

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County District Attorney's Office Business Unit Number: 54500

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 type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Requesting two new Coordinator III positions for the DWI/PTI Program

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 <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	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Diversion Program Coordinator
Job Code Description		Job Code Description	000138
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	54500
Home Department ID Number		Home Department ID Number	54511000
Location		Location	Default
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	N
Reports To Position Number		Reports To Position Number	10023632
Fund Code		Fund Code	2261
Funding Department ID Number		Funding Department ID Number	54511000
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)	

Craig Ambriz

Digitally signed by Craig Ambriz
Date: 2022.09.12 11:13:11 -05'00'

09/12/2022

Business Unit Approval (Business Unit Head or Designee)

Date