

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New grant funded request for Accountant I position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/24/2022</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>6/2/2021</u> To: <u>12/31/2026</u>	

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)		Position Description (Title-30 Spaces Max)	Grant Accountant
Job Code Description		Job Code Description	Accountant I
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	28900
Home Department ID Number		Home Department ID Number	28990172
Location		Location	921B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	35.77
FLSA Code		FLSA Code	Non Exempt
Reports To Position Number		Reports To Position Number	10006787
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	28990172
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)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_CHHP2
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Dr. Adrienne Holloway

8/19/2022

AFF8C7FA25EE418
Business Unit Approval (Business Unit Head or Designee)

Date

JJ

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SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New grant funded request for Accountant I position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/24/2022</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.
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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	<u>2- 1</u>
Position Description (Title)		Position Description (Title-30 Spaces Max)	Grant Accountant
Job Code Description		Job Code Description	Accountant I
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	28900
Home Department ID Number		Home Department ID Number	28990172
Location		Location	921B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	35.77
FLSA Code		FLSA Code	Non Exempt
Reports To Position Number		Reports To Position Number	10006787
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	28990172
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)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA-AFH22
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New grant funded request for a part-time Analyst II position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/24/2022</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>6/2/2021</u> To: <u>12/31/2026</u>	

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)		Position Description (Title-30 Spaces Max)	Program Analyst, Planning & Dev
Job Code Description		Job Code Description	Analyst II
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	28900
Home Department ID Number		Home Department ID Number	28950256
Location		Location	921B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Part Time
Budgeted Hours		Budgeted Hours	15/week
Salary Range Maximum		Salary Range Maximum	30.49
FLSA Code		FLSA Code	Non Exempt
Reports To Position Number		Reports To Position Number	10006790
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	28950256
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)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA-AFH22
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New grant funded request for Coordinator II position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/24/2022</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>6/2/2021</u> To: <u>12/31/2026</u>	

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)		Position Description (Title-30 Spaces Max)	Project Monitor, ARPA
Job Code Description		Job Code Description	Coordinator II
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	28900
Home Department ID Number		Home Department ID Number	28950251
Location		Location	921B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	27.71
FLSA Code		FLSA Code	Non Exempt
Reports To Position Number		Reports To Position Number	10006786
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	28950251
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)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_CHHP2
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New grant funded request for Coordinator II position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/24/2022</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.
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		Number of Positions	<u>2- 1</u>
Position Description (Title)		Position Description (Title-30 Spaces Max)	Project Monitor, ARPA
Job Code Description		Job Code Description	Coordinator II
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	28900
Home Department ID Number		Home Department ID Number	28950251
Location		Location	921B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	27.71
FLSA Code		FLSA Code	Non Exempt
Reports To Position Number		Reports To Position Number	10006786
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	28950251
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)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA-AFH22
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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