	POSITIO	N WANAGE	MENT REQUEST FORM	
Business Unit Name:	County Courts		Business Unit Number: 94000	
		SECTION I – T	PE OF REQUEST	
Function		Check Applicable	Comments	
Position Update		V	May require Commissioners Court approval	
Position Reclassificatio	n	V	May require Commissioners Court approval	
New Position Request			Requires Commissioners Court approval	
Is additional office space	ce required?	Yes N	0	
			•	
	S	SECTION II – REA	SON FOR REQUEST	
	SEC	TION III – PROP	OSED EFFECTIVE DATE	
Proposed Effective Date	12/4/21		must be the beginning of a pay period. For requests requiring Commissioners 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	1
Position Description (Title)	Heraing Officer - Temp	Position Description (Title-30 Spaces Max)	Hearing Officer
Job Code Description	Hearing Officer - Temp	Job Code Description	Hearing Officer
Position Number	10022682	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	94000	Business Unit	
Home Department ID Number	94001000	Home Department ID Number	
Location	850B0000	Location	
Full Time, Part Time or Temporary	Part Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	2080	Budgeted Hours	2080
Salary Range Maximum	93.36	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10022231	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	94001000	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)	

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	POSITIO	N WANAGE	MENT REQUEST FORM
Business Unit Name:	County Courts		Business Unit Number: 94000
		SECTION I T	YPE OF REQUEST
		SECTION I – I	THE OF REQUEST
	Function	Check Applicable	Comments
Position Update		V	May require Commissioners Court approval
Position Reclassifica	tion	V	May require Commissioners Court approval
New Position Reque	est		Requires Commissioners Court approval
Is additional office s	pace required?	Yes	No
			•
	S	SECTION II – REA	ASON FOR REQUEST
	SEC	CTION III – PROP	POSED EFFECTIVE DATE
Proposed Effective Da	12/4/21		must be the beginning of a pay period. For requests requiring Commissioners tapproval, the earliest effective date will be the first pay period after approva
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	1
Position Description (Title)	Heraing Officer - Temp	Position Description (Title-30 Spaces Max)	Hearing Officer
Job Code Description	Hearing Officer - Temp	Job Code Description	Hearing Officer
Position Number	10022680	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	94000	Business Unit	
Home Department ID Number	94001000	Home Department ID Number	
Location	850B0000	Location	
Full Time, Part Time or Temporary	Part Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	2080	Budgeted Hours	2080
Salary Range Maximum	93.36	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10022231	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	94001000	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)	

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Business Unit Approval (Business Unit Head or Designee)	Date