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

POSITION MANAGEMENT REQUEST FORM

	SE	ECTION I – TYPE	OF REQUEST	
Function		Check Applicable	Comme	
Position Update			May require Commissioners Court approval	
Position Reclassification			May require Commissioners Court a	
New Position Request			Requires Commissioners Court approval	
s computer usage < 25%?		Yes No Does not require annual Cybersecurity training if "Yes"		rity training if "Yes"
	SECT	ION II – REASO	N FOR REQUEST	
	SECTIO	N III – PROPOS	ED EFFECTIVE DATE	
Proposed Effective Date			st be the beginning of a pay period. For roroval, the earliest effective date will be	
0 1 500 1: 0 1				
Grant Effective Date From	·	To:		
Grant Effective Date From	·	To:		
Grant Effective Date From		ECTION IV – PC		
Grant Effective Date From				
From				
Curren Use "Pos_List_File" (PCN Downl	S	ECTION IV – PO	Proposed Complete all fields for a new position or	d change appropriate field(s) for
Curren	S	ECTION IV — PO	Proposec Complete all fields for a new position or existing posit	d change appropriate field(s) for
Curren Use "Pos_List_File" (PCN Downl	S	ECTION IV — PO	Proposed Complete all fields for a new position or existing position of the proposed in the p	d change appropriate field(s) for
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