



CONSTABLE JERRY GARCIA HARRIS COUNTY PRECINCT 2

101 S. RICHEY ST. Suite C. PASADENA, TX 77506

(713) 477-4070

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SUPPLEMENTAL AGENDA ITEM

April 21, 2021

The Honorable Judge Lina Hidalgo
And Members of Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, TX. 77002

Dear Members:

I am requesting authorization to create a full time clerical position.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "JG", is written over the printed name.

Jerry Garcia, Constable
Harris County Precinct 2

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Constable, Precinct 2

Business Unit Number: 302

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

Reclassify Position

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 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	
Position Description	Clerk TP III	Number of Positions	1
Job Code	000109	Position Description (30 Spaces Max)	Clerk II
Position Number	10008196	Job Code (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Position Number (HRRM Use Only)	
Business Unit	30200	Company (CS, FC, HC, JV or PA)	HC
Home Department ID Number	30220010	Business Unit	30200
Location	DEFAULT	Home Department ID Number	30220010
Full Time, Part Time or Temporary	PART TIME	Location	DEFAULT
Budgeted Hours	30	Full Time, Part Time or Temporary	FULL TIME
Salary Range Maximum	17.07	Budgeted Hours	40
FLSA Code	N	Salary Range Maximum	20.48
Reports To Position Number	10008186	FLSA Code	N
Fund Code	1000	Reports To Position Number	10008186
Funding Department ID Number	30220010	Fund Code	1000
Account (Same for all Business Units)	510010	Funding Department ID Number	30220020
Business Unit PC (Projects or Grants only)		Account (Same for all Business Units)	510010
Project/Grant (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Activity ID (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Resource Type (Not currently used)		Activity ID (Projects or Grants only)	
		Resource Type (Not currently used)	

976
Business Unit Approval (Business Unit Head or Designee)

4.21.21
Date