

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Office of County Administration

Business Unit Number: 20000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" 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

Grant funded position for Language Access planning

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: <u>03/01/2024</u> To: <u>4/30/26</u>	

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	1
Position Title		Position Title (30 Spaces Maximum)	Manager, Language Access
Job Code Number		Job Code Number	000534
Job Code Description		Job Code Description	Manager V
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	20000
Home Department ID Number		Home Department ID Number	20000000
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	62.53
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10024013
Fund Code		Fund Code	2604
Funding Department ID Number		Funding Department ID Number	20007220
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	<u>HC001</u>
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	<u>100001000001583</u>
Activity ID (Projects or Grants only)	<u>10001</u>	Activity ID (Projects or Grants only)	<u>10001</u>

Michael J. Giordanelli

Digitally signed by: Michael J. Giordanelli
DN: CN = Michael J. Giordanelli email = michael.giordanelli@harriscountytx.gov C = US O = Office of Justice and Safety OU = 207
Date: 2024.04.10 15:55:09 -0500

4/10/24

Business Unit Approval (Business Unit Head or Designee)

Date

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		Number of Positions	1
Position Title		Position Title (30 Spaces Maximum)	Analyst, Language Access
Job Code Number		Job Code Number	000053
Job Code Description		Job Code Description	Analyst III
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	20000
Home Department ID Number		Home Department ID Number	20000000
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	42.75
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10024013
Fund Code		Fund Code	2604
Funding Department ID Number		Funding Department ID Number	20007220
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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Activity ID (Projects or Grants only)	<u>10001</u>	Activity ID (Projects or Grants only)	<u>10001</u>

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