Budget Manag	gem	ent	Form	3441
Harris County.	TX	(06	/01/2	021)

DeWight Dopslauf

Business Unit Approval (Business Unit Head or Designee)

	POSITION N	ANAN	GEME	NT REQUEST FORM			
Business Unit Name: Purch	Purchasing Business Unit Number: 615						
	SE	CTION	I – TYPE	OF REQUEST			
Function			eck icable	Comments			
Position Update			1	May require Commissioners Court approval			
Position Reclassification				May require Commissioners Court approval			
New Position Request			7	Requires Commissioners Court approval			
	- 42			Requires Continussioners Court appr	Ovai		
Is additional office space require	ear	Yes	✓ No				
	SECT	ION II -	- REASO	N FOR REQUEST			
This position is a result of the Procure to	Pay initiative; responsible for	strategic p	lanning, sett	ing policy, establish priorities, standards and ev	valuate performance of goals/objectives.		
	SECTIO	N III – P	PROPOSE	ED EFFECTIVE DATE			
Proposed Effective Date				must be the beginning of a pay period. For requests requiring Commissioners approval, the earliest effective date will be the first pay period after approval.			
Grant Effective Date							
	SI	CTION	IV – PO	SITION 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.				
			Nur	mber of Positions	1		
Position Description (Title)			Pos	ition Description (Title-30 Spaces Max)	Director, Process Improvement & Engmt		
Job Code Description				Code Description	529		
Position Number				ition Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)				npany (CS, FC, HC, JV or PA)	HC		
Business Unit				iness Unit	61500		
Home Department ID Number				ne Department ID Number	61500000		
Location Full Time Part Time or Temporary			ation	853B000			
Full Time, Part Time or Temporary			Time, Part Time or Temporary	FT 40			
Budgeted Hours Salary Range Maximum				lgeted Hours			
Salary Range MaximumSalary Range Maximum115.85FLSA CodeFLSA Code			110.00				
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 Un	its) 510010			ount (Same for all Business Units)	510010		
Business Unit PC (Projects or Gran				iness Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants				ject/Grant (Projects or Grants only)			
Activity ID (Projects or Grants only				ivity ID (Projects or Grants only)			
Resource Type (Not currently used				ource Type (Not currently used)			
•							

4/13/23

Date

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Harris County.	TX	(06	/01/2	021)

Business Unit Approval (Business Unit Head or Designee)

	P	OSITION N	ΛAΝ	AGEN	IENT REQUEST FORM			
Business Unit Name: Purchasing					Business Unit Number: 615			
		SE	CTION	I I – TYF	PE OF REQUEST			
Functio	n			heck licable	Comments			
Position Update					May require Commissioners Court approval			
Position Reclassification				Ц	May require Commissioners Court approval			
New Position Request	- 12				Requires Commissioners Court ap	Requires Commissioners Court approval		
Is additional office space requi	red?		Yes	No No				
		SECT	ION II	– REAS	ON FOR REQUEST			
Staff to manage and wor	k procure	ements relate	ed to th	ne onge	oing flood bond, upcoming bon	d and influx of new projects.		
		SECTIO	N III –	PROPO	SED EFFECTIVE DATE			
				Data	ush ha kha hasimuina af a nav naviad. Fa	u un autorita un activida a Comenciacione un ac		
Proposed Effective Date	June 3				ust be the beginning of a pay period. For proval, the earliest effective date will be			
Grant Effective Date	Grant Effective Date From: To:							
		SI	CTION	N IV – P	OSITION DATA			
	Current				Propos			
Use "Pos_List_File" (PCN	Download)	to complete all	fields		Complete all fields for a new position or change appropriate field(s) for existing position.			
				N	lumber of Positions	2		
Position Description (Title)				P	Position Description (Title-30 Spaces Max	() Senior Buyers		
Job Code Description					ob Code Description	000086		
Position Number					Position Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)					Company (CS, FC, HC, JV or PA)			
Business Unit					Business Unit	61500		
Home Department ID Number			lome Department ID Number	61500000				
Location			ocation	853B000				
Full Time, Part Time or Temporary			ull Time, Part Time or Temporary	FT				
Budgeted Hours					Budgeted Hours	40		
Salary Range Maximum					alary Range Maximum	48.58		
FLSA Code					LSA Code	Exempt		
Reports To Position Number			Reports To Position Number	1001966				
Fund Code					und Code	1000		
Funding Department ID Number			Funding Department ID Number 61500000					
Account (Same for all Business U		510010			Account (Same for all Business Units)	510010		
Business Unit PC (Projects or Gra					Business Unit PC (Projects or Grants only)		
Project/Grant (Projects or Grants	s only)				Project/Grant (Projects or Grants only)			
Activity ID (Projects or Grants on	ly)			A	Activity ID (Projects or Grants only)			
Resource Type (Not currently use	ed)			F	Resource Type (Not currently used)			

Date