

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Commissioner Precinct One Business Unit Number: 10100

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Reclassify to reflect additional roles and responsibilities

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	12/4/2021	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	1
Position Description (Title)	Manager V	Position Description (Title-30 Spaces Max)	Director VI
Job Code Description	000534	Job Code Description	000633
Position Number	10002740	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	10100	Business Unit	
Home Department ID Number	10120000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	60.12	Salary Range Maximum	151.59
FLSA Code	1	FLSA Code	1
Reports To Position Number	10002709	Reports To Position Number	10002713
Fund Code	1000	Fund Code	
Funding Department ID Number	10120136	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)	

Business Unit Approval (Business Unit Head or Designee)	11/03/2021 Date
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	Number of Positions 1
Position Description (Title)	Executive Assistant IV Position Description (Title-30 Spaces Max) Director III
Job Code Description	000189 Job Code Description 000527
Position Number	10002712 Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	HC Company (CS, FC, HC, JV or PA)
Business Unit	10100 Business Unit
Home Department ID Number	10120000 Home Department ID Number
Location	853B000 Location
Full Time, Part Time or Temporary	F Full Time, Part Time or Temporary
Budgeted Hours	40 Budgeted Hours
Salary Range Maximum	59.20 Salary Range Maximum 67.34
FLSA Code	1 FLSA Code
Reports To Position Number	10002713 Reports To Position Number
Fund Code	1000 Fund Code
Funding Department ID Number	10120106 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)

Business Unit Approval (Business Unit Head or Designee)	11/03/2021 Date
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	Number of Positions
Position Description (Title)	Executive Assistant II
Job Code Description	000187
Position Number	10024266
Company (CS, FC, HC, JV or PA)	HC
Business Unit	10100
Home Department ID Number	10120000
Location	853B000
Full Time, Part Time or Temporary	F
Budgeted Hours	40
Salary Range Maximum	35.42
FLSA Code	N
Reports To Position Number	10022841
Fund Code	1000
Funding Department ID Number	10120106
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	

<i>Ric Brewer</i>	11/03/2021
Business Unit Approval (Business Unit Head or Designee)	Date

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	Number of Positions
Position Description (Title)	1
Job Code Description	Position Description (Title-30 Spaces Max)
Position Number	Job Code Description
Company (CS, FC, HC, JV or PA)	Position Number (HRRM Use Only)
Business Unit	Company (CS, FC, HC, JV or PA)
Home Department ID Number	Business Unit
Location	Home Department ID Number
Full Time, Part Time or Temporary	Location
Budgeted Hours	Full Time, Part Time or Temporary
Salary Range Maximum	Budgeted Hours
FLSA Code	Salary Range Maximum
Reports To Position Number	FLSA Code
Fund Code	Reports To Position Number
Funding Department ID Number	Fund Code
Account (Same for all Business Units)	Funding Department ID Number
Business Unit PC (Projects or Grants only)	Account (Same for all Business Units)
Project/Grant (Projects or Grants only)	Business Unit PC (Projects or Grants only)
Activity ID (Projects or Grants only)	Project/Grant (Projects or Grants only)
Resource Type (Not currently used)	Activity ID (Projects or Grants only)
	Resource Type (Not currently used)

Ric Brewer

11/03/2021

Business Unit Approval (Business Unit Head or Designee)

Date