HRRM	Form 3441	
Harris	County, TX (03/01	(/2023)

POSITION MANAGEMENT REQUEST FORM

Economic Equity & Opportunity			Business Uni	it Number: 20500000	
	SECTION	ON I -	TYPE	OF REQUEST	
Func	ion A	Checl		Con	nments
Position Update				May require Commissioners Cou	rt approval
Position Reclassification				May require Commissioners Cou	rt approval
New Position Request		7		Requires Commissioners Court a	pproval
Is computer usage < 25%?		Yes	√ No	Does not require annual Cyberse	curity training if "Yes"
Requesting one (1) Manager IV p		- PRO	OPOSE	D EFFECTIVE DATE be the beginning of a pay period. F	Community Protection (WPC) subdivision. or requests requiring Commissioners be the first pay period after approval.
Grant Effective Date From: To:					
	SECTI	ON IV	/ _ PO	SITION DATA	
			10.	SHORDAIA	
Use "Pos_List_File" (Po	Current CN Download) to complete all field			Propo	n or change appropriate field(s) for
lar Siferia de la companyone de la company	Current		Nur	Propo Complete all fields for a new position existing p nber of Positions	n or change appropriate field(s) for
Use "Pos_List_File" (Position Title Job Code Number	Current		Nur Pos	Propo Complete all fields for a new position existing p	n or change appropriate field(s) for

Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for			
			existing position.		
HE STATE OF THE PARTY OF THE PA	THE THE PARTY OF THE STATE OF T	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	

POSITION MANAGEMENT REQUEST FORM

Economic Equity & Opportunity			Business Unit Number: 2050000	
		SECTION I -	- TYPE	OF REQUEST
Function		Chec Applica		Comments
Position Update				May require Commissioners Court approval
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"
Requesting one (1) Manager IV	position to support contract			N FOR REQUEST (CDBG Projects within the Worker and Community Protection (WPC) subdivision
Requesting one (1) Manager IV		t compliance work or	n the MIT	
Requesting one (1) Manager IV Proposed Effective Date		t compliance work or ECTION III — PR	OPOSE	COBG Projects within the Worker and Community Protection (WPC) subdivision DEFFECTIVE DATE be the beginning of a pay period. For requests requiring Commissioners
	SE	t compliance work or ECTION III — PR	OPOSE	T/CDBG Projects within the Worker and Community Protection (WPC) subdivisio

Current		Proposed		
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for existing position.		
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)	нс	
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)		

Estella Gonzalez	Digitally signed by Estella Gonzalez Date: 2024.02.20 09:23:00 -06'00'		
Business Unit Approval (Business Unit F	ead or Designee)	Date	

POSITION MANAGEMENT REQUEST FORM

iness Unit Name: Economic Equity & Opportunity			Business Unit Number: 2050000	
		SECTION I -	TYPE	OF REQUEST
Fun	ction	Check Applical		Comments
Position Update				May require Commissioners Court approval
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"
Requesting one (1) Mana	ager IV position to su			the MIT/CDBG Projects within the Vendor Diversity subdivision
Requesting one (1) Mana		pport M/WBE wo	ork on	the MIT/CDBG Projects within the Vendor Diversity subdivision
Requesting one (1) Man		pport M/WBE wo	ork on	the MIT/CDBG Projects within the Vendor Diversity subdivisio
Requesting one (1) Mana		pport M/WBE wo	OPOSE	the MIT/CDBG Projects within the Vendor Diversity subdivisio
	SE	pport M/WBE wo	OPOSE	the MIT/CDBG Projects within the Vendor Diversity subdivision D EFFECTIVE DATE be the beginning of a pay period. For requests requiring Commissioner

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				
	<u></u>		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)	нс			
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)				

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Business Unit Approval (Business Unit Head or Designee)	Date