

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 275

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

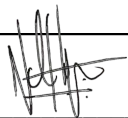
Request to update due to business needs.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</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: _____ To: _____	

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	<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	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



Business Unit Approval (Business Unit Head or Designee)

07/16/2025

Date

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Business Unit Name: Public Health Services

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Function	Check Applicable	Comments
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New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
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SECTION II – REASON FOR REQUEST

Request to update due to business needs.

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SECTION IV – POSITION DATA

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		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

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SECTION I – TYPE OF REQUEST

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Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
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New Position Request	<input type="checkbox"/>	Requires Commissioners Court 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>	
		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	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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Business Unit Number: 275

SECTION I – TYPE OF REQUEST

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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

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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	<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



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New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
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		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



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		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	10026464	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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New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
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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>	
		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



Business Unit Approval (Business Unit Head or Designee)

07/16/2025

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 275

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"

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		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	10026476	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	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



Business Unit Approval (Business Unit Head or Designee)

07/16/2025

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 275

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

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SECTION IV – POSITION DATA

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		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	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

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Business Unit Approval (Business Unit Head or Designee)

Date

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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

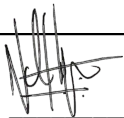
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Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	<u>1</u>
Position Title	Specialist, Logistics-Outr	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



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Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
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SECTION II – REASON FOR REQUEST

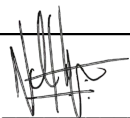
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		Number of Positions	<u>1</u>
Position Title	Specialist, Logistics-Outr	Position Title (30 Spaces Maximum)	
Job Code Number	000333	Job Code Number	
Job Code Description	Specialist II	Job Code Description	
Position Number	10025323	Position Number (HRRM 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)	
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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

Request to update due to business needs.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</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: _____ To: _____	

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	<u>1</u>
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



Business Unit Approval (Business Unit Head or Designee)

07/16/2025

Date