Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Project/Grant (Projects or Grants only)

Activity ID (Projects or Grants only)

Resource Type (Not currently used)

Business Unit PC (Projects or Grants only)

FLSA Code

Fund Code

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library				Business Unit Number: 28500		
		SECTION	N I – TYP	E OF REOUEST		
Function Check Applicab			Comments			
Position Update				May require Commissioners Court approval		
Position Reclassification			1	May require Commissioners Cour		
New Position Request				Requires Commissioners Court ap	proval	
		SECTION I	I – REASO	ON FOR REQUEST		
There is a business ne	ed to recla	ssify this position to	a Proje	ct Specialist III to best serve o	ur customers and operation:	
		SECTION III -	PROPOS	SED EFFECTIVE DATE		
Proposed Effective Date				st be the beginning of a pay period. Fo proval, the earliest effective date will be		
Grant Effective Date			To:			
		SECTIO	N IV – PC	OSITION DATA		
		<u>Jaconio.</u>		SHORDAIA		
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			
			Nu	umber of Positions	1	
Position Description		Coordinator II		sition Description (30 Spaces Max)	Specialist III / Project Specialist	
Job Code		000137		b Code (HRRM Use Only)		
Position Number		10006217		sition Number (HRRM Use Only)		
Company (CS, FC, HC, JV or P	A)	HC		mpany (CS, FC, HC, JV or PA)		
Business Unit		28500		siness Unit		
Home Department ID Number	er	28520100		ome Department ID Number		
Location		DEFAULT		cation		
Full Time, Part Time or Temp	orary	Full Time		Il Time, Part Time or Temporary		
Budgeted Hours 40		40	Bu	dgeted Hours		

Business Unit Approval (Business Unit Head or Designee)

27.11

NE_FT

1000

10006117

28520100

510010

9/15/2021

39.32

EX_FT

510010

Date

Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Business Unit PC (Projects or Grants only)

Project/Grant (Projects or Grants only)

Activity ID (Projects or Grants only)

Resource Type (Not currently used)

FLSA Code

Fund Code

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library			Business Unit Number:	28500	
		SECTION I – TYP	PE OF REOUEST		
Fund	ction	Check Applicable	Com	nments	
Position Update			May require Commissioners Court approval		
Position Reclassification		✓	May require Commissioners Cour	rt approval	
New Position Request			Requires Commissioners Court ap	proval	
		SECTION II – REAS	ON FOR REQUEST		
Proposed Effective Date	•	ECTION III – PROPO	SED EFFECTIVE DATE ust be the beginning of a pay period. For	or requests requiring Commissioners	
Grant Effective Date	From:		To:		
		SECTION IV – PO	OSITION DATA		
Current Use "Pos_List_File" (PCN Download) to complete all fields		olete all fields	Proposed Complete all fields for a new position or change appropriate field(s) for existing position		
		N	lumber of Positions	1	
Position Description	Manager	IV P	osition Description (30 Spaces Max)	Accountant	
Job Code	000533		ob Code (HRRM Use Only)		
Position Number	10006186		osition Number (HRRM Use Only)		
Company (CS, FC, HC, JV or P	A) HC	C	ompany (CS, FC, HC, JV or PA)		

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		
		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)	НС	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)

4/15/2021

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library			Business Unit Number:	28500	
		SECTION I – TYP	E OF REQUEST		
Function		Check Applicable	Comments		
Position Update			May require Commissioners Cour	t approval	
Position Reclassification		/	May require Commissioners Court approval		
New Position Request			Requires Commissioners Court ap	pproval	
	SE	CTION II – REAS	ON FOR REQUEST		
There is a business need to	o reclassify this position to	a Business Opera	ations Supervisor position to best s	erve our customer and operations	
	SECTI	ON III – PROPOS	SED EFFECTIVE DATE		
		e must be the beginning of a pay period. For requests requiring Commissioners rt approval, the earliest effective date will be the first pay period after approval.			
Grant Effective Date	From: To:				
		SECTION IV – PO	DSITION DATA		
				-,	
Current Use "Pos_List_File" (PCN Download) to complete all fields		all fields	Proposed Complete all fields for a new position or change appropriate field(s) for existing position		
		N	umber of Positions	1	
Position Description	Clerk II		osition Description (30 Spaces Max)	Supervisor IV / Business Ops Supervisor	
Job Code	000104	Jo	b Code (HRRM Use Only)		
Position Number	10006475	Po	osition Number (HRRM Use Only)		
Company (CS, FC, HC, JV or P.	A) HC	Co	ompany (CS, FC, HC, JV or PA)		

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	
		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)	нс	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)	

Bysiness Unit Approval (Business Unit Head or Designee)

4/15/2021

Date

Full Time, Part Time or Temporary

Budgeted Hours

FLSA Code

Fund Code

Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Business Unit PC (Projects or Grants only)

Full Time

40

46.04

EX_FT

1000

10006118

28540100

510010

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: County Library			Business Unit Number: 28500		
	SI	ECTION I – TYP	E OF REQUEST		
Function		Check Applicable	Comments		
Position Update		10 10 € 11 € 11 10 10 10 10 10 10 10 10 10 10 10 10	May require Commissioners Court approval		
Position Reclassification			May require Commissioners Court approval		
New Position Request			Requires Commissioners Court ap		
	SECT	TION II – REAS	ON FOR REQUEST		
	100 UA - 2004 MARKET	No. 2 or a property and a second			
There is a business need to	reclassify this position	to a Sr Progra	m Services Manager to best serv	e our customer and operations	
	CECTIO	N.III DDODO	SED EFFECTIVE DATE		
	SECTIO	N III – PROPOS	SED EFFECTIVE DATE		
Proposed Effective Date	05/08/2021		Date must be the beginning of a pay period. For requests requiring Commissioners		
555		Court ap	ourt approval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:		To:		
		-			
	SI	ECTION IV - PO	OSITION DATA		
	Current Download) to complete all	fields	Proposed Complete all fields for a new position or change appropriate field(s) for		
Use "Pos_List_File" (PCN Download) to complete all fields		Jielus	existing position		
		N	umber of Positions	1	
Position Description	Manager IV		osition Description (30 Spaces Max)	Manager V / Sr Program Services Mgr	
Job Code	000533	Jo	b Code (HRRM Use Only)		
Position Number	10022929		osition Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)	нс	Co	ompany (CS, FC, HC, JV or PA)		
Business Unit	28500		usiness Unit		
Home Department ID Number	28540100	H	ome Department ID Number		
Location	DEFAULT	Lo	cation		

Project/Grant (Projects or Grants only)

Activity ID (Projects or Grants only)

Resource Type (Not currently used)

Business Unit Approval (Business Unit Head or Designee)

Project/Grant (Projects or Grants only)

Activity ID (Projects or Grants only)

Resource Type (Not currently used)

Date

Full Time, Part Time or Temporary

60.12

510010

Budgeted Hours

FLSA Code

Fund Code

Salary Range Maximum

Reports To Position Number

Funding Department ID Number

Account (Same for all Business Units)

Business Unit PC (Projects or Grants only)