

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Fire Marshal's Office Business Unit Number: 21300

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input checked="" type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**SECTION II – REASON FOR REQUEST**

Position reclassification and departmental reorganization

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>01/14/2023</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
Position Description (Title)	Position Description (Title-30 Spaces Max)
Job Code Description	Job Code Description
Position Number	Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA)
Business Unit	Business Unit
Home Department ID Number	Home Department ID Number
Location	Location
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary
Budgeted Hours	Budgeted Hours
Salary Range Maximum	Salary Range Maximum
FLSA Code	FLSA Code
Reports To Position Number	Reports To Position Number
Fund Code	Fund Code
Funding Department ID Number	Funding Department ID Number
Account (Same for all Business Units)	Account (Same for all Business Units)
Business Unit PC (Projects or Grants only)	Business Unit PC (Projects or Grants only)
Project/Grant (Projects or Grants only)	Project/Grant (Projects or Grants only)
Activity ID (Projects or Grants only)	Activity ID (Projects or Grants only)
Resource Type (Not currently used)	Resource Type (Not currently used)

**Tanisher Spiller**

12/27/2022  
Date

**Business Unit Approval (Business Unit Head or Designee)**