

### 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 position

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	10/23/2021	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: 8/16/2024	

#### 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)	Position Description (Title-30 Spaces Max): Affordable Housing Rental Manager
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: 28953385
Location	Location: DEFAULT
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: 46.59
FLSA Code	FLSA Code: Exempt
Reports To Position Number	Reports To Position Number: 10006652
Fund Code	Fund Code: 2601
Funding Department ID Number	Funding Department ID Number: 28953385
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): 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)

M. Chlenk
9.29.21.

Business Unit Approval (Business Unit Head or Designee) Date