

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	☒	May require Commissioners Court approval
Position Reclassification	☐	May require Commissioners Court approval
New Position Request	☐	Requires Commissioners Court approval
Is additional office space required?	☐ Yes ☐ No	

SECTION II – REASON FOR REQUEST

Extend Expiration date of 22 Intake Positions to 2/11/2022

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>12/4/2021</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 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	
Position Description (Title)	Please See Attached Spreadsheet	Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number	Please See Attached Spreadsheet	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 (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)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Craig Ambriz

Digitally signed by Craig Ambriz
Date: 2021.11.15 16:09:04 -06'00'

11/15/2021

Business Unit Approval (Business Unit Head or Designee)

Date

Position Description (Title)	Job Code Description	Position Number	Company	Business Unit	Home Department ID Number	Location	Full Time, Part Time or Temporary	Budgeted Hours	Salary Range Maximum	FLSA Code	Reports To Position Number	Fund Code	Funding Department ID Number
Attorney III	000395	10024587	HC	54500	54570000	Default	Full Time	40	42.54	1	10023632	1020	54570000
Attorney III	000395	10024588	HC	54500	54570000	Default	Full Time	40	42.54	1	10023632	1020	54570000
Attorney III	000395	10024589	HC	54500	54570000	Default	Full Time	40	42.54	1	10023632	1020	54570000
Attorney III	000395	10024590	HC	54500	54570000	Default	Full Time	40	42.54	1	10023632	1020	54570000
Attorney III	000395	10024591	HC	54500	54570000	Default	Full Time	40	42.54	1	10023632	1020	54570000
Attorney IV	000396	10024592	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorney IV	000396	10024593	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorney IV	000396	10024594	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorney IV	000396	10024595	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorney IV	000396	10024596	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorney IV	000396	10024597	HC	54500	54570000	Default	Full Time	40	57.34	1	10023632	1020	54570000
Attorne VI	000398	10024598	HC	54500	54570000	Default	Full Time	40	66.96	1	10023632	1020	54570000
Attorne VI	000398	10024599	HC	54500	54570000	Default	Full Time	40	66.96	1	10023632	1020	54570000
Attorne VI	000398	10024600	HC	54500	54570000	Default	Full Time	40	66.96	1	10023632	1020	54570000
Attorne VI	000398	10024601	HC	54500	54570000	Default	Full Time	40	66.96	1	10023632	1020	54570000
Attorne VI	000398	10024602	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10024603	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10024604	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10024605	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10026406	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10024607	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000
Administrative Assistant IV	000043	10024608	HC	54500	54570000	Default	Full Time	40	30.19	N	10023632	1020	54570000