

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Sheriff's Office Business Unit Number: 54100

SECTION I – TYPE OF REQUEST

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

Home ID Update due to Department Reorganization and Position Reclassification to match Job Code

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: _____ 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)	Executive Assistant I	Position Description (Title-30 Spaces Max)	Executive Assistant III
Job Code Description	000574	Job Code Description	000452
Position Number	10014087	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	54100	Business Unit	54000
Home Department ID Number	54140000	Home Department ID Number	54000000
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	33.55	Salary Range Maximum	40.59
FLSA Code	N	FLSA Code	
Reports To Position Number	10011850	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	54100000	Funding Department ID Number	54000000
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)	



Business Unit Approval (Business Unit Head or Designee)

1/24/2023

Date