

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Constable PCT 1

Business Unit Number: 30100

### 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

Enhance public safety

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</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	1
Position Title		Position Title (30 Spaces Maximum)	Part Time Deputy
Job Code Number		Job Code Number	000613
Job Code Description		Job Code Description	Deputy <i>Senior MRD</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	30100
Home Department ID Number		Home Department ID Number	30140000
Location		Location	831A000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Regular/Part Time
Budgeted Hours		Budgeted Hours	25
Salary Range Maximum		Salary Range Maximum	\$36.48
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10007948
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	30140000
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)	

Marvonne Roxanne Black  
Business Unit Approval (Business Unit Head or Designee)

07022025  
Date