

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Purchasing Business Unit Number: 615

SECTION I – TYPE OF REQUEST

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

This position is a result of the Procure to Pay initiative; responsible for strategic planning, setting policy, establish priorities, standards and evaluate performance of goals/objectives.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>June 3, 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)		Position Description (Title-30 Spaces Max)	Director, Process Improvement & Engmt
Job Code Description		Job Code Description	529
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	61500
Home Department ID Number		Home Department ID Number	61500000
Location		Location	853B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	115.85
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	10025670
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	61500000
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)	

DeWight Dopslauf

Business Unit Approval (Business Unit Head or Designee)

4/13/23

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Purchasing Business Unit Number: 615

SECTION I – TYPE OF REQUEST

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

Staff to manage and work procurements related to the ongoing flood bond, upcoming bond and influx of new projects.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	June 3, 2023	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	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Senior Buyers
Job Code Description		Job Code Description	000086
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	61500
Home Department ID Number		Home Department ID Number	61500000
Location		Location	853B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	48.58
FLSA Code		FLSA Code	Exempt
Reports To Position Number		Reports To Position Number	1001966
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	61500000
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)	

DeWight Dopslauf

Business Unit Approval (Business Unit Head or Designee)

4/13/23

Date