	P	OSITION MA	ANA	GEM	ENT REQUEST FORM	
Business Unit Name:	Justice of F	Peace 2.2			Business Unit Number: 32200	
		SECT	ION I	– TYPE	OF REQUEST	
	Function		Che Applie		Comme	ents
Position Update					May require Commissioners Court a	pproval
Position Reclassificat	ion		7	7	May require Commissioners Court a	pproval
New Position Reque	st		\neg		Requires Commissioners Court appr	oval
Is additional office s			Yes	No		
Proposed Effective Da	te 1/14/2		1	Date mus	ED EFFECTIVE DATE	
Grant Effective Date	From:	То		Lourt ap	proval, the earliest effective date will be	the first pay period after approv
		SEC	TION	IV – PC	SITION DATA	
Use "Pas_List_	Current File" (PCN Download	to complete all fie	lds		Proposed Complete all fields for a new position of existing posi	change appropriate field(s) for
				Nu	mber of Positions	1
Position Description (Title)	Clerk III		Po	sition Description (Title-30 Spaces Max)	
Job Cade Description		Clerk III		Jo	Code Description	Supervisor III
Position Number		10009794			sition Number (HRRM Use Only)	

Current Use "Pas_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 Description (Title)	Clerk III	Position Description (Title-30 Spaces Max)				
Job Cade Description	Clerk III	Job Code Description	Supervisor III			
Position Number	10009794	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)				
Business Unit	32200	Business Unit				
Home Department ID Number	32200000	Home Department ID Number				
Location	804a000	Location				
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary				
Budgeted Hours	40.00	Budgeted Hours				
Salary Range Maximum	27 71	Salary Range Maximum	32.15			
FLSA Code	N	FLSA Code	1			
Reports To Position Number	10009793	Reports To Position Number				
Fund Code	1000	Fund Code				
Funding Department ID Number	32202100	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)		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)	CHIMORECUNCORRORANIA POLI	Resource Type (Not currently used)	THE RESERVE OF THE PARTY OF THE			

Mayor 4 Som	12/27/2022	
Business Unit Approval (Business Unit Head or Designee)	Date	

	POSITION	MANA	\GE	M	ENT REQUEST FORM
Business Unit Name: Jus	stice of Peace 2	.2		_ 8	Jusiness Unit Number: 32200
		SECTION	1-1	TYPE	OF REQUEST
Fun	ction	Ch Appl	eck icabl	le	Comments
Position Update			7		May require Commissioners Court approval
Position Reclassification			7		May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is additional office space re	equired?	Yes		No	
Reclassify position	s to better align JP		- RE	ASO	N FOR REQUEST
	SECT	ION III – I	PRO	POS	ED EFFECTIVE DATE
Proposed Effective Date	1310 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				t be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: To:				

SECTION IV - POSITION DATA

Current Use "Pas_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 Description (Title)	Clerk IV	Position Description (Title-30 Spaces Max)	Clerk II			
Job Code Description	Clerk IV	Job Code Description	Clerk II			
Position Number	10024388	Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)				
Business Unit	32200	Business Unit				
Home Department ID Number	32200000	Home Department ID Number				
Location	804A000	Location				
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary				
Budgeted Hours	20	Budgeted Hours	30			
Salary Range Maximum	49.07	Salary Range Maximum	22.68			
FLSA Code	N	FLSA Code				
Reports To Position Number	32202100	Reports To Position Number				
Fund Code	1000	Fund Code				
Funding Department ID Number	32202100	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)		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)	PARTIES AND ASSOCIATION	Resource Type (Not currently used)	BEAVING DESCRIPTIONS FOR			

Mayor 4 Son	12/27/2022	
Business Unit Approval (Business Unit Head or Designee)	Date	

Budget Management Form 3441 Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name:

Justice of Peace 2.2

____ Business Unit Number:

32200

SECTION I - TYPE OF REQUEST

Function		Check Applicable			Comments	
Position Update			1	Γ		May require Commissioners Court approval
Position Reclassification	Τ.		1	Г		May require Commissioners Court approval
New Position Request	$\neg \vdash$			Г		Requires Commissioners Court approval
Is additional office space required?		Υ	es		No	

SECTION II – REASON FOR REQUEST

Reclassify positions to better align JP court

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	1/14/2023		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	0:	

SECTION IV -- POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fleids	Proposed Complete all fields for a new position or change appropriate field(s) for existing position.				
enter and in the same of the same		Number of Positions	1			
Position Description (Title)	Assistant Chief Clerk	Position Description (Title-30 Spaces Max)				
Job Code Description	Assistant Chief Clerk	Job Code Description				
Position Number	10009795	Position Number (HRRM Use Only)	7.			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)				
Business Unit	32200	Business Unit				
Home Department ID Number	32200000	Home Department ID Number				
Location	804A000	Location				
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary	FT			
Budgeted Hours	20.00	Budgeted Hours	40.00			
Salary Range Maximum	47.06	Salary Range Maximum				
FLSA Code	1	FLSA Code				
Reports To Position Number	10009793	Reports To Position Number				
Fund Code	1000	Fund Code				
Funding Department ID Number	32202100	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)		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)	Things was the source			

Mayor 4 Son	12/27/2022
Business Unit Approval (Business Unit Head or Designee)	Date

Budget Management Form 3441 Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name:

Justice of Peace 2.2

Business Unit Number:

SECTION I – TYPE OF REQUEST

Function	Check Applicable		e	Comments			
Position Update	Г			7			May require Commissioners Court approval
Position Reclassification	Γ			1			May require Commissioners Court approval
New Position Request	Г						Requires Commissioners Court approval
Is additional office space required?	П	٦	Yes	T	Ti	No	

SECTION II – REASON FOR REQUEST

Reclassify positions to better align JP court

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	1/14/2023	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 Use "Pas_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 Description (Title)	Clerk II	Position Description (Title-30 Spaces Max)	Clerk I
Job Code Description	Clerk II	Job Code Description	Clerk I
Position Number	10009805	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	нс	Company (CS, FC, HC, JV or PA)	2 950
Business Unit	32200	Business Unit	State of the state
Home Department ID Number	32200000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary	
Budgeted Hours	20	Budgeted Hours	30
Salary Range Maximum	22.68	Salary Range Maximum	19.44
FLSA Code	N	FLSA Code	
Reports To Position Number	10009793	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	32202100	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)		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)	7.995 - 1799 AND 1	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	TEST CHAPTER STATE	Resource Type (Not currently used)	Daniel and Congression as

Mayor 4 Son	12/27/2022
Business Unit Approval (Business Unit Head or Designee)	Date