

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Commissioner Precinct 3 Business Unit Number: 10300

### 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

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>09/25/2021</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	1
Position Description (Title)	Manager VII	Position Description (Title-30 Spaces Max)	Director V
Job Code Description	000536	Job Code Description	000633
Position Number	10003537	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	10300	Business Unit	
Home Department ID Number	10306000	Home Department ID Number	
Location	531B000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	99.73	Salary Range Maximum	114.70
FLSA Code	1	FLSA Code	
Reports To Position Number	10003552	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	10306000	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)	<u>9/1/21</u> _____ Date
--	--------------------------------