

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Universal Services Business Unit Number: 293

### 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 type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

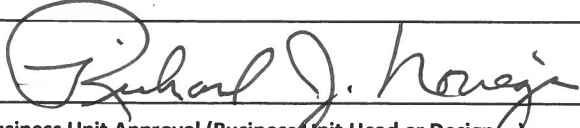
Transfer responsibility for managing county parking facilities and the balance and control of Fund 5201 Parking Enterprise fund from Universal Services to the Harris County Engineering Department and to delete the related PCN in Department 293

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>02/11/2023</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	1
Position Description (Title)	Coordinator, Parking	Position Description (Title-30 Spaces Max)	
Job Code Description	Coordinator IV	Job Code Description	
Position Number	10004438	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	29300	Business Unit	
Home Department ID Number	29320000	Home Department ID Number	
Location	844A000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	49.07	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10006997	Reports To Position Number	
Fund Code	5201	Fund Code	
Funding Department ID Number	29320000	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

	<u>1/6/2023</u>
Business Unit Approval (Business Unit Head or Designee)	Date