

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Attorney's Office Business Unit Number: 510

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

Request for new position for General Counsel Division to be paid from Fund 1000.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	03/09/2024	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)	Position Description (Title-30 Spaces Max): Attorney VI
Job Code Description	Job Code Description: 000398
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: 51000
Home Department ID Number	Home Department ID Number: 51003200
Location	Location: DEFAULT
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: FT
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: 72.62
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10010173
Fund Code	Fund Code: 1000
Funding Department ID Number	Funding Department ID Number: 51003200
Account (Same for all Business Units)	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)	02/06/2024 _____ Date
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Business Unit Name: County Attorney's Office Business Unit Number: 510

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

Request for new position for Real Estate Division to be paid from Fund 1000.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	03/09/2024	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)	Position Description (Title-30 Spaces Max) Attorney VI
Job Code Description	Job Code Description 000398
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 51000
Home Department ID Number	Home Department ID Number 51004101
Location	Location DEFAULT
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary FT
Budgeted Hours	Budgeted Hours 40
Salary Range Maximum	Salary Range Maximum 72.62
FLSA Code	FLSA Code 1
Reports To Position Number	Reports To Position Number 10010103
Fund Code	Fund Code 1000
Funding Department ID Number	Funding Department ID Number 51004101
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)

<p>Business Unit Approval (Business Unit Head or Designee)</p>	<p>02/06/2024</p> <p>Date</p>
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