

Exec. Asst to Deputy COS

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

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

#### SECTION II – REASON FOR REQUEST

New positions for Commissioner Briones Team

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Executive Assistant III
Job Code Number		Job Code Number	000188
Job Code Description		Job Code Description	Executive Assistant III
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10410001
Location		Location	548B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	49.07
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10003819
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10410001
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	

Moniee 4/27/23  
 Business Unit Approval (Business Unit Head or Designee) Date

**POSITION MANAGEMENT REQUEST FORM**

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

**SECTION II – REASON FOR REQUEST**

New positions for Commissioner Briones Team

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Manager V
Job Code Number		Job Code Number	000534
Job Code Description		Job Code Description	Manager V
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10410001
Location		Location	548B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	60.72
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10004056
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10410001
Account ( <i>Same for all Business Units</i> )	<u>510010</u>	Account ( <i>Same for all Business Units</i> )	<u>510010</u>
Business Unit PC ( <i>Projects or Grants only</i> )		Business Unit PC ( <i>Projects or Grants only</i> )	
Project/Grant ( <i>Projects or Grants only</i> )		Project/Grant ( <i>Projects or Grants only</i> )	
Activity ID ( <i>Projects or Grants only</i> )		Activity ID ( <i>Projects or Grants only</i> )	

Morell 4/27/23  
Business Unit Approval (Business Unit Head or Designee) Date

**POSITION MANAGEMENT REQUEST FORM**

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

**SECTION II – REASON FOR REQUEST**

New positions for Commissioner Briones Team

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Manager IV
Job Code Number		Job Code Number	000533
Job Code Description		Job Code Description	Manager IV
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10420906
Location		Location	548B300
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	47.06
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10003832
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10420906
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	

Monnell 4/27/23  
Business Unit Approval (Business Unit Head or Designee) Date

**POSITION MANAGEMENT REQUEST FORM**

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

**SECTION II – REASON FOR REQUEST**

New positions for Commissioner Briones Team

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Administrative Assistant IV
Job Code Number		Job Code Number	000043
Job Code Description		Job Code Description	Administrative Assistant IV
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10420906
Location		Location	548B300
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	30.49
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10003832
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10420906
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	

Monnell 4/27/23  
Business Unit Approval (Business Unit Head or Designee) Date

Recreation Asst. Supt.

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

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

#### SECTION II – REASON FOR REQUEST

New positions for Commissioner Briones Team

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Superintendent I
Job Code Number		Job Code Number	000539
Job Code Description		Job Code Description	Superintendent I
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10420906
Location		Location	548B300
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	46.86
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10003832
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10420906
Account ( <i>Same for all Business Units</i> )	<u>510010</u>	Account ( <i>Same for all Business Units</i> )	<u>510010</u>
Business Unit PC ( <i>Projects or Grants only</i> )		Business Unit PC ( <i>Projects or Grants only</i> )	
Project/Grant ( <i>Projects or Grants only</i> )		Project/Grant ( <i>Projects or Grants only</i> )	
Activity ID ( <i>Projects or Grants only</i> )		Activity ID ( <i>Projects or Grants only</i> )	

Monnell 4/27/23  
 Business Unit Approval (Business Unit Head or Designee) Date

Parks Proj Manager

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

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Precinct 4 Commissioner

Business Unit Number: 10400

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

#### SECTION II – REASON FOR REQUEST

New positions for Commissioner Briones Team

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/20/23</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 Title		Position Title (30 Spaces Maximum)	Manager IV
Job Code Number		Job Code Number	000533
Job Code Description		Job Code Description	Manager IV
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	10400
Home Department ID Number		Home Department ID Number	10420805
Location		Location	548B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	47.06
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10022861
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10420805
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	

Monice 4/27/23  
 Business Unit Approval (Business Unit Head or Designee) Date

M. Lopez

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

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Commissioner Precinct 4 Business Unit Number: 10400

#### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input 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 type="checkbox"/> No	

#### SECTION II – REASON FOR REQUEST

Fund Code Change

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>05/20/2023</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>	
Position Description (Title)	Manager VI	Number of Positions	
Job Code Description	000535	Position Description (Title-30 Spaces Max)	
Position Number	10004017	Job Code Description	
Company (CS, FC, HC, JV or PA)	HC	Position Number (HRRM Use Only)	
Business Unit	10400	Company (CS, FC, HC, JV or PA)	
Home Department ID Number	10430201	Business Unit	
Location	548B000	Home Department ID Number	10410001
Full Time, Part Time or Temporary	Full Time	Location	
Budgeted Hours	2080	Full Time, Part Time or Temporary	
Salary Range Maximum	87.60	Budgeted Hours	
FLSA Code	1	Salary Range Maximum	
Reports To Position Number	10003819	FLSA Code	
Fund Code	1070	Reports To Position Number	
Funding Department ID Number	10430201	Fund Code	1000
Account (Same for all Business Units)	510010	Funding Department ID Number	10410001
Business Unit PC (Projects or Grants only)		Account (Same for all Business Units)	510010
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)	

Mohr 4/27/23  
 Business Unit Approval (Business Unit Head or Designee) Date