

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 type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

In general, changing from Fund 2326 to General Fund 1000.

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	
Position Description (Title)	see attached	Position Description (Title-30 Spaces Max)	see attached
Job Code Description	see attached	Job Code Description	
Position Number	see attached	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	see attached	Company (CS, FC, HC, JV or PA)	
Business Unit	see attached	Business Unit	
Home Department ID Number	see attached	Home Department ID Number	see attached
Location	see attached	Location	
Full Time, Part Time or Temporary	see attached	Full Time, Part Time or Temporary	
Budgeted Hours	see attached	Budgeted Hours	
Salary Range Maximum	see attached	Salary Range Maximum	
FLSA Code	see attached	FLSA Code	
Reports To Position Number	see attached	Reports To Position Number	
Fund Code	see attached	Fund Code	see attached
Funding Department ID Number	see attached	Funding Department ID Number	see attached
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)	
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)	

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Business Unit Approval (Business Unit Head or Designee)

01/13/2023

Date

Current Position Description (Title)	Proposed Position Description (Title)	Current Job Code Description	Current Position Number	Current Company	Current Business Unit	Current Home Department ID Number	Proposed Home Department ID Number	Current Location	Current Full Time, Part Time or Temporary	Current Budgeted Hours	Current Salary Range Maximum	Current FLSA Code	Current Reports To Position Number	Current Fund Code	Proposed Fund Code	Current Funding Department ID Number	Proposed Funding Department ID Number
Inspector, Fire Marshal		Inspector III	10004881	HC	213000	21303000		869A0000	Full Time	40	35.77	N	10004944	2326	1000	21303300	
Admin Asst, VHP		Administrative Assistant V	10004953	HC	213000	21305000		869A0000	Full Time	40	35.77	N	10004950	2326	1000	21301001	
Admin Asst, Financial		Administrative Assistant IV	10023468	HC	213000	21301000	21305000	869A0000	Full Time	40	30.49	N	10004841	2326	1000	21305503	
Admin Asst, Operations		Administrative Assistant V	10004958	HC	213000	21305000		869A0000	Full Time	40	35.77	N	10004841	2326	1000	21301001	
Admin Asst, Outr Comm		Administrative Assistant IV	10004955	HC	213000	21301000	21305000	869A0000	Full Time	40	30.49	N	10004950	2326	1000	21301001	
Deputy Chief, Inspections	Deputy Chief, Emer Ops	Assistant Chief I	10022897	HC	213000	21303000	21304000	869A0000	Full Time	40	68.01	1	10004900	2326	1000	21304400	