

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Tax Assessor-Collector's Office

Business Unit Number: 53000

SECTION I – TYPE OF REQUEST

Function	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"

SECTION II – REASON FOR REQUEST

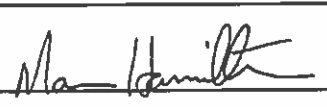
Transfer of fifteen (15) Information Technology positions from the Tax Office to Universal Services.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/17/25</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 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	15
Position Title	See attached list	Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
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)	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)	


Business Unit Approval (Business Unit Head or Designee)

4/15/25
Date

Positions transferring from Tax Assessor-Collector's Office to Universal Services (Form 3441 Attachment)

Tax Assessor-Collector - Current Side

Position Title	Job Code	Job Code Description	Position Number	Company	Business Unit	Home Department ID Number	Location	Full / Part	Budgeted Hours	Salary Range Maximum	FLSA Code	Reports To	Fund	Funding Department ID Number
Director III	000527	Director III	10023591	HCT	53000	53001300	DEFAULT	F	40.00	73.03	1	10011462	1000	53001300
Appls Developer Program I	000060	Appls Developer Program I	10011429	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10023591	1000	53001300
Appls Developer Program I	000060	Appls Developer Program I	10011445	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10011462	1000	53001300
Appls Developer Program I	000060	Appls Developer Program I	10011448	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10011462	1000	53001300
Appls Developer Program I	000060	Appls Developer Program I	10011451	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10011462	1000	53001300
Appls Developer Program I	000060	Appls Developer Program I	10011452	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10011462	1000	53001300
Systems Specialist I	000360	Systems Specialist I	10010351	HCT	53000	53001300	8738000	F	40.00	39.73	N	10011462	1000	53001300
Systems Specialist I	000360	Systems Specialist I	10011459	HCT	53000	53001300	DEFAULT	F	40.00	39.73	N	10011462	1000	53001300
Systems Specialist I	000360	Systems Specialist I	10011531	HCT	53000	53001300	DEFAULT	F	40.00	39.73	N	10023591	1000	53001300
Systems Specialist I	000360	Systems Specialist I	10011537	HCT	53000	53001300	DEFAULT	F	40.00	39.73	N	10023591	1000	53001300
Systems Specialist I	000360	Systems Specialist I	10024865	HCT	53000	53001300	DEFAULT	F	40.00	39.73	N	10011474	1000	53001300
Systems Specialist II	000361	Systems Specialist II	10011398	HCT	53000	53001300	8538000	F	40.00	53.96	N	10011462	1000	53001300
Systems Specialist II	000361	Systems Specialist II	10011460	HCT	53000	53001300	8538000	F	40.00	53.96	N	10011462	1000	53001300
Systems Specialist II	000361	Systems Specialist II	10011461	HCT	53000	53001300	DEFAULT	F	40.00	53.96	N	10011462	1000	53001300
Web Master	000386	Web Master	10011453	HCT	53000	53001300	DEFAULT	F	40.00	59.43	1	10011462	1000	53001300

Universal Services - Proposed Side

Position Title	Job Code	Job Code Description	Position Number	Company	Business Unit	Home Department ID Number	Location	Full / Part	Budgeted Hours	Salary Range Maximum	FLSA Code	Reports To	Fund	Funding Department ID Number
Director III	000527	Director III	10023591	HCT	29200	29210000	8538000	F	40.00	73.03	1	10004467	1000	29201200
Appls Developer Program I	000060	Appls Developer Program I	10011429	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200
Appls Developer Program I	000060	Appls Developer Program I	10011445	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200
Appls Developer Program I	000060	Appls Developer Program I	10011448	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200
Appls Developer Program I	000060	Appls Developer Program I	10011451	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200
Appls Developer Program I	000060	Appls Developer Program I	10011452	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200
Systems Specialist I	000360	Systems Specialist I	10010351	HCT	29200	29210000	8538000	F	40.00	39.73	N	10023591	1000	29201200
Systems Specialist I	000360	Systems Specialist I	10011459	HCT	29200	29210000	8538000	F	40.00	39.73	N	10023591	1000	29201200
Systems Specialist I	000360	Systems Specialist I	10011531	HCT	29200	29210000	8538000	F	40.00	39.73	N	10023591	1000	29201200
Systems Specialist I	000360	Systems Specialist I	10011537	HCT	29200	29210000	8538000	F	40.00	39.73	N	10023591	1000	29201200
Systems Specialist I	000360	Systems Specialist I	10024865	HCT	29200	29210000	8538000	F	40.00	39.73	N	10023591	1000	29201200
Systems Specialist II	000361	Systems Specialist II	10011398	HCT	29200	29210000	8538000	F	40.00	53.96	N	10023591	1000	29201200
Systems Specialist II	000361	Systems Specialist II	10011460	HCT	29200	29210000	8538000	F	40.00	53.96	N	10023591	1000	29201200
Systems Specialist II	000361	Systems Specialist II	10011461	HCT	29200	29210000	8538000	F	40.00	53.96	N	10023591	1000	29201200
Web Master	000386	Web Master	10011453	HCT	29200	29210000	8538000	F	40.00	59.43	1	10023591	1000	29201200