## POSITION MANAGEMENT REQUEST FORM

	SECTION	I – TYPE	OF REQUEST	
	Ch	eck		
Function		icable	Comme	ents
Position Update			May require Commissioners Court a	pproval
Position Reclassification			May require Commissioners Court a	
New Position Request			Requires Commissioners Court appr	
Is computer usage < 25%?	Yes	s No		
, 0			, , , , , , , , , , , , , , , , , , ,	, 0
	SECTION II –	- REASOI	N FOR REQUEST	
	SECTION III – P	PROPOSE	D EFFECTIVE DATE	
Proposed Effective Date			be the beginning of a pay period. For roval, the earliest effective date will be	
Grant Effective Date From: _		_ To: _		
	SECTION	IV - POS	SITION DATA	
Current			Proposed	1
Current Use "Pos_List_File" (PCN Downloa	d) to complete all fields	0	Proposec Complete all fields for a new position or existing posi	change appropriate field(s) for
Use "Pos_List_File" (PCN Downloa	d) to complete all fields	Nur	omplete all fields for a new position or existing posi nber of Positions	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa Position Title	d) to complete all fields	Nur Pos	complete all fields for a new position or existing posi- inber of Positions ition Title (30 Spaces Maximum)	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa Position Title Iob Code Number	d) to complete all fields	Nur Pos Job	complete all fields for a new position or existing posi- nber of Positions ition Title (30 Spaces Maximum) Code Number	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title  lob Code Number  lob Code Description	d) to complete all fields	Nur Pos Job	complete all fields for a new position or existing posi- inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title Job Code Number Job Code Description Position Number	d) to complete all fields	Nur Pos Job Job Pos	complete all fields for a new position or existing posi- inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only)	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)	d) to complete all fields	Nur Pos Job Job Pos Con	complete all fields for a new position or existing positions inter of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only)	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit	d) to complete all fields	Nur Pos Job Job Pos Con Bus	independent of the control of the co	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title Job Code Number Job Code Description Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number	d) to complete all fields	Nur Pos Job Job Pos Con Bus	interest Unit  means of the Department ID Number  and the Department ID Number  and the Market ID Number	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor	interpretation of the properties of the properties of the proof of the properties of the proof o	change appropriate field(s) fo
Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loci	in the complete all fields for a new position or existing position or existing position or existing position. Title (30 Spaces Maximum)  Code Number  Code Description  ition Number (HRRM Use Only)  Inpany (CS, FC, HC, JV or PA)  interess Unit  The Department ID Number  attion  Time, Part Time or Temporary	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loc: Full	inber of Positions Title (30 Spaces Maximum) Code Number Code Description Stion Number (HRRM Use Only) The Department ID Number Stion Time, Part Time or Temporary geted Hours	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number  Location  Full Time, Part Time or Temporary  Budgeted Hours  Salary Range Maximum	d) to complete all fields	Nur Pos Job Pos Con Bus Hor Loc: Full Bud Sala	inber of Positions Title (30 Spaces Maximum) Code Number Code Description Stion Number (HRRM Use Only) The Department ID Number Stion Time, Part Time or Temporary Gettin Range Maximum	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number  Location  Full Time, Part Time or Temporary  Budgeted Hours  Salary Range Maximum  FLSA Code	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala	inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code	change appropriate field(s) fo
Use "Pos_List_File" (PCN Downloa  Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number  Location  Full Time, Part Time or Temporary  Budgeted Hours  Salary Range Maximum  FLSA Code  Reports To Position Number	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS, Rep	inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code orts To Position Number	change appropriate field(s) fo
Position Title  Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number  Location  Full Time, Part Time or Temporary  Budgeted Hours  Salary Range Maximum  FLSA Code  Reports To Position Number  Fund Code	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS Rep Fun	inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code orts To Position Number d Code	change appropriate field(s) fo
Position Title Position Title Position Number Position Number Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code Funding Department ID Number		Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS. Rep Fun Fun	inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code orts To Position Number d Code ding Department ID Number	change appropriate field(s) for
Position Title  Position Title  Position Number  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit  Home Department ID Number  Location  Full Time, Part Time or Temporary  Budgeted Hours  Salary Range Maximum  FLSA Code  Reports To Position Number  Fund Code  Funding Department ID Number  Account (Same for all Business Units)	d) to complete all fields	Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS. Rep Fun Fun Acc	inber of Positions inber of Positions inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code orts To Position Number d Code ding Department ID Number ount (Same for all Business Units)	change appropriate field(s) fo
Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code Funding Department ID Number Account (Same for all Business Units) Business Unit PC (Projects or Grants only)		Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS, Rep Fun Acc Bus	inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) interse Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours irry Range Maximum A Code orts To Position Number d Code ding Department ID Number ount (Same for all Business Units) iness Unit PC (Projects or Grants only)	change appropriate field(s) for
Position Title Job Code Number Job Code Description Position Number Company (CS, FC, HC, JV or PA) Business Unit Home Department ID Number Location Full Time, Part Time or Temporary Budgeted Hours Salary Range Maximum FLSA Code Reports To Position Number Fund Code Funding Department ID Number Account (Same for all Business Units) Business Unit PC (Projects or Grants only) Project/Grant (Projects or Grants only)		Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS, Rep Fun Fun Acc Bus	inber of Positions inber of Positions inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) iness Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours iry Range Maximum A Code orts To Position Number d Code ding Department ID Number ount (Same for all Business Units)	change appropriate field(s) for
		Nur Pos Job Job Pos Con Bus Hor Loca Full Bud Sala FLS, Rep Fun Fun Acc Bus	inber of Positions inber of Positions inber of Positions ition Title (30 Spaces Maximum) Code Number Code Description ition Number (HRRM Use Only) inpany (CS, FC, HC, JV or PA) inters Unit ine Department ID Number ation Time, Part Time or Temporary geted Hours irry Range Maximum A Code orts To Position Number d Code ding Department ID Number ount (Same for all Business Units) iness Unit PC (Projects or Grants only) iect/Grant (Projects or Grants only)	change appropriate field(s) fo

## Spreadsheet For Multiple Positions - Form 3441

	Current														Projects or Grants Only				
Position Title	Job Code Number	Job Code Description	Position Number	Compan y	Busines s Unit	Home Dept ID Number	Locatio n	Full/Par t	Budgete d Hours	Salary Range Max	FLSA Code	Reports To Position Number	Fund Code	Funding Dept ID Number	Account (Same for all Business	Busines s Unit PC	Project/Gran t	Activity ID	

	Proposed														Projects or Grants Only				
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	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	510010	HC001	ARPA_INTADMIN	ADMIN	
Analyst, ARPA PMO Housing	000053	Analyst III		HCT	20000	20010000	853B000	F	40	42.75	1	10026349	2651	20010000	510010	HC001	ARPA_INTADMIN	ADMIN	
Mgr, ARPA PMO Jobs & Education	000534	Manager V		HCT	20000	20010000	853B000	F	40	65.23	1	10025603	2651	20010000	510010	HC001	ARPA_INTADMIN	ADMIN	
Analyst, ARPA PMO Jobs & Educ	000053	Analyst III		HCT	20000	20010000	853B000	F	40	42.75	1	10025603	2651	20010000	510010	HC001	ARPA_INTADMIN	ADMIN	