

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Pct. 2 Commissioner Garcia Business Unit Number: 10200

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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Title Change

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>01/14/2023</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
Position Description (Title)	Superintendent
Job Code Description	000541
Position Number	10003136
Company (CS, FC, HC, JV or PA)	HC
Business Unit	10200
Home Department ID Number	10202001
Location	622ZA04
Full Time, Part Time or Temporary	FULL TIME
Budgeted Hours	40
Salary Range Maximum	54.22
FLSA Code	1
Reports To Position Number	10003163
Fund Code	1000
Funding Department ID Number	10202001
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)	

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