

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Precinct 2-Commissioner

Business Unit Number: 10200

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/title

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>06/19/2021</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>	
Position Description	OPERATOR II	Number of Positions	
Job Code	000290	Position Description (30 Spaces Max)	CARPENTER II
Position Number	10003444	Job Code (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Position Number (HRRM Use Only)	
Business Unit	10200	Company (CS, FC, HC, JV or PA)	
Home Department ID Number	10202002	Business Unit	
Location	524M000	Home Department ID Number	10202001
Full Time, Part Time or Temporary	FULL TIME	Location	622ZA04
Budgeted Hours	2080	Full Time, Part Time or Temporary	Full Time
Salary Range Maximum	17.55	Budgeted Hours	2080
FLSA Code	N	Salary Range Maximum	30.19
Reports To Position Number	10003287	FLSA Code	
Fund Code	1070	Reports To Position Number	10003136
Funding Department ID Number	10202002	Fund Code	1000
Account (Same for all Business Units)	510010	Funding Department ID Number	10202001
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)	



Business Unit Approval (Business Unit Head or Designee)

4-20-2021

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Precinct 2-Commissioner

Business Unit Number: 10200

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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

Reclassification/Title Change

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>06/19/2021</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 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	
		Number of Positions	1
Position Description	<u>Coordinator I</u>	Position Description (30 Spaces Max)	<u>Director III</u>
Job Code	<u>000138</u>	Job Code (HRRM Use Only)	
Position Number	<u>10003193</u>	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	<u>HC</u>	Company (CS, FC, HC, JV or PA)	
Business Unit	<u>102</u>	Business Unit	
Home Department ID Number	<u>10204002</u>	Home Department ID Number	<u>10201002</u>
Location	<u>230C000</u>	Location	<u>268C000</u>
Full Time, Part Time or Temporary	<u>FT</u>	Full Time, Part Time or Temporary	<u>FULL TIME</u>
Budgeted Hours	<u>2080</u>	Budgeted Hours	
Salary Range Maximum	<u>21.89</u>	Salary Range Maximum	<u>67.34</u>
FLSA Code	<u>N</u>	FLSA Code	<u>1</u>
Reports To Position Number	<u>10003287</u>	Reports To Position Number	<u>10003120</u>
Fund Code	<u>1000</u>	Fund Code	
Funding Department ID Number	<u>10204002</u>	Funding Department ID Number	<u>10201002</u>
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)	



Business Unit Approval (Business Unit Head or Designee)

5-17-2021

Date