

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Economic Equity & Opportunity

Business Unit Number: 20500000

### SECTION I – TYPE OF REQUEST

| Function                  | Check<br>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

Requesting one (1) Manager IV position to support contract compliance work on the MIT/CDBG Projects within the Worker and Community Protection (WPC) subdivision.

### 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<br>Use "Pos_List_File" (PCN Download) to complete all fields |        | Proposed<br>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)   | Program Manager, DBRA |
| 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  | 20500                 |
| Home Department ID Number  |        | Home Department ID Number  | 20500000              |
| Location   |        | Location   | Default               |
| Full Time, Part Time or Temporary                                    |        | Full Time, Part Time or Temporary  | FT                    |
| Budgeted Hours   |        | Budgeted Hours   | 40.00                 |
| Salary Range Maximum   |        | Salary Range Maximum   | 65.23                 |
| FLSA Code  |        | FLSA Code  | 1                     |
| Reports To Position Number   |        | Reports To Position Number   | 10025135              |
| Fund Code  |        | Fund Code  | 1000                  |
| Funding Department ID Number   |        | Funding Department ID Number   | 20504100              |
| 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)  |                       |

**Estella Gonzalez** Digitally signed by Estella Gonzalez  
Date: 2024.02.20 09:23:22 -06'00'

Business Unit Approval (Business Unit Head or Designee)

Date

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Business Unit Name: Economic Equity & Opportunity

Business Unit Number: 20500000

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|---------------------------|---|---|
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| 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

Requesting one (1) Manager IV position to support contract compliance work on the MIT/CDBG Projects within the Worker and Community Protection (WPC) subdivision.

### 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. |
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### SECTION IV – POSITION DATA

| Current<br>Use "Pos_List_File" (PCN Download) to complete all fields |        | Proposed<br>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)   | Program Manager, Section 3 |
| Job Code Number  |        | Job Code Number  | 000533                     |
| Job Code Description   |        | Job Code Description   | Manager IV                 |
| 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  | 20500                      |
| Home Department ID Number  |        | Home Department ID Number  | 20500000                   |
| Location   |        | Location   | Default                    |
| Full Time, Part Time or Temporary                                    |        | Full Time, Part Time or Temporary  | FT                         |
| Budgeted Hours   |        | Budgeted Hours   | 40.00                      |
| Salary Range Maximum   |        | Salary Range Maximum   | 50.61                      |
| FLSA Code  |        | FLSA Code  | 1                          |
| Reports To Position Number   |        | Reports To Position Number   | 10025135                   |
| Fund Code  |        | Fund Code  | 1000                       |
| Funding Department ID Number   |        | Funding Department ID Number   | 20504100                   |
| 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)  |                            |

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Business Unit Approval (Business Unit Head or Designee)

Date

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Business Unit Number: 20500000

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| 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

Requesting one (1) Manager IV position to support M/WBE work on the MIT/CDBG Projects within the Vendor Diversity subdivision.

### 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. |
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### SECTION IV – POSITION DATA

| Current<br>Use "Pos_List_File" (PCN Download) to complete all fields |        | Proposed<br>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)   | Program Manager, MWBE |
| Job Code Number  |        | Job Code Number  | 000533                |
| Job Code Description   |        | Job Code Description   | Manager IV            |
| 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  | 20500                 |
| Home Department ID Number  |        | Home Department ID Number  | 20500000              |
| Location   |        | Location   | Default               |
| Full Time, Part Time or Temporary                                    |        | Full Time, Part Time or Temporary  | FT                    |
| Budgeted Hours   |        | Budgeted Hours   | 40.00                 |
| Salary Range Maximum   |        | Salary Range Maximum   | 50.61                 |
| FLSA Code  |        | FLSA Code  | 1                     |
| Reports To Position Number   |        | Reports To Position Number   | 10025136              |
| Fund Code  |        | Fund Code  | 1000                  |
| Funding Department ID Number   |        | Funding Department ID Number   | 20504110              |
| 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)  |                       |

**Estella Gonzalez** Digitally signed by Estella Gonzalez  
Date: 2024.02.20 09:23:42 -06'00'

Business Unit Approval (Business Unit Head or Designee)

Date