

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Pct. 2 Commissioner Garcia

Business Unit Number: 10200

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 computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

reclassify part-time position to full time

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/4/24</u>	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	Community Liaison, Relations	Position Title (30 Spaces Maximum)	
Job Code Number	000128	Job Code Number	
Job Code Description	Community Liaison I	Job Code Description	
Position Number	10003204	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	10200	Business Unit	
Home Department ID Number	10205002	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Part-Time	Full Time, Part Time or Temporary	Full-Time
Budgeted Hours	20	Budgeted Hours	40
Salary Range Maximum	38.53	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10003107	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	10205002	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)	

Cindy Contreras

Business Unit Approval (Business Unit Head or Designee)

3/18/24

Date