

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: PUBLIC DEFENDER'S OFFICE

Business Unit Number: 56000000

### 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 computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

### SECTION II – REASON FOR REQUEST

Update position end date.

### 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: <u>10/01/2024</u> To: <u>9/30/25</u>	

### 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	<u>2</u>
Position Title	ATTORNEY IV	Position Title (30 Spaces Maximum)	
Job Code Number	000396	Job Code Number	
Job Code Description	ATTORNEY IV	Job Code Description	
Position Number	10025876, 10025878	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	56000	Business Unit	
Home Department ID Number	56000000	Home Department ID Number	
Location	864B000	Location	
Full Time, Part Time or Temporary	FULL TIME	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	62.22	Salary Range Maximum	
FLSA Code	EXEMPT	FLSA Code	
Reports To Position Number	10018670	Reports To Position Number	
Fund Code	2602	Fund Code	
Funding Department ID Number	56000000	Funding Department ID Number	
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)	HC0001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001296	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	<u>10001</u>	Activity ID (Projects or Grants only)	<u>10001</u>

**Carmen Mireles** Digitally signed by Carmen Mireles  
Date: 2025.04.17 17:30:33 -05'00'

4/17/25

Business Unit Approval (Business Unit Head or Designee)

Date

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### 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 Title	ATTORNEY III	Position Title (30 Spaces Maximum)	
Job Code Number	000395	Job Code Number	
Job Code Description	ATTORNEY III	Job Code Description	
Position Number	10025877	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	56000	Business Unit	
Home Department ID Number	56000000	Home Department ID Number	
Location	864B000	Location	
Full Time, Part Time or Temporary	FULL TIME	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	47.43	Salary Range Maximum	
FLSA Code	EXEMPT	FLSA Code	
Reports To Position Number	10018670	Reports To Position Number	
Fund Code	2602	Fund Code	
Funding Department ID Number	56000000	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)	HC0001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001296	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

**Carmen Mireles** Digitally signed by Carmen Mireles  
Date: 2025.04.17 17:13:18 -05'00'

4/22/25

Business Unit Approval (Business Unit Head or Designee)

Date