

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Fire Marshal's Office Business Unit Number: 213

### 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

Initially approved 02/26/2021 for special revenue fund , would like to approve to fund from general fund

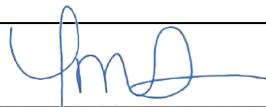
### SECTION III – PROPOSED EFFECTIVE DATE

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	3
Position Description		Position Description (30 Spaces Max)	Investigator I
Job Code		Job Code (HRRM Use Only)	000239
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	21300
Home Department ID Number		Home Department ID Number	21302000
Location		Location	869A0000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	\$30.19
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10004840
Fund Code		Fund Code	1000
Funding Department ID Number		Funding Department ID Number	21304000
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
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)	

Tanisher Spiller



04/19/2021

Business Unit Approval (Business Unit Head or Designee)

Date

## Budget Review for New General Fund Position Requests

Requesting Dept #/Name	213 - Fire Marshal's Office	Request Date	4/15/2021
Number of New Positions Being Requested	3		
Cost of Requested New Positions - Annual	\$237,332		
Cost of Requested New Positions - Rest of Year	\$115,623	Amount of New Funding Requested	\$0
# of Existing, Vacant General Fund Positions	2	(regular, full-time positions)	

### Cost of Existing, Approved Positions vs. Labor Budget

Department's Base Labor Budget (excl. rollover)	\$8,950,063	<i>recurring budget less est. non-labor expenses</i>
less: Annual Cost of Existing Filled Positions	8,022,271	
less: Annual Cost of Existing Vacant Positions	407,256	
Base Labor Budget Available for New Positions	\$520,536	
Projected Budget Rollover to Next Fiscal Year	\$451,079	<i>based on dept.-provided expenses and hiring plan</i>

- 
- 
- ☐ Budget Review is pending.
- ☒ The cost of existing and requested new positions fits within the department's adopted budget allocation and is sustainable with flat future budgets.
- ☐ The department has enough budget to cover the cost of existing and requested new positions for the remainder of the current fiscal year but future fiscal years will require a budget increase, use of rollover funds, or for the department to leave some positions vacant. If all positions are filled and existing rollover is used only for labor, the current rollover balance will last approximately years.
- ☐ There is not enough budget to cover existing and requested new positions for the remainder of this fiscal year or for future years.

*Janet Gonzalez*

Reviewed by (Budget Management)

4/16/2021

Date

---

---