

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 PCN Home ID and Dept ID


### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<b>05/04/2024</b>	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: <b>06/21/2021</b> To: <b>12/31/2026</b>	

### 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)	Manager, Re-Entry Program	Position Description (Title-30 Spaces Max)	
Job Code Description	Manager V	Job Code Description	
Position Number	10026305	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	28995295	Home Department ID Number	27591010
Location	921B000	Location	
Full Time, Part Time or Temporary	Full-Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	65.23	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10025491	Reports To Position Number	
Fund Code	2651	Fund Code	
Funding Department ID Number	28995295	Funding Department ID Number	27591010
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)	
Project/Grant (Projects or Grants only)	ARPA_REENTRYCAP	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	PROGRAM	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

  
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Business Unit Approval (Business Unit Head or Designee)

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3/7/2024

Date