## POSITION MANAGEMENT REQUEST FORM

		SECTION I – TYPE	OF REQUEST	
Function		Check Applicable	Comments	
Position Update		May require Commissioners Court a		pproval
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"	
	SE	CTION II – REASO	N FOR REQUEST	
	SECT	ION III – PROPOS	ED EFFECTIVE DATE	
Proposed Effective Date			t be the beginning of a pay period. For r	
Grant Effective Date	From:	<u> </u>	noval, the currest effective date will be	
		SECTION IV - PO	SITION DATA	
Current Use "Pos_List_File" (PCN Download) to complete all fields			Proposec	1
Use "Pos_List_File" (PCN Do	ownload) to complete	all fields	Complete all fields for a new position or	change appropriate field(s) fo
Use "Pos_List_File" (PCN Do	ownload) to complete	·	Complete all fields for a new position or existing posit	change appropriate field(s) fo
	ownload) to complete	Nu	Complete all fields for a new position or existing positions	change appropriate field(s) fo
Position Title	ownload) to complete	Nu Pos	Complete all fields for a new position or existing posit	change appropriate field(s) fo
Position Title ob Code Number	ownload) to complete	Nu Pos Job	Complete all fields for a new position or existing positions mber of Positions sition Title (30 Spaces Maximum)	change appropriate field(s) fo
Position Title lob Code Number lob Code Description	ownload) to complete	Nu Pos Job Job Pos	Complete all fields for a new position or existing position or existing positions sition Title (30 Spaces Maximum)  Code Number  Code Description sition Number (HRRM Use Only)	change appropriate field(s) fo
Position Title lob Code Number lob Code Description Position Number	ownload) to complete	Nu Pos Job Job Pos	Complete all fields for a new position or existing positions mber of Positions sition Title (30 Spaces Maximum) Code Number Code Description	change appropriate field(s) fo
Position Title  Job Code Number  Job Code Description  Position Number  Company (CS, FC, HC, JV or PA)  Business Unit	ownload) to complete	Nu Pos Job Job Pos Cor	Complete all fields for a new position or existing position of existing positions in the control of the control	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	ownload) to complete	Nu Pos Job Pos Coi Bus Ho	Complete all fields for a new position or existing position of existing positions in the control of the control	change appropriate field(s) fo
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Position Title Ob Code Number Ob 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 Galary Range Maximum FLSA Code Reports To Position Number		Nu Pos Job Pos Con Bus Ho Loc Ful Bus Sal	Complete all fields for a new position or existing positions mber of Positions sition Title (30 Spaces Maximum)  Code Number Code Description sition Number (HRRM Use Only) Impany (CS, FC, HC, JV or PA) Isiness Unit Imperiment ID Number sation I Time, Part Time or Temporary Idgeted Hours I Tange Maximum I Code	change appropriate field(s) fo
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