

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

**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 grant funded request for a Senior Program Monitor

**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: <u>8/31/2027</u>	

**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)	Position Description (Title-30 Spaces Max): Coordinator, Senior Program Monitor
Job Code Description	Job Code Description: Coordinator III
Position Number	Position Number (HRRM Use Only):
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA): HC
Business Unit	Business Unit: 28900
Home Department ID Number	Home Department ID Number: 28953388
Location	Location: 9999035
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: 35.77
FLSA Code	FLSA Code: Non Exempt
Reports To Position Number	Reports To Position Number: 10006648
Fund Code	Fund Code: 2601
Funding Department ID Number	Funding Department ID Number: 28953388
Account (Same for all Business Units) <u>510010</u>	Account (Same for all Business Units) <u>510010</u>
Business Unit PC (Projects or Grants only)	Business Unit PC (Projects or Grants only): CSD01
Project/Grant (Projects or Grants only)	Project/Grant (Projects or Grants only): CDBG_2017_MIT
Activity ID (Projects or Grants only)	Activity ID (Projects or Grants only): M17PLAN_D1
Resource Type (Not currently used)	Resource Type (Not currently used)

craig atkins 12.20.22  
 Business Unit Approval (Business Unit Head or Designee) Date