HRRM Form 3441 Harris County, TX (03/01/2023)

POSITION MANAGEMENT REQUEST FORM

	SECTI	ON I – TYPE	OF REQUEST	
Function	,	Check Applicable	Comm	
Position Update			May require Commissioners Court approval	
Position Reclassification			May require Commissioners Court approval	
New Position Request			Requires Commissioners Court approval	
s computer usage < 25%?		Yes No	Does not require annual Cybersecur	ity training if "Yes"
	SECTION	I II – REASO	N FOR REQUEST	
	SECTION II	I – PROPOS	ED EFFECTIVE DATE	
Proposed Effective Date			t be the beginning of a pay period. For roroval, the earliest effective date will be	
Grant Effective Date From:		To:		
	SECT	ION IV – PO	SITION DATA	
		1		
Current Use "Pos_List_File" (PCN Downlo		ds	Proposed Complete all fields for a new position of existing posi	change appropriate field(s) for
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