

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Clerk

Business Unit Number: 51500

### 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    |

### SECTION II – REASON FOR REQUEST

We are requesting to update the Fund Code for this position.

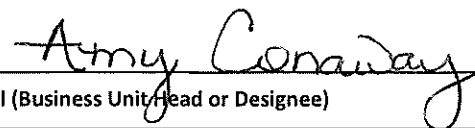
### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
| Proposed Effective Date | <u>12/04/2021</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<br><i>Use "Pos_List_File" (PCN Download) to complete all fields</i> |              | Proposed<br><i>Complete all fields for a new position or change appropriate field(s) for existing position</i> |        |
|---|--------------|--|--------|
|   |              | Number of Positions  | 1      |
| Position Description  | Director III | Position Description (30 Spaces Max)   |        |
| Job Code  | 000527       | Job Code (HRRM Use Only)   |        |
| Position Number   | 10010321     | Position Number (HRRM Use Only)  |        |
| Company (CS, FC, HC, JV or PA)  | HC           | Company (CS, FC, HC, JV or PA)   |        |
| Business Unit   | 51500        | Business Unit  |        |
| Home Department ID Number   | 51510100     | Home Department ID Number  |        |
| Location  | 853B000      | Location   |        |
| Full Time, Part Time or Temporary   | Full-Time    | Full Time, Part Time or Temporary  |        |
| Budgeted Hours  | 2080         | Budgeted Hours   |        |
| Salary Range Maximum  | 67.340000    | Salary Range Maximum   |        |
| FLSA Code   | Exempt       | FLSA Code  |        |
| Reports To Position Number  | 10010319     | Reports To Position Number   |        |
| Fund Code   | 2186         | Fund Code  | 1000   |
| Funding Department ID Number  | 51510100     | 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)   |        |

Amy Conaway



Business Unit Approval (Business Unit Head or Designee)

11/16/2021

Date

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| Current<br>Use "Pos_List_File" (PCN Download) to complete all fields |                   | Proposed<br>Complete all fields for a new position or change appropriate field(s) for existing position |        |
|--|-------------------|---|--------|
|  |                   | Number of Positions   | 1      |
| Position Description   | Systems Analyst I | Position Description (30 Spaces Max)  |        |
| Job Code   | 000352            | Job Code (HRRM Use Only)  |        |
| Position Number  | 10010383          | Position Number (HRRM Use Only)   |        |
| Company (CS, FC, HC, JV or PA)                                       | HC                | Company (CS, FC, HC, JV or PA)  |        |
| Business Unit  | 51500             | Business Unit   |        |
| Home Department ID Number  | 51540100          | Home Department ID Number   |        |
| Location   | 873B000           | Location  |        |
| Full Time, Part Time or Temporary                                    | Full-Time         | Full Time, Part Time or Temporary   |        |
| Budgeted Hours   | 2080              | Budgeted Hours  |        |
| Salary Range Maximum   | 35.420000         | Salary Range Maximum  |        |
| FLSA Code  | Non-Exempt        | FLSA Code   |        |
| Reports To Position Number   | 10010403          | Reports To Position Number  |        |
| Fund Code  | 2186              | Fund Code   | 1000   |
| Funding Department ID Number   | 51540100          | 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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