

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County District Attorney's Office Business Unit Number: 54500

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 additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Requesting two new Coordinator III positions for the DWI/PTI Program

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	10/08/2022	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: 2
Position Description (Title)	Position Description (Title-30 Spaces Max): Diversion Program Coordinator
Job Code Description	Job Code Description: 000138
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: 54500
Home Department ID Number	Home Department ID Number: 54511000
Location	Location: Default
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: \$35.77
FLSA Code	FLSA Code: N
Reports To Position Number	Reports To Position Number: 10023632
Fund Code	Fund Code: 2261
Funding Department ID Number	Funding Department ID Number: 54511000
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)

Craig Ambriz

Digitally signed by Craig Ambriz
Date: 2022.09.12 11:13:11 -05'00'

09/12/2022

Business Unit Approval (Business Unit Head or Designee)

Date