

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library

Business Unit Number: 28500

### SECTION I – TYPE OF REQUEST

| Function                  | Check Applicable | Comments                                 |
|---------------------------|------------------|--|
| Position Update           |                  | May require Commissioners Court approval |
| Position Reclassification | ✓                | May require Commissioners Court approval |
| New Position Request      |                  | Requires Commissioners Court approval    |

### SECTION II – REASON FOR REQUEST

There is a business need to reclassify this position to a Project Specialist III to best serve our customers and operations.

### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
| Proposed Effective Date | <u>05/08/2021</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 Description   | Coordinator II | Position Description (30 Spaces Max)  | Specialist III / Project Specialist |
| Job Code   | 000137         | Job Code (HRRM Use Only)  |                                     |
| Position Number  | 10006217       | Position Number (HRRM Use Only)   |                                     |
| Company (CS, FC, HC, JV or PA)                                       | HC             | Company (CS, FC, HC, JV or PA)  |                                     |
| Business Unit  | 28500          | Business Unit   |                                     |
| Home Department ID Number  | 28520100       | Home Department ID Number   |                                     |
| Location   | DEFAULT        | Location  |                                     |
| Full Time, Part Time or Temporary                                    | Full Time      | Full Time, Part Time or Temporary   |                                     |
| Budgeted Hours   | 40             | Budgeted Hours  |                                     |
| Salary Range Maximum   | 27.11          | Salary Range Maximum  | 39.32                               |
| FLSA Code  | NE_FT          | FLSA Code   | EX_FT                               |
| Reports To Position Number   | 10006117       | Reports To Position Number  |                                     |
| Fund Code  | 1000           | Fund Code   |                                     |
| Funding Department ID Number   | 28520100       | 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)   |                                     |
| Resource Type (Not currently used)                                   |                | Resource Type (Not currently used)  |                                     |

Business Unit Approval (Business Unit Head or Designee)

Date

4/15/2021

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library

Business Unit Number: 28500

### SECTION I – TYPE OF REQUEST

| Function                  | Check Applicable | Comments                                 |
|---------------------------|------------------|--|
| Position Update           |                  | May require Commissioners Court approval |
| Position Reclassification | ✓                | May require Commissioners Court approval |
| New Position Request      |                  | Requires Commissioners Court approval    |

### SECTION II – REASON FOR REQUEST

There is a business need to reclassify this position to a Accountant position to best serve our customer and operations.

### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
| Proposed Effective Date | <u>05/08/2021</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><i>Use "Pos_List_File" (PCN Download) to complete all fields</i> |            | Proposed<br><i>Complete all fields for a new position or change appropriate field(s) for existing position</i> |            |
|---|------------|--|------------|
|   |            | Number of Positions  | 1          |
| Position Description  | Manager IV | Position Description (30 Spaces Max)   | Accountant |
| Job Code  | 000533     | Job Code (HRRM Use Only)   |            |
| Position Number   | 10006186   | Position Number (HRRM Use Only)  |            |
| Company (CS, FC, HC, JV or PA)  | HC         | Company (CS, FC, HC, JV or PA)   |            |
| Business Unit   | 28500      | Business Unit  |            |
| Home Department ID Number   | 28510300   | Home Department ID Number  |            |
| Location  | 9999008    | Location   |            |
| Full Time, Part Time or Temporary   | Full Time  | Full Time, Part Time or Temporary  |            |
| Budgeted Hours  | 40         | Budgeted Hours   |            |
| Salary Range Maximum  | 46.04      | Salary Range Maximum   | 47.49      |
| FLSA Code   | EX_FT      | FLSA Code  |            |
| Reports To Position Number  | 10006115   | Reports To Position Number   |            |
| Fund Code   | 1000       | Fund Code  |            |
| Funding Department ID Number  | 28510300   | 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)  |            |
| Resource Type (Not currently used)  |            | Resource Type (Not currently used)   |            |

Business Unit Approval (Business Unit Head or Designee)

Date

4/15/2021

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| New Position Request      |                  | Requires Commissioners Court approval    |

### SECTION II – REASON FOR REQUEST

There is a business need to reclassify this position to a Business Operations Supervisor position to best serve our customer and operations.

### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
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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 Description   | Clerk II  | Position Description (30 Spaces Max)  | Supervisor IV / Business Ops Supervisor |
| Job Code   | 000104    | Job Code (HRRM Use Only)  |   |
| Position Number  | 10006475  | Position Number (HRRM Use Only)   |   |
| Company (CS, FC, HC, JV or PA)                                       | HC        | Company (CS, FC, HC, JV or PA)  |   |
| Business Unit  | 28500     | Business Unit   |   |
| Home Department ID Number  | 28510300  | Home Department ID Number   |   |
| Location   | DEFAULT   | Location  |   |
| Full Time, Part Time or Temporary                                    | Full Time | Full Time, Part Time or Temporary   |   |
| Budgeted Hours   | 40        | Budgeted Hours  |   |
| Salary Range Maximum   | 22.19     | Salary Range Maximum  | 46.40                                   |
| FLSA Code  | NE_FT     | FLSA Code   | EX_FT                                   |
| Reports To Position Number   | 10006115  | Reports To Position Number  |   |
| Fund Code  | 1000      | Fund Code   |   |
| Funding Department ID Number   | 28510300  | 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)   |   |
| Resource Type (Not currently used)                                   |           | Resource Type (Not currently used)  |   |

 Business Unit Approval (Business Unit Head or Designee)

4/15/2021  
Date

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| Position Reclassification | ✓                | May require Commissioners Court approval |
| New Position Request      |                  | Requires Commissioners Court approval    |

### SECTION II – REASON FOR REQUEST

There is a business need to reclassify this position to a Sr Program Services Manager to best serve our customer and operations.

### SECTION III – PROPOSED EFFECTIVE DATE

|                         |                       |   |
|-------------------------|-----------------------|---|
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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 Description   | Manager IV | Position Description (30 Spaces Max)  | Manager V / Sr Program Services Mgr |
| Job Code   | 000533     | Job Code (HRRM Use Only)  |                                     |
| Position Number  | 10022929   | Position Number (HRRM Use Only)   |                                     |
| Company (CS, FC, HC, JV or PA)                                       | HC         | Company (CS, FC, HC, JV or PA)  |                                     |
| Business Unit  | 28500      | Business Unit   |                                     |
| Home Department ID Number  | 28540100   | Home Department ID Number   |                                     |
| Location   | DEFAULT    | Location  |                                     |
| Full Time, Part Time or Temporary                                    | Full Time  | Full Time, Part Time or Temporary   |                                     |
| Budgeted Hours   | 40         | Budgeted Hours  |                                     |
| Salary Range Maximum   | 46.04      | Salary Range Maximum  | 60.12                               |
| FLSA Code  | EX_FT      | FLSA Code   |                                     |
| Reports To Position Number   | 10006118   | Reports To Position Number  |                                     |
| Fund Code  | 1000       | Fund Code   |                                     |
| Funding Department ID Number   | 28540100   | 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)   |                                     |
| Resource Type (Not currently used)                                   |            | Resource Type (Not currently used)  |                                     |

  
Business Unit Approval (Business Unit Head or Designee)

4/15/2021  
Date