

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: HARRIS COUNTY POLLUTION SERVICES DEPT

Business Unit Number: 27200

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input checked="" type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval

SECTION II – REASON FOR REQUEST

Reclassification

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>6/19/2021</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)	Manager V
Job Code	000533	Job Code (HRRM Use Only)	
Position Number	10005271	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27200	Business Unit	
Home Department ID Number	27200000	Home Department ID Number	
Location	870A0000	Location	
Full Time, Part Time or Temporary	FULLTIME	Full Time, Part Time or Temporary	
Budgeted Hours	40-2080	Budgeted Hours	
Salary Range Maximum	46.59	Salary Range Maximum	60.12
FLSA Code	EXEMPT	FLSA Code	
Reports To Position Number	10005272	Reports To Position Number	
Fund Code	1000	Fund Code	
Funding Department ID Number	27200	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)

5/24/21
Date