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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Intergovernmental & Global Affairs

Business Unit Number:

20400

SECTION I – TYPE OF REQUEST

Function	Cl App	nec lica		e	Comments
Position Update					May require Commissioners Court approval
Position Reclassification		√			May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is additional office space required?	Yes	V	7 N	٥V	

SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Communications and Policy Analyst will support IGA's messaging and outreach efforts.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	11/18/2023		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:	

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)	Coordinator II	Position Description (Title-30 Spaces Max)	Analyst III			
Job Code Description	000137	Job Code Description	000053			
Position Number	10004531	Position Number (HRRM Use Only)	10004531			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC			
Business Unit	20400	Business Unit	20400			
Home Department ID Number	20402100	Home Department ID Number	20402100			
Location	Default	Location	Default			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	Full Time			
Budgeted Hours	40	Budgeted Hours	40			
Salary Range Maximum	\$29.91	Salary Range Maximum	\$42.75			
FLSA Code	1	FLSA Code	1			
Reports To Position Number	10023401	Reports To Position Number	10004532			
Fund Code	1000	Fund Code	1000			
Funding Department ID Number	20402100	Funding Department ID Number	20402100			
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)				

Tammy Narvaez	Tammy Narvaez	11/03/2023	
Business Unit Approval (Business U	Init Head or Designee)	Date	

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Intergovernmental & Global Affairs

Business Unit Number:

20400

SECTION I – TYPE OF REQUEST

Function	Check Applicable		e	Comments		
Position Update						May require Commissioners Court approval
Position Reclassification						May require Commissioners Court approval
New Position Request			$\overline{\mathcal{Q}}$			Requires Commissioners Court approval
Is additional office space required?		Yes	V	7 N	No	

SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Communications Manager will support IGA's messaging and outreach efforts.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	11/18/2023		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:	

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)	Manager V			
Job Code Description		Job Code Description	000534			
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	20400			
Home Department ID Number		Home Department ID Number	20402100			
Location		Location	Default			
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time			
Budgeted Hours		Budgeted Hours	40			
Salary Range Maximum		Salary Range Maximum	\$65.23			
FLSA Code		FLSA Code	1			
Reports To Position Number		Reports To Position Number	10004532			
Fund Code		Fund Code	1000			
Funding Department ID Number		Funding Department ID Number	20402100			
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)				

Tammy Narvaez	Tammy Narvaez	11/03/2023	
Business Unit Approval (Business Unit	nit Head or Designee)	Date	

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Intergovernmental & Global Affairs

Business Unit Number:

20400

SECTION I – TYPE OF REQUEST

Function	C App	hec olica		le	Comments
Position Update		\Box			May require Commissioners Court approval
Position Reclassification		√			May require Commissioners Court approval
New Position Request					Requires Commissioners Court approval
Is additional office space required?	Yes	, [v	7	No	

SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Chief of Staff will support IGA's operations, strategy, and administration.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	11/18/2023		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:	

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)	Director IV	Position Description (Title-30 Spaces Max)	Chief II			
Job Code Description	000528	Job Code Description	000521			
Position Number	10023401	Position Number (HRRM Use Only)	10023401			
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC			
Business Unit	20400	Business Unit	20400			
Home Department ID Number	20402100	Home Department ID Number	20402100			
Location	Default	Location	Default			
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	Full Time			
Budgeted Hours	40	Budgeted Hours	40			
Salary Range Maximum	\$93.99	Salary Range Maximum	\$93.99			
FLSA Code	1	FLSA Code	1			
Reports To Position Number	10023401	Reports To Position Number	10004530			
Fund Code	1000	Fund Code	1000			
Funding Department ID Number	20402100	Funding Department ID Number	20402100			
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)				

Tammy Narvaez	Tammy Narvaez	11/03/2023
Business Unit Approval (Business U	nit Head or Designee)	Date

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

POSITION MANAGEMENT REQUEST FORM

20400

Business Unit Name: Intergovernmental & Global Affairs Business Unit Number:

SECTION I – TYPE OF REQUEST

Function	Check Applicable			Comments	
Position Update					May require Commissioners Court approval
Position Reclassification					May require Commissioners Court approval
New Position Request		,	7		Requires Commissioners Court approval
Is additional office space required?	√	Yes		No	

SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Funding and Appropriations Analyst will support IGA's funding opportunity efforts.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	11/18/2023		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:	

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		
ose ros_ist_rne (ren bowmoud)	to complete an fields	existing position.		
		Number of Positions	1	
Position Description (Title)		Position Description (Title-30 Spaces Max)	Analyst IV	
Job Code Description		Job Code Description	000054	
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	нс	
Business Unit		Business Unit	20400	
Home Department ID Number		Home Department ID Number	20402100	
Location		Location	Default	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time	
Budgeted Hours		Budgeted Hours	40	
Salary Range Maximum		Salary Range Maximum	\$51.57	
FLSA Code		FLSA Code	1	
Reports To Position Number		Reports To Position Number	10004532	
Fund Code		Fund Code	1000	
Funding Department ID Number		Funding Department ID Number	20402100	
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)		

Tammy Narvaez	Tammy Narvaez	11/03/2023
Business Unit Approval (Business Unit	t Head or Designee)	Date

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Intergovernmental & Global Affairs Business Unit Number: 20400

SECTION I – TYPE OF REQUEST

Function	Check Applicable			Comments	
Position Update					May require Commissioners Court approval
Position Reclassification					May require Commissioners Court approval
New Position Request			\overline{V}		Requires Commissioners Court approval
Is additional office space required?	V	Yes	T	No	

SECTION II – REASON FOR REQUEST

To preserve and enhance IGA current service level, the Funding and Appropriations Manager will support IGA's funding opportunity efforts.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	11/18/2023		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:	

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		
ose ros_est_rite (reit bowlindad)	to complete un ficius	existing position.		
		Number of Positions	1	
Position Description (Title)		Position Description (Title-30 Spaces Max)	Manager V	
Job Code Description		Job Code Description	000534	
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	нс	
Business Unit		Business Unit	20400	
Home Department ID Number		Home Department ID Number	20402100	
Location		Location	Default	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time	
Budgeted Hours		Budgeted Hours	40	
Salary Range Maximum		Salary Range Maximum	\$65.23	
FLSA Code		FLSA Code	1	
Reports To Position Number		Reports To Position Number	10004532	
Fund Code		Fund Code	1000	
Funding Department ID Number		Funding Department ID Number	20402100	
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)		

Tammy Narvaez	Tammy Narvaez	11/03/2023	
Business Unit Approval (Business I	Unit Head or Designee)	Date	