

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Public Health Business Unit Number: 27500

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" 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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

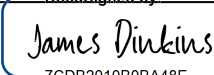
There is a need to reclassify this position to an Analyst V to align with department needs.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	01/14/2023	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
Position Description (Title)	Specialist
Job Code Description	Specialist IV
Position Number	10025257
Company (CS, FC, HC, JV or PA)	HC
Business Unit	27500
Home Department ID Number	27580000
Location	Default
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	47.96
FLSA Code	1
Reports To Position Number	10005563
Fund Code	2601
Funding Department ID Number	27590000
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	
Resource Type (Not currently used)	

<p>DocuSigned by:  7CDB2010B0BA48E...</p> <p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>12/12/2022</p> <p>Date</p>
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