

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Judge

Business Unit Number: 10000

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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

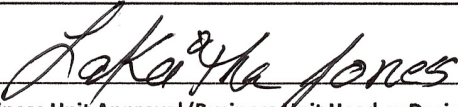
Position # 10022834 extension / Changing from Project# 100001000001180 to Project# GY22_2986308

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>03/01/2023</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>03/01/2023</u> To: <u>02/29/2024</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	<u>1</u>
Position Description (Title)	<u>Homeland Security Grant Director</u>	Position Description (Title-30 Spaces Max)	
Job Code Description	<u>000527</u>	Job Code Description	
Position Number	<u>10022834</u>	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	<u>HCT</u>	Company (CS, FC, HC, JV or PA)	
Business Unit	<u>10000</u>	Business Unit	
Home Department ID Number	<u>100100000</u>	Home Department ID Number	
Location	<u>DEFAULT</u>	Location	
Full Time, Part Time or Temporary	<u>Full Time</u>	Full Time, Part Time or Temporary	
Budgeted Hours	<u>32+</u>	Budgeted Hours	
Salary Range Maximum	<u>73.64</u>	Salary Range Maximum	
FLSA Code	<u>1 - Exempt</u>	FLSA Code	
Reports To Position Number	<u>10002632</u>	Reports To Position Number	
Fund Code	<u>2601</u>	Fund Code	
Funding Department ID Number	<u>100100000</u>	Funding Department ID Number	
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)	<u>HC001</u>	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	<u>100001000001180</u>	Project/Grant (Projects or Grants only)	<u>GY22_2986308</u>
Activity ID (Projects or Grants only)	<u>10001</u>	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	


Business Unit Approval (Business Unit Head or Designee)

01/12/23

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Judge

Business Unit Number: 10000

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 checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Position # 10022832 extension / Changing from Project# 100001000001180 to Project# GY22_2986308.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>03/01/2023</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>03/01/2023</u> To: <u>02/29/2024</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	1
Position Description (Title)	Homeland Security Grant Deputy Director	Position Description (Title-30 Spaces Max)	
Job Code Description	000534	Job Code Description	
Position Number	10022832	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)	
Business Unit	10000	Business Unit	
Home Department ID Number	100100000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	32+	Budgeted Hours	
Salary Range Maximum	54.73	Salary Range Maximum	
FLSA Code	1 - Exempt	FLSA Code	
Reports To Position Number	10002632	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	100100000	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)	HC001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001180	Project/Grant (Projects or Grants only)	GY22_2986308
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	


Business Unit Approval (Business Unit Head or Designee)

01/12/23

Date