

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: CAC

Business Unit Number: 885

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Request approval of a temporary Chief Financial Officer position to allow for cross-training with the retiring Chief Financial Officer.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/08/2022</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 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.	
		Number of Positions	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	Temporary Chief Financial Officer
Job Code Description		Job Code Description	Director III
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	88500
Home Department ID Number		Home Department ID Number	88501100
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	68.01
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10022107
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	88501100
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)	
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)	

BKunze
Business Unit Approval (Business Unit Head or Designee)

9/21/2022
Date