

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>9/29/25</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>	
		Number of Positions	
Position Title	CASE MGR, YOUTH WELLNESS	Position Title (30 Spaces Maximum)	
Job Code Number	000152	Job Code Number	
Job Code Description	CASE MANAGER II	Job Code Description	
Position Number	10026751	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	88004900	Home Department ID Number	
Location	920B000	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	10021972	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	88004900	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)	AWARE_GY24	Project/Grant (Projects or Grants only)	AWARE_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

POSITION MANAGEMENT REQUEST FORM

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Business Unit Number: 88000

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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.	
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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	CASE MGR.YOUTH WELLNESS	Number of Positions	
Job Code Number	000152	Position Title (30 Spaces Maximum)	
Job Code Description	CASE MANAGER II	Job Code Number	
Position Number	10026750	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	88004900	Business Unit	
Location	920B000	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	\$32.88	Budgeted Hours	
FLSA Code	NON-EXEMPT	Salary Range Maximum	
Reports To Position Number	10021983	FLSA Code	
Fund Code	2601	Reports To Position Number	
Funding Department ID Number	88004900	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)	AWARE_GY24	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Project/Grant (Projects or Grants only)	AWARE_GY25
		Activity ID (Projects or Grants only)	10001

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Resources for Children and Adults

Business Unit Number: 88000

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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

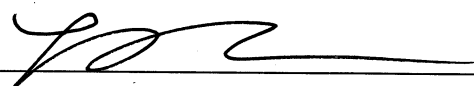
Grant Renewal

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.
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SECTION IV – POSITION DATA

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Position Title	CASE MGR, YOUTH WELLNESS	Number of Positions	
Job Code Number	000152	Position Title (30 Spaces Maximum)	
Job Code Description	CASE MANAGER II	Job Code Number	
Position Number	10026749	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	88004900	Business Unit	
Location	920B000	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	\$32.88	Budgeted Hours	
FLSA Code	NON-EXEMPT	Salary Range Maximum	
Reports To Position Number	10021983	FLSA Code	
Fund Code	2601	Reports To Position Number	
Funding Department ID Number	88004900	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)	AWARE_GY24	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Project/Grant (Projects or Grants only)	AWARE_GY25
		Activity ID (Projects or Grants only)	10001



 Business Unit Approval (Business Unit Head or Designee)

8/5/24

 Date

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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.
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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	SUPV, PREVENTION
Job Code Number	000545
Job Code Description	SUPERVISOR III
Position Number	10026747
Company (CS, FC, HC, JV or PA)	HC
Business Unit	88000
Home Department ID Number	88004900
Location	920B000
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$34.66
FLSA Code	Exempt
Reports To Position Number	10026744
Fund Code	2601
Funding Department ID Number	88004900
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)	AWARE_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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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

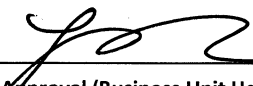
Grant Renewal

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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	SUPV, PREVENTION	Position Title (30 Spaces Maximum)	
Job Code Number	000545	Job Code Number	
Job Code Description	SUPERVISOR III	Job Code Description	
Position Number	10026746	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	88004900	Home Department ID Number	
Location	920B000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$34.66	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10026744	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	88004900	Funding Department ID Number	
Account <i>(Same for all Business Units)</i>	<u>510010</u>	Account <i>(Same for all Business Units)</i>	<u>510010</u>
Business Unit PC <i>(Projects or Grants only)</i>	HC001	Business Unit PC <i>(Projects or Grants only)</i>	
Project/Grant <i>(Projects or Grants only)</i>	AWARE_GY24	Project/Grant <i>(Projects or Grants only)</i>	AWARE_GY25
Activity ID <i>(Projects or Grants only)</i>	<u>10001</u>	Activity ID <i>(Projects or Grants only)</i>	<u>10001</u>



 Business Unit Approval (Business Unit Head or Designee)

8/5/24

 Date

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Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
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SECTION II – REASON FOR REQUEST

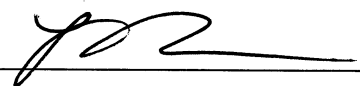
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Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
Position Title	MANAGER, PROJECT	Number of Positions	
Job Code Number	000533	Position Title (30 Spaces Maximum)	
Job Code Description	MANAGER IV	Job Code Number	
Position Number	10026744	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	88004900	Business Unit	
Location	920B000	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	\$50.61	Budgeted Hours	
FLSA Code	Exempt	Salary Range Maximum	
Reports To Position Number	10023684	FLSA Code	
Fund Code	2601	Reports To Position Number	
Funding Department ID Number	88004900	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)	AWARE_GY24	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Project/Grant (Projects or Grants only)	AWARE_GY25
		Activity ID (Projects or Grants only)	10001



 Business Unit Approval (Business Unit Head or Designee)

8/5/24

 Date

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Business Unit Name: Resources for Children and Adults

Business Unit Number: 88000

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Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
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		Number of Positions	
Position Title	SUPV, PREVENTION	Position Title (30 Spaces Maximum)	
Job Code Number	000545	Job Code Number	
Job Code Description	SUPERVISOR III	Job Code Description	
Position Number	10026753	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	88004900	Home Department ID Number	
Location	920B000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$34.66	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10026744	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	88004900	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)	AWARE_GY24	Project/Grant (Projects or Grants only)	AWARE_GY25
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>8/5/24</p> <p>Date</p>
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**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 AWARE															
GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNTY	1000	88004900	920012				105,132.88	HCNTY	1000	88004900	728058				105,132.88
TOTAL							105,132.88	TOTAL							105,132.88

Reason for Transfer
To set up temporary transfer of funds for AWARE 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 8/13/2024	Approved By <i>Brian Bapendale</i> Dept. Head/Official Signature (FROM)	Date 8/13/2024
Approved By Budget Management	Date	Commissioners Court Approval Date	