POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____   Business Unit Number: _____

SECTION I – TYPE OF REQUEST

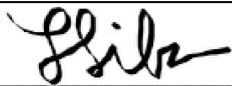| Function	Check Applicable		Comments
Position Update			May require Commissioners Court approval
Position Reclassification			May require Commissioners Court approval
New Position Request			Requires Commissioners Court approval
Is computer usage < 25%?	Yes	No	Does not require annual Cybersecurity training 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: _____ To: _____	

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)*	

_____   _____

Business Unit Approval (Business Unit Head or Designee)   **Date**

Spreadsheet For Multiple Positions - Form 3441

Current | Projects or Grants Only

Position Title	Job Code Number	Job Code Description	Position Number	Company	Business Unit	Home Dept ID Number	Location	Full/Part	Budgeted Hours	Salary Range Max	FLSA Code	Reports To Position Number	Fund Code	Funding Dept ID Number	Account (Same for all Business Units)	Business Unit PC	Project/Grant	Activity ID

Proposed | Projects or Grants Only

Position Title	Job Code Number	Job Code Description	Position Number	Company	Business Unit	Home Dept ID Number	Location	Full/Part	Budgeted Hours	Salary Range Max	FLSA Code	Reports To Position Number	Fund Code	Funding Dept ID Number	Account (Same for all Business Units)	Business Unit PC	Project/Grant	Activity ID
Analyst, ARPA PMO Health	000053	Analyst III		HCT	20000	20010000	853B000	F	40	42.75	1	10026348	2651	20010000	S10010	HC001	ARPA_INTADMIN	ADMIN
Analyst, ARPA PMO Housing	000053	Analyst III		HCT	20000	20010000	853B000	F	40	42.75	1	10026349	2651	20010000	S10010	HC001	ARPA_INTADMIN	ADMIN
Mgr, ARPA PMO Jobs & Education	000534	Manager V		HCT	20000	20010000	853B000	F	40	65.23	1	10025603	2651	20010000	S10010	HC001	ARPA_INTADMIN	ADMIN
Analyst, ARPA PMO Jobs & Educ	000053	Analyst III		HCT	20000	20010000	853B000	F	40	42.75	1	10025603	2651	20010000	S10010	HC001	ARPA_INTADMIN	ADMIN