

Budget Management Form 3441
Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	☒	May require Commissioners Court approval
Position Reclassification	☐	May require Commissioners Court approval
New Position Request	☐	Requires Commissioners Court approval
Is additional office space required?	☐ Yes ☐ No	

SECTION II – REASON FOR REQUEST

Extend CDBG and HOME PCNs that are ending on 2/10/2023.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>2/11/2023</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: <u>2/11/2023</u> To: <u>9/22/2023</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	
Position Description (Title)	see attachment	Position Description (Title-30 Spaces Max)	see attachment
Job Code Description	see attachment	Job Code Description	see attachment
Position Number	see attachment	Position Number (HRRM Use Only)	see attachment
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	28900	Business Unit	28900
Home Department ID Number	see attachment	Home Department ID Number	see attachment
Location	see attachment	Location	see attachment
Full Time, Part Time or Temporary	see attachment	Full Time, Part Time or Temporary	see attachment
Budgeted Hours	see attachment	Budgeted Hours	see attachment
Salary Range Maximum	see attachment	Salary Range Maximum	see attachment
FLSA Code	see attachment	FLSA Code	see attachment
Reports To Position Number	see attachment	Reports To Position Number	see attachment
Fund Code	see attachment	Fund Code	see attachment
Funding Department ID Number	see attachment	Funding Department ID Number	see attachment
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	CSD01	Business Unit PC (Projects or Grants only)	CSD01
Project/Grant (Projects or Grants only)	see attachment	Project/Grant (Projects or Grants only)	see attachment
Activity ID (Projects or Grants only)	see attachment	Activity ID (Projects or Grants only)	see attachment
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Thao Costis

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1/21/2023

Business Unit Approval (Business Unit Head or Designee)

Date

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Budget Management Form 3441
Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	☒	May require Commissioners Court approval
Position Reclassification	☐	May require Commissioners Court approval
New Position Request	☐	Requires Commissioners Court approval
Is additional office space required?	☐ Yes ☐ No	

SECTION II – REASON FOR REQUEST

Extend ESG PCNs that are ending on 2/10/2023.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>2/11/2023</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: <u>2/11/2023</u> To: <u>9/22/2023</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	
Position Description (Title)	see attachment	Position Description (Title-30 Spaces Max)	see attachment
Job Code Description	see attachment	Job Code Description	see attachment
Position Number	see attachment	Position Number (HRRM Use Only)	see attachment
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	28900	Business Unit	28900
Home Department ID Number	see attachment	Home Department ID Number	see attachment
Location	see attachment	Location	see attachment
Full Time, Part Time or Temporary	see attachment	Full Time, Part Time or Temporary	see attachment
Budgeted Hours	see attachment	Budgeted Hours	see attachment
Salary Range Maximum	see attachment	Salary Range Maximum	see attachment
FLSA Code	see attachment	FLSA Code	see attachment
Reports To Position Number	see attachment	Reports To Position Number	see attachment
Fund Code	see attachment	Fund Code	see attachment
Funding Department ID Number	see attachment	Funding Department ID Number	see attachment
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	CSD01	Business Unit PC (Projects or Grants only)	CSD01
Project/Grant (Projects or Grants only)	see attachment	Project/Grant (Projects or Grants only)	see attachment
Activity ID (Projects or Grants only)	see attachment	Activity ID (Projects or Grants only)	see attachment
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Thao Costis

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1/21/2023

Business Unit Approval (Business Unit Head or Designee)

Date

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Position Number	Effective Date (required)	Reason Code	Home Department	Is Department New Y or N	Funding Department		Fund	Account (required)	PG Business Unit	Project ID	Activity ID	Combo Code (required)	Grant Funding End Date
					(required)	(required)							
10006668	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006728	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006736	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006739	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006740	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006744	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006765	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006786	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006874	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
100072963	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
100072985	2/11/2023	UPD	28950251	N	28950251	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006672	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006680	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006722	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006773	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006724	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006750	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006719	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006781	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006782	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006790	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006876	2/11/2023	UPD	28950256	N	28950256	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006685	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006751	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006752	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006753	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006754	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006801	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006819	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
100072950	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
100072952	2/11/2023	UPD	28950310	N	28950310	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006676	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006755	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006842	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006846	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006867	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006868	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006870	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
100072948	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10022953	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10022954	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10022977	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006659	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006658	2/11/2023	UPD	28950358	N	28950358	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006777	2/11/2023	UPD	28990170	N	28990170	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006787	2/11/2023	UPD	28990170	N	28990170	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006612	2/11/2023	UPD	28990170	N	28990170	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006669	2/11/2023	UPD	28990171	N	28990171	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006595	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006597	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006598	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006601	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006673	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006764	2/11/2023	UPD	28990172	N	28990172	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006671	2/11/2023	UPD	28990173	N	28990173	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006794	2/11/2023	UPD	28990173	N	28990173	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023
10006600	2/11/2023	UPD	28990173	N	28990173	2699	510010	CS001	CDBG_GV22	PROAD			9/22/2023

Position Number	Effective Date	Reason Code	Home Department	Is Department New	Funding Department	Fund	Account	IC Business Unit	Project ID	Activity ID	Combs Code	Grant Funding End Date
10006804	2/11/2023	UPD	28950173	N	28950173	2699	510010	CSD01	CD8G_GY22	PROAD		9/22/2023
10022959	2/11/2023	UPD	28950210	N	28950210	2699	510010	CSD01	CD8G_GY22	PROAD		9/22/2023
10006629	2/11/2023	UPD	28950291	N	28950291	2699	510010	CSD01	CD8G_GY22	PROAD		9/22/2023
10025639	2/11/2023	UPD	2895295	N	2895295	2699	510010	CSD01	CD8G_GY22	PROAD		9/22/2023
10006610	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006613	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006614	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006615	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006616	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006617	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006618	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006619	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006620	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006621	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006623	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006682	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006702	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006704	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006821	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006840	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006861	2/11/2023	UPD	28950363	N	28950363	2601	510010	CSD01	ESG_GY22	CSDO_RR	002585764	9/22/2023
10006667	2/11/2023	UPD	28950251	N	28950251	2699	510010	CSD01	HOME_GY22	PROAD		9/22/2023
10006738	2/11/2023	UPD	28950251	N	28950251	2699	510010	CSD01	HOME_GY22	PROAD		9/22/2023
10006742	2/11/2023	UPD	28950251	N	28950251	2699	510010	CSD01	HOME_GY22	PROAD		9/22/2023
10022947	2/11/2023	UPD	28950251	N	28950251	2699	510010	CSD01	HOME_GY22	PROAD		9/22/2023