

Budget Management Form 3441
Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services Business Unit Number: 28900

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 additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Reclassify from AD III to Director IV

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5.20.2023</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: <u>6/2/2021</u> To: <u>12/31/2026</u>	

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	
Position Description (Title)	Assistant Dir, Treasury ARPA	Position Description (Title-30 Spaces Max)	Director
Job Code Description	Assistant Director III	Job Code Description	Director IV
Position Number	10025490	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	28900	Business Unit	
Home Department ID Number	28950150	Home Department ID Number	
Location	921B000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	68.25	Salary Range Maximum	87.84
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10024440	Reports To Position Number	
Fund Code	2651	Fund Code	
Funding Department ID Number	28950150	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	HC001	Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)	ARPA-AFH22	Project/Grant (Projects or Grants only)	ARPA-AFH22
Activity ID (Projects or Grants only)	PROAD	Activity ID (Projects or Grants only)	PROAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Thao Costis

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5/2/2023

Business Unit Approval (Business Unit Head or Designee)

Date