

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Fire Marshal's Office Business Unit Number: 21300

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input 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**

Moving positions from Fund 1020 to General Fund 1000

**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>
Position Description (Title)	Inspector, Fire Marshal
Job Code Description	Inspector III
Position Number	10004892
Company (CS, FC, HC, JV or PA)	HC
Business Unit	21300
Home Department ID Number	21303000
Location	869A0000
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	35.77
FLSA Code	N
Reports To Position Number	10004600
Fund Code	1020
Funding Department ID Number	21303000
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><b>Tanisher Spiller</b> </p> <p>Business Unit Approval (Business Unit Head or Designee)</p>	<p><u>12/14/2022</u></p> <p>Date</p>
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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

Moving positions from Fund 1020 to General Fund 1000

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>01/14/2023</b>	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.
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### 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)	Inspector, Fire Marshal
Job Code Description	Inspector III
Position Number	10004893
Company (CS, FC, HC, JV or PA)	HC
Business Unit	21300
Home Department ID Number	21303000
Location	869A0000
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	35.77
FLSA Code	N
Reports To Position Number	10004600
Fund Code	1020
Funding Department ID Number	21303000
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><b>Tanisher Spiller</b> </p>	<p><b>12/14/2022</b></p>
Business Unit Approval (Business Unit Head or Designee)	Date

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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**

Update Position Fund Code

**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.
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**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, Operations
Job Code Description	Specialist III
Position Number	10024337
Company (CS, FC, HC, JV or PA)	HC
Business Unit	21300
Home Department ID Number	21305000
Location	DEFAULT
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$39.71
FLSA Code	1
Reports To Position Number	10004906
Fund Code	1020
Funding Department ID Number	21305504
Account ( <i>Same for all Business Units</i> )	510010
Business Unit PC ( <i>Projects or Grants only</i> )	
Project/Grant ( <i>Projects or Grants only</i> )	
Activity ID ( <i>Projects or Grants only</i> )	
Resource Type ( <i>Not currently used</i> )	

**Tanisher Spiller**  
  
 Business Unit Approval (Business Unit Head or Designee)
 

12/28/2022  
 Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Fire Marshal's Office Business Unit Number: 21300

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Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
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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

Update Position Fund Code

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>01/14/2023</b>	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.
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### 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, Operations
Job Code Description	Specialist III
Position Number	10024338
Company (CS, FC, HC, JV or PA)	HC
Business Unit	21300
Home Department ID Number	21305000
Location	DEFAULT
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40
Salary Range Maximum	\$39.71
FLSA Code	1
Reports To Position Number	10004906
Fund Code	1020
Funding Department ID Number	21305504
Account ( <i>Same for all Business Units</i> )	510010
Business Unit PC ( <i>Projects or Grants only</i> )	
Project/Grant ( <i>Projects or Grants only</i> )	
Activity ID ( <i>Projects or Grants only</i> )	
Resource Type ( <i>Not currently used</i> )	

<p><b>Tanisher Spiller</b> </p>	<p><b>12/28/2022</b></p>
Business Unit Approval (Business Unit Head or Designee)	Date