	POSITION	MA	NAC	SEME	NT REQUEST FORM
Business Unit Name: Publi	Business Unit Name: Public Health Services			Business Unit Number: 275	
	S	SECTIO	I NC	– TYPE	OF REQUEST
		1		. 1	
Func	tion	A	Ched opplica		Comments
Position Update			√		May require Commissioners Court approval
Position Reclassification					May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"
	SEC	TION	II – F	REASON	I FOR REQUEST
Request to upo	date due to bus	sine	ss	need	ds.
	SECTION	ON III	– PR	OPOSE	D EFFECTIVE DATE
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:			To: _	
	:	SECTI	ON I	V – POS	ITION DATA

Current		•	Proposed		
Use "Pos_List_File" (PCN Download)) to complete all fields	Complete all fields for a new position or change appropriate field(s) for			
		existing posi	tion.		
		Number of Positions	1		
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)			
Job Code Number	000294	Job Code Number			
Job Code Description	Outreach Worker II	Job Code Description			
Position Number	10026459	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27591000	Home Department ID Number			
Location	DEFAULT	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025319	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

NEXT TO SERVICE THE PROPERTY OF THE PROPERTY O		
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	

	POSITION	IAM I	VAC	SEME	NT REQUEST FORM		
Business Unit Name: Public Health Services				Business Unit Number: 275			
		SECTIO	N I -	- TYPE	OF REQUEST		
Func	tion	A	Chec		Comments		
Position Update			✓		May require Commissioners Court approval		
Position Reclassification					May require Commissioners Court approval		
New Position Request					Requires Commissioners Court approval		
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"		
Request to upo	-				ds.		
	0.503	FIONIUI	DD	ODOCE	D EFFECTIVE DATE		
	SECI		– PK	UPUSE	D EFFECTIVE DATE		
Proposed Effective Date	8/9/25		- 1		be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:			To: _			
	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 posi	tion.		
		Number of Positions	<u> 1</u>		
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)			
Job Code Number	000294	Job Code Number			
Job Code Description	Outreach Worker II	Job Code Description			
Position Number	10026460	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27591000	Home Department ID Number			
Location	DEFAULT	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025319	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	

			NAC	SEME	NT REQUEST FORM		
Business Unit Name: Public	Business Unit Name: Public Health Services				Business Unit Number: 275		
		SECTIO	ON I -	- TYPE	OF REQUEST		
Functio	on	Δ	Chec		Comments		
Position Update			✓		May require Commissioners Court approval		
Position Reclassification					May require Commissioners Court approval		
New Position Request					Requires Commissioners Court approval		
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"		
					I FOR REQUEST		
Request to upda	ate due to bu	ısine	SS	need	ds.		
	SECT	TION III	– PR	OPOSE	D EFFECTIVE DATE		
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:			To: _			
		SECTI	ON I	V – POS	ITION 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 posi	tion.
		Number of Positions	1
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)	
Job Code Number	000294	Job Code Number	
Job Code Description	Outreach Worker II	Job Code Description	
Position Number	10026461	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27591000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	\$31.11	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10025319	Reports To Position Number	
Fund Code	2601	Fund Code	2117
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

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\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	

	POSITION	MAN	IAC	SEME	NT REQUEST FORM	
Business Unit Name: Public Health Services				Business Unit Number: 275		
	S	SECTIO	NI-	- TYPE	OF REQUEST	
Functio	n		Checo		Comments	
Position Update			✓		May require Commissioners Court approval	
Position Reclassification					May require Commissioners Court approval	
New Position Request					Requires Commissioners Court approval	
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"	
Degreet to up de					I FOR REQUEST	
Request to upda	ite due to bus	sines	55	need	1 S.	
	SECTIO	ON III -	- PR	OPOSE	D EFFECTIVE DATE	
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.	
Grant Effective Date	From:			To: _		
SECTION IV – POSITION DATA						

Current		Proposed			
Use "Pos_List_File" (PCN Download)) to complete all fields		Complete all fields for a new position or change appropriate field(s) for		
		existing posi	tion.		
		Number of Positions	<u> 1</u>		
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)			
Job Code Number	000294	Job Code Number			
Job Code Description	Outreach Worker II	Job Code Description			
Position Number	10026462	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27591000	Home Department ID Number			
Location	DEFAULT	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025319	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

411.	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	
business offic Approval (business offic field of besignee)	Date	

POSITION MANAGEMENT REQUEST FORM							
Business Unit Name: Public Health Services					Business Unit Number: 275		
		SECTIO	N I	- TYPE	OF REQUEST		
Functio	on	A	Cheo		Comments		
Position Update	sition Update			May require Commissioners Court approval			
Position Reclassification					May require Commissioners Court approval		
New Position Request	New Position Request Requires Commissioners Court approval		Requires Commissioners Court approval				
Is computer usage < 25%?	Is computer usage < 25%?		Yes	√ No	Does not require annual Cybersecurity training if "Yes"		
	SE	CTION	II — I	REASON	I FOR REQUEST		
Request to upda	ate due to bu	sine	SS	need	ds.		
	SECT	ION III	– PR	OPOSE	D EFFECTIVE DATE		
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:			To: _			
		SECTIO	ו אכ	V – POS	SITION DATA		

Current		Proposed				
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for				
		existing posi	tion.			
		Number of Positions	<u> 1</u>			
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)				
Job Code Number	000294	Job Code Number				
Job Code Description	Outreach Worker II	Job Code Description				
Position Number	10026463	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	27500	Business Unit				
Home Department ID Number	27591000	Home Department ID Number				
Location	DEFAULT	Location				
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary				
Budgeted Hours	40.00	Budgeted Hours				
Salary Range Maximum	\$31.11	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10025319	Reports To Position Number				
Fund Code	2601	Fund Code	2117			
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)				
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001			

	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	

POSITION MANAGEMENT REQUEST FORM						
Business Unit Name: Public Health Services				Business Unit Number: 275		
		SECTI	ON I	- TYPE	OF REQUEST	
Function			Ched Applica		Comments	
Position Update	Position Update		✓		May require Commissioners Court approval	
Position Reclassification	Position Reclassification				May require Commissioners Court approval	
New Position Request					Requires Commissioners Court approval	
Is computer usage < 25%?	Is computer usage < 25%?		Yes	√ No	Does not require annual Cybersecurity training if "Yes"	
SECTION II – REASON FOR REQUEST						
Request to upd	ate due to bu	usine	ess	nee	ds.	
	SECT	TION II	I – PR	OPOSE	D EFFECTIVE DATE	
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.	
Grant Effective Date	From:			To:_		
		SECT	ION I	V – POS	SITION 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	1		
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)			
Job Code Number	000294	Job Code Number			
Job Code Description	Outreach Worker II	Job Code Description			
Position Number	10026464	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27591000	Home Department ID Number			
Location	DEFAULT	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025319	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

<u>A44.</u>	07/16/2025
Business Unit Approval (Business Unit Head or Designee)	Date

POSITION MANAGEMENT REQUEST FORM							
Business Unit Name: Public Health Services				Business Unit Number: 275			
SECTION I – TYPE OF REQUEST							
Function I		Cheo oplica		Comments			
Position Update	Position Update		√		May require Commissioners Court approval		
Position Reclassification		May require Commissioners Court approval		May require Commissioners Court approval			
New Position Request	New Position Request				Requires Commissioners Court approval		
Is computer usage < 25%?	Is computer usage < 25%?		Yes	√ No	Does not require annual Cybersecurity training if "Yes"		
SECTION II – REASON FOR REQUEST							
Request to upda	ate due to bus	ine	SS	nee	ds.		
	SECTIO	N III -	– PR	OPOSE	D EFFECTIVE DATE		
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:			To: _			
	S	ECTIC	ו אכ	V – POS	SITION DATA		

Current		Proposed				
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for				
		existing posi	tion.			
		Number of Positions	<u> 1</u>			
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)				
Job Code Number	000294	Job Code Number				
Job Code Description	Outreach Worker II	Job Code Description				
Position Number	10026465	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	27500	Business Unit				
Home Department ID Number	27591000	Home Department ID Number				
Location	DEFAULT	Location				
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary				
Budgeted Hours	40.00	Budgeted Hours				
Salary Range Maximum	\$31.11	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10025319	Reports To Position Number				
Fund Code	2601	Fund Code	2117			
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)				
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001			

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	POSITION	MAN	IA(SEME	NT REQUEST FORM
Business Unit Name: Public Health Services				Business Unit Number: 275	
	S	ECTIO	N I	- TYPE	OF REQUEST
Functio	on	1	Chec		Comments
Position Update	osition Update		May require Commissioners Court approval		
Position Reclassification					May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is computer usage < 25%?	Is computer usage < 25%?		Yes	√ No	Does not require annual Cybersecurity training if "Yes"
	SEC	TION	II – I	REASON	I FOR REQUEST
Request to upda	ate due to bus	ine	ss	need	ds.
	SECTIO	N III ·	– PR	OPOSE	D EFFECTIVE DATE
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:			To: _	
		ECTIC	'I NC	V – POS	SITION DATA

Current		•	Proposed Complete all fields for a new position or change appropriate field(s) for			
Use "Pos_List_File" (PCN Download) to complete all fields		existing position.				
		Number of Positions	1			
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)				
Job Code Number	000294	Job Code Number				
Job Code Description	Outreach Worker II	Job Code Description				
Position Number	10026476	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)				
Business Unit	27500	Business Unit				
Home Department ID Number	27575000	Home Department ID Number				
Location	DEFAULT	Location				
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary				
Budgeted Hours	40.00	Budgeted Hours				
Salary Range Maximum	\$31.11	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10005328	Reports To Position Number				
Fund Code	2601	Fund Code	2117			
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)				
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001			

07/16/2025
Date

			MENT REQUEST FORM
Business Unit Name: Public	Health Service	ces	Business Unit Number: 275
		SECTION I – T	/PE OF REQUEST
Funct	ion	Check Applicable	Comments
Position Update		✓	May require Commissioners Court approval
Position Reclassification			May require Commissioners Court approval
New Position Request			Requires Commissioners Court approval
Is computer usage < 25%?		Yes ✓	No Does not require annual Cybersecurity training if "Yes"
Request to upd	ate due to k		eeds.
	SE	ECTION III – PROP	OSED EFFECTIVE DATE
Proposed Effective Date	8/9/25		must be the beginning of a pay period. For requests requiring Commissioners approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:		To:
		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	1		
Position Title	Outreach Worker II	Position Title (30 Spaces Maximum)			
Job Code Number	000294	Job Code Number			
Job Code Description	Outreach Worker II	Job Code Description			
Position Number	10026475	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27575000	Home Department ID Number			
Location	DEFAULT	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025318	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

Next to		
W-1-11:	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	
business offic Approval (business offic nead of besignee)	Date	

	POSITION I	MAN	NA(SEME	NT REQUEST FORM
Business Unit Name: Public	Public Health Services				Business Unit Number: 275
	SI	ECTIO	N I	– TYPE	OF REQUEST
			Cl		
Functio	n		Che oplic		Comments
Position Update			√		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval		May require Commissioners Court approval	
New Position Request			Г		Requires Commissioners Court approval
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"
	SECT	ΙΟΝ	II – I	REASON	I FOR REQUEST
Request to upda	ate due to bus	ine	SS	nee	ds.
	SECTIO	N III ·	– PR	OPOSE	D EFFECTIVE DATE
	,				
Proposed Effective Date	8/9/25		- 1		be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:			To: _	
	S	ECTIC	N I	V – POS	SITION 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.		
			uon. ⊤a	
		Number of Positions	1	
Position Title	Specialist, Logistics-Outr	Position Title (30 Spaces Maximum)		
Job Code Number	000333	Job Code Number		
Job Code Description	Specialist II	Job Code Description		
Position Number	10025879	Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)		
Business Unit	27500	Business Unit		
Home Department ID Number	27575000	Home Department ID Number		
Location	833A000	Location		
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary		
Budgeted Hours	40.00	Budgeted Hours		
Salary Range Maximum	\$31.11	Salary Range Maximum		
FLSA Code	N	FLSA Code		
Reports To Position Number	10025320	Reports To Position Number		
Fund Code	2601	Fund Code	2117	
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)		
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)		
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001	

	07/16/2025	
- 1 1		
Business Unit Approval (Business Unit Head or Designee)	Date	

	POSITIO	N MA	NA	GEME	NT REQUEST FORM
Business Unit Name: Public Health Services					Business Unit Number: 275
		SECT	ION I	– TYPE	OF REQUEST
				T	
Funct	ion		Che Applic	-	Comments
Position Update			✓		May require Commissioners Court approval
Position Reclassification					May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"
		SECTION	N II —	REASON	I FOR REQUEST
Request to upd	ate due to b	usine	ess	need	ds.
	SE	CTION II	II – PF	ROPOSE	D EFFECTIVE DATE
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:			To: _	
		SECT	ION I	V – POS	ITION DATA
		JECI	.0141		

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 posi	existing position.			
		Number of Positions	1			
Position Title	Specialist, Logistics-Outr	Position Title (30 Spaces Maximum)				
Job Code Number	000333	Job Code Number				
Job Code Description	Specialist II	Job Code Description				
Position Number	10025323	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	27500	Business Unit				
Home Department ID Number	27575000	Home Department ID Number				
Location	833A000	Location				
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary				
Budgeted Hours	40.00	Budgeted Hours				
Salary Range Maximum	\$31.11	Salary Range Maximum				
FLSA Code	N	FLSA Code				
Reports To Position Number	10025320	Reports To Position Number				
Fund Code	2601	Fund Code	2117			
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)				
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001			

Next this		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	

			NAC	SEME	NT REQUEST FORM
Business Unit Name: Publi	ic Health Servic	es			Business Unit Number: 275
		SECTIO	ON I	– TYPE	OF REQUEST
Func	ction	A	Cheo		Comments
Position Update			√		May require Commissioners Court approval
Position Reclassification					May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is computer usage < 25%?			Yes	√ No	Does not require annual Cybersecurity training if "Yes"
					I FOR REQUEST
Request to upo	date due to b	ousine	SS	nee	ds.
	SE	ECTION III	– PR	OPOSE	D EFFECTIVE DATE
Proposed Effective Date	8/9/25				be the beginning of a pay period. For requests requiring Commissioners
Grant Effective Date	From:		C	ourt appr To: _	oval, the earliest effective date will be the first pay period after approval.
		SECTION	ON I	V – POS	ITION 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 posi	tion.		
		Number of Positions	1		
Position Title	Specialist, Logistics-Outr	Position Title (30 Spaces Maximum)			
Job Code Number	000333	Job Code Number			
Job Code Description	Specialist II	Job Code Description			
Position Number	10025322	Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)			
Business Unit	27500	Business Unit			
Home Department ID Number	27575000	Home Department ID Number			
Location	833A000	Location			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary			
Budgeted Hours	40.00	Budgeted Hours			
Salary Range Maximum	\$31.11	Salary Range Maximum			
FLSA Code	N	FLSA Code			
Reports To Position Number	10025320	Reports To Position Number			
Fund Code	2601	Fund Code	2117		
Funding Department ID Number	27575000	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)	PH001	Business Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants only)	FY24_C19_CHW	Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001		

	07/16/2025	
Business Unit Approval (Business Unit Head or Designee)	Date	