BUDGET REVENUE/EXPENDITURE APPROPRIATION
TRANSFER FORM

REF (GL):

Journal Nm.:

REF (PROJ & ACTIV):

Journal Nm.:

TO

Department Name

HC Institute of Forensic Sciences

Fund Description

1000 - Investigations

GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNTY	1000	27020600	920012				13,591.34
						TOTAL	13,591.34

FROM

Department Name

HC Institute of Forensic Sciences

Fund Description

1000 - Investigations

GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNTY	1000	27020600	510010				13,591.34
						TOTAL	13,591.34

Reason for Transfer

Temporarily move funds to Transfer Out to new Project ID 100001000001333 (Victim Assistance Specialist Grant) until grant award is received and approved by Commissioners Court.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS

Approved By

Dept. Head/Official Signature (TO) — Date 9/9/2022

Approved By

Dept. Head/Official Signature (FROM) — Date 9/9/2022

Approved By

Budget Management — Date

Commissioners Court Approval Date

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Institute of Forensic Sciences Business Unit Number: 27000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	✔	May require Commissioners Court approval
Position Reclassification	☐	May require Commissioners Court approval
New Position Request	☐	Requires Commissioners Court approval
Is additional office space required?	☐ Yes ✔ No	

SECTION II – REASON FOR REQUEST

Update funding source and extend position 10005259 until 09/30/2023

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	10/08/2022	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: 10/01/2022 To: 09/30/2023	

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)	Spec. Family Assistance (VAS)	Position Description (Title-30 Spaces Max)	
Job Code Description	Specialist II	Job Code Description	
Position Number	10005259	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27000	Business Unit	
Home Department ID Number	27020600	Home Department ID Number	
Location	828A000	Location	
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	$27.71	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10005199	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27000000	Funding Department ID Number	
Account *(Same for all Business Units)*	*510010*	Account *(Same for all Business Units)*	*510010*
Business Unit PC *(Projects or Grants only)*	HC001	Business Unit PC *(Projects or Grants only)*	
Project/Grant *(Projects or Grants only)*	100001000001119	Project/Grant *(Projects or Grants only)*	100001000001333
Activity ID *(Projects or Grants only)*	10001	Activity ID *(Projects or Grants only)*	
Resource Type *(Not currently used)*		Resource Type *(Not currently used)*	

Cristina Juarez Digitally signed by Cristina Juarez
DN: cn=Cristina Juarez, o=HCIFS, ou=F&A, email=cristina.juarez@ifs.hctx.net, c=US
Date: 2022.09.09 13:07:39 -05'00'

Business Unit Approval (Business Unit Head or Designee) **Date**

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Institute of Forensic Sciences Business Unit Number: 27000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	☑	May require Commissioners Court approval
Position Reclassification	☐	May require Commissioners Court approval
New Position Request	☐	Requires Commissioners Court approval
Is additional office space required?	☐ Yes ☑ No	

SECTION II – REASON FOR REQUEST

Update funding source and extend position 10005260 until 09/30/2023

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	10/08/2022	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: 10/01/2022 To: 09/30/2023	

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)	Spec. Family Assistance (VAS)	Position Description (Title-30 Spaces Max)	
Job Code Description	Specialist II	Job Code Description	
Position Number	10005260	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27000	Business Unit	
Home Department ID Number	27020600	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	$27.71	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10005199	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27000000	Funding Department ID Number	
Account *(Same for all Business Units)*	*510010*	Account *(Same for all Business Units)*	*510010*
Business Unit PC *(Projects or Grants only)*	HC001	Business Unit PC *(Projects or Grants only)*	
Project/Grant *(Projects or Grants only)*	100001000001119	Project/Grant *(Projects or Grants only)*	100001000001333
Activity ID *(Projects or Grants only)*	10001	Activity ID *(Projects or Grants only)*	
Resource Type *(Not currently used)*		Resource Type *(Not currently used)*	

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Date: 2022.09.09 13:06:46 -05'00'

Business Unit Approval (Business Unit Head or Designee) **Date**