

Budget Management Form 3441
Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Toll Road Authority Business Unit Number: 05000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input checked="" 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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Position reclassification

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/13/2022</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 <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	1
Position Description (Title)	Maintenance Mechanic I	Position Description (Title-30 Spaces Max)	Inventory Control Spc II
Job Code Description	000269	Job Code Description	000230
Position Number	10002224	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	05000	Business Unit	
Home Department ID Number	05011001	Home Department ID Number	05002140
Location	9999025	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	24.49	Salary Range Maximum	35.77
FLSA Code	N	FLSA Code	
Reports To Position Number	10001480	Reports To Position Number	10001277
Fund Code	5302	Fund Code	
Funding Department ID Number	05011001	Funding Department ID Number	05002140
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)	

DocuSigned by:

Deanne Murphy

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Business Unit Approval (Business Unit Head or Designee)

7/20/2022

Date