

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

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Housing and Community Development Business Unit Number: 28900

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


Update funding for position


SECTION III – PROPOSED EFFECTIVE DATE


Proposed Effective Date	<u>05/04/2024</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	
Position Description (Title)	Records Coordinator	Position Description (Title-30 Spaces Max)	
Job Code Description	Coordinator II	Job Code Description	
Position Number	10006831	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	289	Business Unit	
Home Department ID Number	28990211	Home Department ID Number	
Location	9999035	Location	
Full Time, Part Time or Temporary	Full-Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	29.91	Salary Range Maximum	
FLSA Code	Non-Exempt	FLSA Code	
Reports To Position Number	10023538	Reports To Position Number	
Fund Code	2601	Fund Code	1000
Funding Department ID Number	28990211	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)	CSD01	Business Unit PC (Projects or Grants only)	CSD01
Project/Grant (Projects or Grants only)	CDBGDR_HAR_ADM1	Project/Grant (Projects or Grants only)	GENERAL
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:

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3/7/2024

Business Unit Approval (Business Unit Head or Designee)

Date