

HRRM Form 3441
Harris County, TX (03/01/2023)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Housing and Community Development

Business Unit Number: 28900

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

SECTION II – REASON FOR REQUEST

Update Activity ID and Project

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>05/17/2025</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>08/31/2022</u> To: <u>8/31/27</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	
Position Title	Coord, Sr. Project	Position Title (30 Spaces Maximum)	
Job Code Number	000139	Job Code Number	
Job Code Description	Coordinator IV	Job Code Description	
Position Number	10025502	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	28900	Business Unit	28900
Home Department ID Number	28953386	Home Department ID Number	
Location	9999036	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	53.96	Salary Range Maximum	
FLSA Code	Non Exempt	FLSA Code	
Reports To Position Number	10006681	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	28953386	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)	CSD01	Business Unit PC (Projects or Grants only)	CSD01
Project/Grant (Projects or Grants only)	CDBG_2016_MIT	Project/Grant (Projects or Grants only)	CDBG_2017_MIT
Activity ID (Projects or Grants only)	M1601_ADC	Activity ID (Projects or Grants only)	M17PLAN_01

DocuSigned by:

DS

DS

  
Business Unit Approval (Business Unit Head or Designee)

4/4/2025

Date

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Harris County, TX (03/01/2023)

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SECTION II – REASON FOR REQUEST

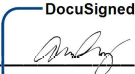
Update Activity ID and Project


SECTION III – PROPOSED EFFECTIVE 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	
Position Title	Senior Planner	Position Title (30 Spaces Maximum)	
Job Code Number	000305	Job Code Number	
Job Code Description	Planner II	Job Code Description	
Position Number	10025501	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	28900	Business Unit	28900
Home Department ID Number	28980257	Home Department ID Number	
Location	9999036	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	52.77	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10024406	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	28980257	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)	CSD01	Business Unit PC (Projects or Grants only)	CSD01
Project/Grant (Projects or Grants only)	CDBG_2016_MIT	Project/Grant (Projects or Grants only)	CDBG_2017_MIT
Activity ID (Projects or Grants only)	M1601_ENV	Activity ID (Projects or Grants only)	M17PLAN_01

DocuSigned by:


DS


DS


Business Unit Approval (Business Unit Head or Designee)

4/4/2025
Date

From: [Tillman, Cheryl \(HRT\)](#)
To: [\(OCA\) Grants](#); [Lara, Michelle \(HCD\)](#); [HCDCourtAgendaItems \(HCD\)](#); [Tejada, Diana \(HCD\)](#); [Ramirez, David \(HCD\)](#); [Lukose, Leema \(HCD\)](#)
Cc: [Williams, Tiffany \(Office of County Administration\)](#)
Subject: Business Unit 28900 - Position Grant Extensions - May 08, 2025 Agenda
Date: Tuesday, April 15, 2025 10:30:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[RCA Grant Extension CC 05.08.2025.docx](#)
[3441-Grant Extension eff 05.17.25.pdf](#)
[image008.png](#)

No issues with the attached 3441 forms.



**Cheryl Tillman |Sr Compensation
Coordinator**
Compensation Division of HRT
Phone: (713) 274-3021
Email: Cheryl.Tillman@harriscountytexas.gov
1111 Fannin St, Suite 600, Houston, Tx 77002

From: Lara, Michelle (HCD) <Michelle.Lara@harriscountytexas.gov>
Sent: Monday, April 14, 2025 10:56 AM
To: (Budget Management) Position Letters <PositionLetters@harriscountytexas.gov>
Cc: HCDCourtAgendaItems (HCD) <HCDCourtAgenda@harriscountytexas.gov>; Tejada, Diana (HCD) <Diana.Tejada@harriscountytexas.gov>; Ramirez, David (HCD) <David.Ramirez@harriscountytexas.gov>; Lukose, Leema (HCD) <Leema.Lukose@harriscountytexas.gov>; Cortes, Sandra (HCD) <Sandra.Cortes@harriscountytexas.gov>
Subject: Dept 289 RCA and 3441 - Grant Extension CC 05/08/2025 eff 05/17/2025

Good morning,

Please see the attached RCA and documents for the 05/08/2025 commissioners court and contact me with any questions or concerns.

Thank you,



Michelle Lara

Harris County Housing & Community Development

HR Administrative Coordinator

michelle.lara@harriscountytx.gov

(832) 927-4851; E-fax: 8329270439

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