

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Pct. 2 Commissioner Garcia

Business Unit Number: 10200

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 checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

New PCN Request

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/21/24</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)	Dir., Admins Svcs
Job Code Number		Job Code Number	000527
Job Code Description		Job Code Description	Director 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	10200
Home Department ID Number		Home Department ID Number	10201002
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	73.03
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10003105
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	10201002
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)	

	<u>8/13/24</u>
Business Unit Approval (Business Unit Head or Designee)	Date

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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>4</u>
Position Title	Position Title (30 Spaces Maximum): <u>Automotive Mechanic</u>
Job Code Number	Job Code Number: <u>000264</u>
Job Code Description	Job Code Description: <u>Mechanic III</u>
Position Number	Position Number (HRRM Use Only): _____
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA): <u>HC</u>
Business Unit	Business Unit: <u>10200</u>
Home Department ID Number	Home Department ID Number: <u>10202003</u>
Location	Location: <u>default</u>
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: <u>Full-time</u>
Budgeted Hours	Budgeted Hours: <u>40</u>
Salary Range Maximum	Salary Range Maximum: <u>42.75</u>
FLSA Code	FLSA Code: <u>N</u>
Reports To Position Number	Reports To Position Number: <u>10003309</u>
Fund Code	Fund Code: <u>1070</u>
Funding Department ID Number	Funding Department ID Number: <u>10202003</u>
Account (Same for all Business Units)	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): _____

_____ Business Unit Approval (Business Unit Head or Designee)	<u>8/13/24</u> _____ Date
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	Number of Positions	
Position Title	Position Title (30 Spaces Maximum)	Coord., Fleet Finance
Job Code Number	Job Code Number	000137
Job Code Description	Job Code Description	Coordinator II
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	10200
Home Department ID Number	Home Department ID Number	10202003
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	\$29.91
FLSA Code	FLSA Code	N
Reports To Position Number	Reports To Position Number	10003134
Fund Code	Fund Code	1000
Funding Department ID Number	Funding Department ID Number	10202003
Account (Same for all Business Units)	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)	

	<u>8/12/24</u>
Business Unit Approval (Business Unit Head or Designee)	Date

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		Number of Positions	
Position Title		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (<i>Same for all Business Units</i>)	510010	Account (<i>Same for all Business Units</i>)	510010
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>)	

Cindy Contreras

Business Unit Approval (Business Unit Head or Designee)
Date