

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Juvenile Board Business Unit Number: 84100

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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Extend positions into 2022-2023 year.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>09/24/2022</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: <u>10/1/2022</u> To: <u>9/30/2023</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)		Number of Positions	
Job Code Description		Position Description (Title-30 Spaces Max)	
Position Number	See attached	Job Code Description	
Company (CS, FC, HC, JV or PA)		Position Number (HRRM Use Only)	
Business Unit		Company (CS, FC, HC, JV or PA)	
Home Department ID Number		Business Unit	
Location		Home Department ID Number	
Full Time, Part Time or Temporary		Location	
Budgeted Hours		Full Time, Part Time or Temporary	
Salary Range Maximum		Budgeted Hours	
FLSA Code		Salary Range Maximum	
Reports To Position Number		FLSA Code	
Fund Code		Reports To Position Number	
Funding Department ID Number		Fund Code	
Account (Same for all Business Units)	510010	Funding Department ID Number	
Business Unit PC (Projects or Grants only)	JV001	Account (Same for all Business Units)	510010
Project/Grant (Projects or Grants only)	ESSR2_Y1-4	Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)	30_1ASW	Project/Grant (Projects or Grants only)	
Resource Type (Not currently used)		Activity ID (Projects or Grants only)	
		Resource Type (Not currently used)	

Fabiola Salas

07/18/2022

Business Unit Approval (Business Unit Head or Designee)

Date

Title	Position Number	Fund	Project	Activity	Funding End Dt
Teacher II	10021617	2601	ESSR2_Y1-4	30_1ASW	9/30/2022
Teacher Aide	10021676	2601	ESSR2_Y1-4	30_1ASW	9/30/2022
Teacher Aide	10021677	2601	ESSR2_Y1-4	30_1ASW	9/30/2022
Staff Services	10021696	2601	ESSR2_Y1-4	30_1ASW	9/30/2022

NEW PROJECT

(1)

NOTES:

- (1) Position is being moved from fund 2602, project CHSCH_GY22, and activity 11_BASED to fund 2601, project ESSR2_Y1-4, and activity 30_1ASW in the pay period ending July 29, 2022.
- (2) The project period is being extended to September 30, 2023 at the August 2 Commissioners Court meeting to coincide with the ending date of the project.

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Job Code Description		Job Code Description	
Position Number	See attached	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)	<u>JV001</u>	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	<u>ESSR2_Y1-4</u>	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	<u>99_UNDIST</u>	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Fabiola Salas

Business Unit Approval (Business Unit Head or Designee)

07/18/2022

Date

Title	Position Number	Fund	Project	Activity	Funding End Dt
Principal	10021662	2601	ESSR2_Y1-4	99_UNDIST	9/30/2022
Principal	10021663	2601	ESSR2_Y1-4	99_UNDIST	9/30/2022

**NEW
PROJECT**

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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)	<u>JV001</u>	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	<u>ESSR3_Y1-5</u>	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	<u>30_1ASW</u>	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Fabiola Salas

Business Unit Approval (Business Unit Head or Designee)

07/18/2022

Date

Title	Position Number	Fund	Project	Activity	Funding End Dt
Teacher III	10021572	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Teacher II	10021585	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Teacher III	10021588	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Teacher II	10021615	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Teacher III	10021621	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Teacher II	10021630	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Staff Services	10021694	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Staff Services	10021698	2601	ESSR3_Y1-5	30_1ASW	9/30/2022
Staff Services	10021699	2601	ESSR3_Y1-5	30_1ASW	9/30/2022

NEW PROJECT

(1)

NOTES:

(1) Position is being moved from fund 2602, home department 84111004, funding department 84111004, project CHSCH_GY22, and activity 11_BASED to fund 2601, home department 84131001, funding department 84131001, project ESSR3_Y1-5, and activity 30_1ASW in the pay period ending July 29, 2022.

(2) The project period is being expended to September 30, 2023 at the August 2 Commissioners Court meeting to coincide with the ending date of the project.