

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services Business Unit Number: 27500

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" 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 additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

There is an operational need to reclassify this position to an intern.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>05/20/2023</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)	Clerk, Clinic WIC	Position Description (Title-30 Spaces Max)	Intern
Job Code Description	Nutrition Assistant III	Job Code Description	Intern II
Position Number	10005863	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27550030	Home Department ID Number	27510510
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	\$24.49	Salary Range Maximum	\$27.71
FLSA Code	N	FLSA Code	
Reports To Position Number	10006011	Reports To Position Number	10025051
Fund Code	2601	Fund Code	1000
Funding Department ID Number	27550030	Funding Department ID Number	27510510
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)	


Business Unit Approval (Business Unit Head or Designee)

05/01/2023
Date

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		Number of Positions	1
Position Description (Title)	Clerk, Clinic WIC	Position Description (Title-30 Spaces Max)	Intern
Job Code Description	Nutrition Assistant III	Job Code Description	Intern II
Position Number	10005859	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27550030	Home Department ID Number	27510510
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	\$24.49	Salary Range Maximum	\$27.71
FLSA Code	N	FLSA Code	
Reports To Position Number	10006011	Reports To Position Number	10025051
Fund Code	2601	Fund Code	1000
Funding Department ID Number	27550030	Funding Department ID Number	27510510
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		Number of Positions	1
Position Description (Title)	Clerk, Clinic WIC	Position Description (Title-30 Spaces Max)	Intern
Job Code Description	Nutrition Assistant III	Job Code Description	Intern II
Position Number	10005854	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27550030	Home Department ID Number	27510510
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	\$24.49	Salary Range Maximum	\$27.71
FLSA Code	N	FLSA Code	
Reports To Position Number	10006011	Reports To Position Number	10025051
Fund Code	2601	Fund Code	1000
Funding Department ID Number	27550030	Funding Department ID Number	27510510
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		Number of Positions	1
Position Description (Title)	Clerk, Clinic WIC	Position Description (Title-30 Spaces Max)	Intern
Job Code Description	Nutrition Assistant III	Job Code Description	Intern II
Position Number	10005851	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27550030	Home Department ID Number	27510510
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40.00	Budgeted Hours	
Salary Range Maximum	\$24.49	Salary Range Maximum	\$27.71
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