

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Justice of Peace 2.2 Business Unit Number: 32200

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input checked="" 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 type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Reclassify positions to better align JP court

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>1/14/2023</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	1
Position Description (Title)	Clerk III	Position Description (Title-30 Spaces Max)	
Job Code Description	Clerk II	Job Code Description	Supervisor III
Position Number	10009784	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	32200	Business Unit	
Home Department ID Number	32200000	Home Department ID Number	
Location	804a000	Location	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	27 71	Salary Range Maximum	32 15
FLSA Code	N	FLSA Code	1
Reports To Position Number	10009783	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	32202100	Funding Department ID Number	
Account <i>(Same for all Business Units)</i>	510010	Account <i>(Same for all Business Units)</i>	510010
Business Unit PC <i>(Projects or Grants only)</i>		Business Unit PC <i>(Projects or Grants only)</i>	
Project/Grant <i>(Projects or Grants only)</i>		Project/Grant <i>(Projects or Grants only)</i>	
Activity ID <i>(Projects or Grants only)</i>		Activity ID <i>(Projects or Grants only)</i>	
Resource Type <i>(Not currently used)</i>		Resource Type <i>(Not currently used)</i>	

Business Unit Approval (Business Unit Head or Designee)	12/27/2022 Date
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		Number of Positions	1
Position Description (Title)	Clerk IV	Position Description (Title-30 Spaces Max)	Clerk II
Job Code Description	Clerk IV	Job Code Description	Clerk II
Position Number	10024398	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	32200	Business Unit	
Home Department ID Number	32200000	Home Department ID Number	
Location	804A000	Location	
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary	
Budgeted Hours	20	Budgeted Hours	30
Salary Range Maximum	49.07	Salary Range Maximum	22.68
FLSA Code	N	FLSA Code	
Reports To Position Number	32202100	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	32202100	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)		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)	

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		Number of Positions	1
Position Description (Title)	Assistant Chief Clerk	Position Description (Title 30 Spaces Max)	
Job Code Description	Assistant Chief Clerk	Job Code Description	
Position Number	10009795	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	32200	Business Unit	
Home Department ID Number	32200000	Home Department ID Number	
Location	804A000	Location	
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary	FT
Budgeted Hours	20.00	Budgeted Hours	40.00
Salary Range Maximum	47.06	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10009793	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	32202100	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)		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)	

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		Number of Positions	1
Position Description (Title)	Clerk II	Position Description (Title-30 Spaces Max)	Clerk I
Job Code Description	Clerk II	Job Code Description	Clerk I
Position Number	10009805	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	32200	Business Unit	
Home Department ID Number	32200000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	PT	Full Time, Part Time or Temporary	
Budgeted Hours	20	Budgeted Hours	30
Salary Range Maximum	22.68	Salary Range Maximum	19.44
FLSA Code	N	FLSA Code	
Reports To Position Number	10009793	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	32202100	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)		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)	

Business Unit Approval (Business Unit Head or Designee)	<u>12/27/2022</u> Date
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