



CONSTABLE JERRY GARCIA HARRIS COUNTY PRECINCT 2

101 S. RICHEY ST. Suite C. PASADENA, TX 77506

(713) 477-4070

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December 27, 2022

**The Honorable Judge Lina Hidalgo
And Members of the Commissioner's Court**
Harris County Administration Building
1001 Preston, Room 938
Houston, TX. 77002

Re: Acceptance of a Part-time Clerk

Honorable Members of the Court:

This letter is to request approval for one Part-time Clerk. Due to the daily volume of calls and work, a part-time clerk is necessary for our department. Attached you will find form 3441.

Respectfully submitted,

Jerry Garcia, Constable
Harris County Precinct 2

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Constable Pct. 2 Business Unit Number: 302

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

New part time clerk TP III

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 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.
Position Description (Title)	Number of Positions: 1
Job Code Description	Position Description (Title-30 Spaces Max): Clerk TP III
Position Number	Job Code Description: 000109
Company (CS, FC, HC, JV or PA)	Position Number (HRRM Use Only):
Business Unit	Company (CS, FC, HC, JV or PA):
Home Department ID Number	Business Unit: 30200
Location	Home Department ID Number: 30220010
Full Time, Part Time or Temporary	Location: DEFAULT
Budgeted Hours	Full Time, Part Time or Temporary: PART-TIME
Salary Range Maximum	Budgeted Hours: 30
FLSA Code	Salary Range Maximum: 21.01
Reports To Position Number	FLSA Code: N
Fund Code	Reports To Position Number: 10008186
Funding Department ID Number	Fund Code: 1000
Account (Same for all Business Units): 510010	Funding Department ID Number: 30230101
Business Unit PC (Projects or Grants only)	Account (Same for all Business Units): 510010
Project/Grant (Projects or Grants only)	Business Unit PC (Projects or Grants only):
Activity ID (Projects or Grants only)	Project/Grant (Projects or Grants only):
Resource Type (Not currently used)	Activity ID (Projects or Grants only):
	Resource Type (Not currently used):

	12/28/2022
Business Unit Approval (Business Unit Head or Designee)	Date