HRRM Form 3441 Harris County, TX (03/01/2023)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: ____

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		Requires Commissioners Court approval
Is computer usage < 25%?	Yes No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date		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:	То:

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								
Position Title		Position Title (30 Spaces Maximum)								
Job Code Number		Job Code Number								
Job Code Description		Job Code Description								
Position Number		Position Number (HRRM Use Only)								
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)								
Business Unit		Business Unit								
Home Department ID Number		Home Department ID Number								
Location		Location								
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary								
Budgeted Hours		Budgeted Hours								
Salary Range Maximum		Salary Range Maximum								
FLSA Code		FLSA Code								
Reports To Position Number		Reports To Position Number								
Fund Code		Fund Code								
Funding Department ID Number		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)		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)								

Sila

Business Unit Approval (Business Unit Head or Designee)

Date

Spreadsheet For Multiple Positions - Form 3441

					Curr	rent									Proje	ects or	Grants O	nly					Pro	opose	d							Proje	cts or G	rants Or	ly
Position Title	Job Code Number	Job Code Description	Position Number	Compan y	Busines s Unit	Home Dept ID Number	Location	Full/Par t	Budgete d Hours	Salary Range Max	Cod	Reports To Position Number	d	Funding Dept ID Number	Account (Same for all Business Units)	Busines s Unit PC	Project/Grant	Activity ID	Position Title	Job Code Number	Job Code Description	Positio n Numbe r	Compan	Busines s Unit	Home Dept ID Number	Locatio n	Budgete d Hours	Salar y P Rang e Max	Pos	ports Fu To d sition Co mber e	n Fundin g Dept ID Numbe		Business Unit PC	Project/Gra t	n Acti II
irector, Prog Mgmt Office	000527	Director III	10025603	HCT	20000	20010000	853B00	D F	40	73.03	1	10004449	2651 2	0010000	510010	HC001	ARPA_INTADMIN	ADMIN																	1
	000534	Manager V	10025604	HCT	20000	20010000	853B00	DF	40	65.23	1	10025603	2651 2	0010000	510010	HC001	ARPA_INTADMIN	ADMIN																	1
lanager, ARPA PMO	000534	Manager V	10025134	HCT	20000	20010000	853B00	DF	40	65.23	1	10025603	2651 2	0010000	510010	HC001	ARPA_INTADMIN	ADMIN																	1
lanager, ARPA PMO, Health	000534	Manager V	10026348	HCT	20000	2001000	0 853800	D F	40	65.23	1	10025603	2651 2	0010000	510010	HC001	ARPA INTADMIN	ADMIN																	1
lanager, ARPA PMO, Housing	000534	Manager V	10026349	HCT	20000	20010000	853B00	D F	40	65.23	1	10025603	2651 2	0010000	510010	HC001	ARPA INTADMIN	ADMIN																	1
Igr, ARPA PMO Justice & Safety	000534	Manager V	10026350	HCT	20000	20010000	0 853B00	D F	40	65.23	1	10025603	2651 2	0010000	510010	HC001	ARPA INTADMIN	ADMIN																	1
		-																																	1
																																		1	1
																																		1	1
																																		1	1
																																			1
																																			1
																																			1
													_																						1
																																			1
													_																						+
	1						-						-																-		-				+