



The Children's Assessment Center

April 13, 2021

The Honorable Lina Hidalgo, and Commissioners Rodney Ellis, Adrian Garcia,
Tom S. Ramsey and R. Jack Cagle
1001 Preston, Suite 500
Houston, Texas 77002

Dear Members of the Court:

This is to request that the following topic be placed on the Commissioners' Court
agenda for April 27th, 2021:

Request to update one (1) Part-time position to
increase hours to (1) Full-time position.

The Children's Assessment Center is requesting a change to this position to better
align our work with the staffing needs of the Training department. The costs of
this position are reimbursed by The Children's Assessment Center Foundation
and therefore cover the expected costs.

Thank you for your consideration of this request.

Sincerely,

Kerry McCracken
Executive Director

Helping Children and Families Recover from Abuse

The John M. O'Quinn Campus • 2500 Bolsover • Houston, Texas 77005 • 713-986-3300 • 713-986-3553 Fax • www.eachouston.org

Houston Press Best Charity 2007 • Ed Stout Memorial Award for Outstanding Victim Advocacy 2006

A Public-Private Partnership • National Crime Victim Service Award 2001 • National Legacy Award for Excellence and Innovation 2000

National Acts of Caring Award 2000 • Spirit of Collaboration Award 2000



POSITION MANAGEMENT REQUEST FORM

Business Unit Name: The Children's Assessment Center

Business Unit Number: 88500

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 being updated from Part Time to Full-time to meet the needs in the Training Department. Position Title is currently in use within The CAC.

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	Assistant 1	Position Description (30 Spaces Max)	
Job Code	000087	Job Code (HRRM Use Only)	
Position Number	10022185	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	88500	Business Unit	
Home Department ID Number	88550000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Part Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	20.80	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10022129	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	88550000	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)	HC001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	91904	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	91904_50	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

ICM Cline
Business Unit Approval (Business Unit Head or Designee)

4.13.21
Date