
TO								FROM								
Department Name								Department Name								
880 HC Resources for Children and Adults																
Fund Description								Fund Description								
GY25 TWC																
GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	
HCNTY	2601	88010400	510010	HC001	TWC_GY25	10001	28,173.58									
HCNTY	2601	88010400	520010	HC001	TWC_GY25	10001	2,155.28									
HCNTY	2601	88010400	520040	HC001	TWC_GY25	10001	8,763.70									
HCNTY	2601	88010400	520050	HC001	TWC_GY25	10001	284.56									
HCNTY	2601	88010400	520060	HC001	TWC_GY25	10001	28.18									
HCNTY	2601	88010400	520070	HC001	TWC_GY25	10001	4,273.94									
							TOTAL	43,679.24								TOTAL

Reason for Transfer
To set up temporary transfer of funds for TWC grant FY25 and reverse once the funds are awarded.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS

Approved By <i>Brian Bapendale</i> Dept. Head/Official Signature (TO) Date: <u>8/13/2024</u>	Approved By <i>Brian Bapendale</i> Dept. Head/Official Signature (FROM) Date: <u>8/13/2024</u>
Approved By Budget Management Date: _____	Commissioners Court Approval Date _____

**BUDGET REVENUE/EXPENDITURE APPROPRIATION
TRANSFER FORM**

GY25

REF (GL):								Journal Nm.:							
REF (PROJ & ACTIV):								Journal Nm.:							
TO								FROM							
Department Name								Department Name							
880 HC Resources for Children and Adults								Fund Description							
Fund Description								Fund Description							
GY25 TWC															
GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNTY	1000	88010400	920012				43,679.24	HCNTY	1000	88010400	728058				43,679.24
TOTAL							43,679.24	TOTAL							43,679.24

Reason for Transfer
To set up temporary transfer of funds for TWC grant FY25 and reverse once the funds are awarded.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS

Approved By <i>Brian Bayendale</i> Dept. Head/Official Signature (TO) Date <u>8/13/2024</u>	Approved By <i>Brian Bayendale</i> Dept. Head/Official Signature (FROM) Date <u>8/13/2024</u>
Approved By Budget Management Date _____	Commissioners Court Approval Date _____

**HAY Center
TWC
2-mo TT budget**

			160	160	320
			Oct-24	Nov-24	Total
Relanda Rushing	\$ 29.97	\$	4,823.38	\$ 4,823.38	\$ 9,646.76
Ronice Morris	\$ 27.78	\$	4,444.66	\$ 4,444.66	\$ 8,889.31
Kathryn Brown	\$ 30.12	\$	4,818.75	\$ 4,818.75	\$ 9,637.50
		\$	14,086.79	\$ 14,086.79	\$ 28,173.58
Social Security	7.65%	\$	1,077.64	\$ 1,077.64	\$ 2,155.28
Group Insurance	\$ 19,061.03	\$	4,381.85	\$ 4,381.85	\$ 8,763.70
Workers Comp	1.01%	\$	142.28	\$ 142.28	\$ 284.56
Unemployment Ins	0.10%	\$	14.09	\$ 14.09	\$ 28.18
Retirement	15.17%	\$	2,136.97	\$ 2,136.97	\$ 4,273.94
		\$	7,752.83	\$ 7,752.83	\$ 15,505.66
2-mo Total		\$	21,839.62	\$ 21,839.62	\$ 43,679.24