

HRRM Form 3441
Harris County, TX (03/01/2023)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Toll Road Authority

Business Unit Number: 05000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input 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 computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

Position Reclassification

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/20/23</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 Title	Manager VI	Position Title (30 Spaces Maximum)	Director V
Job Code Number	000535	Job Code Number	000529
Job Code Description	Manager VI	Job Code Description	Director V
Position Number	10001276	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	05000	Business Unit	
Home Department ID Number	05002100	Home Department ID Number	05010000
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	FULL TIME	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	87.60	Salary Range Maximum	115.85
FLSA Code	1	FLSA Code	
Reports To Position Number	10001208	Reports To Position Number	
Fund Code	5302	Fund Code	
Funding Department ID Number	05002100	Funding Department ID Number	05010000
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)	

DocuSigned by:

Deanne Murphy

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Business Unit Approval (Business Unit Head or Designee)

4/25/2023

Date