

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Pretrial Services Business Unit Number: 605

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

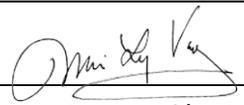
Position need to be reclassified as Executive Assistant II and non-exempt status.

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 <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <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)	Executive Assistant II
Job Code	000533	Job Code (HRRM Use Only)	
Position Number	10019574	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	60500	Business Unit	60500
Home Department ID Number	60500000	Home Department ID Number	60500000
Location	865B000	Location	865B000
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40.00	Budgeted Hours	40.00
Salary Range Maximum	46.59	Salary Range Maximum	35.42
FLSA Code	1	FLSA Code	N
Reports To Position Number	10019573	Reports To Position Number	10019573
Fund Code	1000	Fund Code	1000
Funding Department ID Number	60500000	Funding Department ID Number	60500000
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)	<u>04/12/2021</u> _____ Date
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Business Unit Name: Pretrial Services Business Unit Number: 605

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

Position need to be reclassified as Administrative Assistant IV.

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 <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position</i>	
		Number of Positions	1
Position Description	Administrative Assistant III	Position Description (30 Spaces Max)	Administrative Assistant IV
Job Code	000042	Job Code (HRRM Use Only)	
Position Number	10019706	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	60500	Business Unit	60500
Home Department ID Number	60500000	Home Department ID Number	60500000
Location	865B000	Location	865B000
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40.00	Budgeted Hours	40.00
Salary Range Maximum	27.44	Salary Range Maximum	30.19
FLSA Code	N	FLSA Code	N
Reports To Position Number	10019707	Reports To Position Number	10019574
Fund Code	1000	Fund Code	1000
Funding Department ID Number	60500000	Funding Department ID Number	60500000
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)	<u>04/12/2021</u> _____ Date
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