

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: District Courts Business Unit Number: 70000

### 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 additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

Extend Coordinator III position

### SECTION III – PROPOSED EFFECTIVE DATE



Proposed Effective Date	<u>8/13/22</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>9-1-22</u> To: <u>8-31-23</u>	

### 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.	
Position Description (Title)	Coordinator III	Number of Positions	
Job Code Description	000138	Position Description (Title-30 Spaces Max)	
Position Number	10020212	Job Code Description	
Company (CS, FC, HC, JV or PA)	HCT	Position Number (HRRM Use Only)	
Business Unit	70000	Company (CS, FC, HC, JV or PA)	
Home Department ID Number	70010220	Business Unit	
Location	873B000	Home Department ID Number	
Full Time, Part Time or Temporary	Full time	Location	
Budgeted Hours	40	Full Time, Part Time or Temporary	
Salary Range Maximum	35.77	Budgeted Hours	
FLSA Code	1	Salary Range Maximum	
Reports To Position Number	10020030	FLSA Code	
Fund Code	2602	Reports To Position Number	
Funding Department ID Number	70010000	Fund Code	
Account (Same for all Business Units)	510010	Funding Department ID Number	
Business Unit PC (Projects or Grants only)	HC001	Account (Same for all Business Units)	510010
Project/Grant (Projects or Grants only)	100001000001094	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Project/Grant (Projects or Grants only)	100001000001307
Resource Type (Not currently used)		Activity ID (Projects or Grants only)	
		Resource Type (Not currently used)	

Shelly Spangle  
Business Unit Approval (Business Unit Head or Designee)

7/18/22  
Date

DEPARTMENT/BUDGET MANAGEMENT APPROVALS			
Approved By 		Approved By 	
Dept. Head/Official Signature (TO)		Dept. Head/Official Signature (FROM)	
Date 7/25/2022		Date 7/25/2022	
Approved By		Commissioners Court Approval Date	
Budget Management			
Date			