

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Public Health 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 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

Request to update due to business needs.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>03/09/2024</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 <span style="float: right;">1</span>
Position Description (Title)	Executive Assistant
Job Code Description	Executive Assistant II
Position Number	10005978
Company (CS, FC, HC, JV or PA)	HC
Business Unit	27500
Home Department ID Number	27585000
Location	883A000
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40.00
Salary Range Maximum	\$38.53
FLSA Code	N
Reports To Position Number	10005352
Fund Code	2601
Funding Department ID Number	27585000
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001
Project/Grant (Projects or Grants only)	FY24_HAZARDS
Activity ID (Projects or Grants only)	10001
Resource Type (Not currently used)	

Business Unit Approval (Business Unit Head or Designee)	02/06/2024 Date
---	--------------------