

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Office of Court Management Business Unit Number: 94000

### 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

Create a Court Coordinator position in the County Civil Courts to support an Associate Judge in efforts to reduce eviction appeal docket.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>November 4, 2023</b>	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: <b>12/31/22</b> To: <b>12/31/26</b>	

### SECTION IV – POSITION 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.	
		Number of Positions	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	Court Coordinator II
Job Code Description		Job Code Description	Court Coordinator II
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	9400
Home Department ID Number		Home Department ID Number	94001000
Location		Location	850B0000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	35.49
FLSA Code		FLSA Code	Exempt
Reports To Position Number		Reports To Position Number	10022255
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	94001000
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)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA <del>CY 2020</del> APPEALS
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROGRAM
Resource Type (Not currently used)		Resource Type (Not currently used)	

Iliana Mize *Iliana Mize*

Business Unit Approval (Business Unit Head or Designee)

10/18/23

Date

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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

Create an Associate Judge position in the County Civil Courts to support eviction appeal backlog reduction.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>November 4, 2023</b>	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: <b>12/31/22</b> To: <b>12/31/26</b>	

### 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)	Assoc. Judge, Co. Civil Ct.
Job Code Description		Job Code Description	Associate Judge
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	9400
Home Department ID Number		Home Department ID Number	94001000
Location		Location	85080000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	100.89
FLSA Code		FLSA Code	Exempt
Reports To Position Number		Reports To Position Number	10022231
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	94001000
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)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA <del>ORR</del> APPEALS
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	PROGRAM
Resource Type (Not currently used)		Resource Type (Not currently used)	

**Iliana Mize** *Iliana Mize*  
Business Unit Approval (Business Unit Head or Designee)

**10/18/23**

Date