

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Juvenile Probation

Business Unit Number: 84001

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 type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

Extend Positions into November 2025

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/23/25</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: <u>09/01/2024</u> To: <u>11/28/25</u>	

SECTION IV – POSITION DATA

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		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number	SEE ATTACHED	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)	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)	DSARES_GY25	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	

Fabiola Salas Digitally signed by Fabiola Salas
Date: 2025.07.18 10:35:58 -05'00'

7/18/25

Business Unit Approval (Business Unit Head or Designee)

Date

Position Number	Fund	Funding End Dt	Title	Project	Activity	Extension Date	Home Department ID Number
10023676	2602	8/31/2025	Residential Clinical Director	DSARES_GY25	PAS	11/28/2025	84054400
10023682	2602	8/31/2025	Therapist	DSARES_GY25	PAS	11/28/2025	84054400
10023683	2602	8/31/2025	Therapist	DSARES_GY25	PAS	11/28/2025	84054400

**REQUEST FOR SIMULTANEOUS SUBMISSION OF
GRANT AWARD AND REVENUE CERTIFICATION TO
COMMISSIONERS COURT**

Department Name Harris County Juvenile Probation	Department Number 840	Date 7/18/25
Department Contact Name Janie Moreno	Department Contact Telephone Number 713-222-4824	
Date to Present the Grant Award to Commissioners Court for Acceptance 8/7/25	Grant Award Amount to be Certified \$98,500.00	
Grant Awarding Agency		

Reason for Simultaneously Submitting Grant Award and Revenue Certification to Commissioners Court

Request by the Harris County Juvenile Probation Department for authorization to temporarily transfer funds from the general fund or discretionary match funds in the juvenile board business unit in the amount of \$98,500 to fund the cost of three (3) grant positions. The funds are to cover the salaries of these positions for three (3) months pending receipt of the award for Juvenile Probation's Leadership Academy mental health programming from the Texas Juvenile Justice Department. The request extends the positions to November 28, 2025

DEPARTMENT APPROVAL



Official/Department Head or Designee Signature

7/18/25

Date

AUDITOR'S OFFICE APPROVAL

Grants Accounting Manager Signature

Date

County Auditor or Chief Assistant County Auditor Signature

Date

BUDGET REVENUE/EXPENDITURE APPROPRIATION TRANSFER FORM

[illegible]



Reason for transfer
SET-UP TEMPORARY SALARY BUDGET FROM GEN FUND FOR 3 GRANT FUNDED POSITIONS
THROUGH 11/28/25.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS

Approved By <u><i>Paul Bruns</i></u>	07.18.25	Approved By <u><i>Paul Bruns</i></u>	7.18.25
Dept. Head/Official Signature (TO)	Date	Dept. Head/Official Signature (FROM)	Date
Approved By _____	_____	Commissioners Court Approval Date _____	_____
Budget Management _____	Date _____		

BUDGET REVENUE/EXPENDITURE APPROPRIATION
TRANSFER FORM[illegible]

Reason for Transfer
SET-UP TEMPORARY SALARY BUDGET FROM JV BUSINESS UNIT FOR 3 GRANT FUNDED POSITIONS THROUGH 11/28/25.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS					
Approved By		7.18.25	Approved By		7.18.25
Dept. Head/Official Signature (TO)	Date		Dept. Head/Official Signature (FROM)	Date	
Approved By			Commissioners Court Approval Date		
Budget Management	Date				

Position Number	Title	Fund	Project	Activity	Funding End Dt	Funding Department ID Number	Extension Date
10023676	Residential Clinical Direct	2602	DSARES_GY25	PAS	8/31/2025	84006134	11/28/2025
10023682	Therapist	2602	DSARES_GY25	PAS	8/31/2025	84006134	11/28/2025
10023683	Therapist	2602	DSARES_GY25	PAS	8/31/2025	84006134	11/28/2025

From: [Tillman, Cheryl \(HRT\)](#)
To: (OCA) Grants; [Salas, Fabiola \(HCJPD\)](#); [Salas, Samuel \(HCJPD\)](#); [Kimble, Ross \(HCJPD\)](#); [Moreno, Janie \(HCJPD\)](#)
Cc: [Williams, Tiffany \(Office of County Administration\)](#); [Lockett, Shannon \(HRT\)](#); [Custard, Denise \(HRT\)](#)
Subject: Business Unit 84001 - Extend Grant Positions - August 07, 2025 Agenda
Date: Wednesday, July 23, 2025 10:32:53 AM
Attachments: [RCA DSARES_GY25 position extensions.docx](#)
[3441 Fund 2602 DSARES_GY25 position extension.pdf](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
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[image032.png](#)
[image033.png](#)

No issues with the attached 3441 forms.



CHERYL TILLMAN
Supervisor, Position Control / Compensation Division
Human Resources and Talent
Phone: 713-274-3021
cheryl.tillman@harriscountytexas.gov
1111 Fannin, 6th Floor, Houston, TX 77002



From: Salas, Fabiola (HCJPD) <Fabiola.Salas@hcjpd.hctx.net>
Sent: Tuesday, July 22, 2025 9:16 AM
To: (Budget Management) Position Letters <PositionLetters@harriscountytexas.gov>
Cc: Salas, Samuel (HCJPD) <Samuel.Salas@hcjpd.hctx.net>; Kimble, Ross (HCJPD) <Ross.Kimble@hcjpd.hctx.net>; Moreno, Janie (HCJPD) <Janie.Moreno@hcjpd.hctx.net>
Subject: REVISED - Form 3441; Fund 2602; Dept 840 eff 8/23/2025

Good morning,

Attached please find revised form 3441 for department 840 to extend current positions to November 28, 2025.

Thank you.



Fabiola Salas, MBA
Payroll Manager · Harris County Juvenile Probation
A 1200 Congress, Ste. 3046, Houston, TX 77002
P 713.222.4232 **E**fax 713-437-4819 **W** HCJPD.org



Strengthening Our Communities by Engaging Youth and Families

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From: Tillman, Cheryl (HRT) <Cheryl.Tillman@harriscountytexas.gov>
Sent: Monday, July 21, 2025 4:40 PM
To: Moreno, Janie (HCJPD) <Janie.Moreno@hcjpd.hctx.net>
Cc: Salas, Fabiola (HCJPD) <Fabiola.Salas@hcjpd.hctx.net>; Salas, Samuel (HCJPD) <Samuel.Salas@hcjpd.hctx.net>; Kimble, Ross (HCJPD) <Ross.Kimble@hcjpd.hctx.net>
Subject: FW: Form 3441; Fund 2602; Dept 840 eff 8/23/2025
Importance: High

Please provide the funding department ID number and resubmit.



CHERYL TILLMAN
Supervisor, Position Control / Compensation Division
Human Resources and Talent
Phone: 713-274-3021
cheryl.tillman@harriscountytexas.gov
1111 Fannin, 6th Floor, Houston, TX 77002



From: Moreno, Janie (HCJPD) <Janie.Moreno@hcjpd.hctx.net>
Sent: Friday, July 18, 2025 3:15 PM
To: (Budget Management) Position Letters <PositionLetters@harriscountytexas.gov>
Cc: Salas, Fabiola (HCJPD) <Fabiola.Salas@hcjpd.hctx.net>; Salas, Samuel (HCJPD) <Samuel.Salas@hcjpd.hctx.net>; Kimble, Ross (HCJPD) <Ross.Kimble@hcjpd.hctx.net>
Subject: Form 3441; Fund 2602; Dept 840 eff 8/23/2025

Good afternoon-

Please see the attachments for a request to extend 3 positions in the JVBRD business unit.

Please let me know if you have any questions or need anything else.

OCA has also received the request with documentation regarding the temporary transfer of funds.

Thank you.



Janie Moreno
Director- Financial Services · Harris County Juvenile Probation
A Juvenile Justice Center · 1200 Congress, Houston, TX 77002
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