

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Domestic Relations Office Business Unit Number: 28600

### SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

Temporarily transfer to extend grant funded positions

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>9/25/21</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: <u>10/1/2021</u> To: <u>9/30/2021</u>	

### 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 (Title)	Case Manager II	Position Description (Title-30 Spaces Max)	
Job Code Description	000152	Job Code Description	
Position Number	10006528	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	28600	Business Unit	
Home Department ID Number	28610000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	30.190000	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10006517	Reports To Position Number	
Fund Code	2801	Fund Code	2801
Funding Department ID Number	28600000	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)	100001000000844	Project/Grant (Projects or Grants only)	10001000001117
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

**Deanna Lee**

Digitally signed by Deanna Lee  
Date: 2021.09.03 09:50:56 -05'00'

Business Unit Approval (Business Unit Head or Designee)

Date

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		Number of Positions	1
Position Description (Title)	Manager III	Position Description (Title-30 Spaces Max)	
Job Code Description	000532	Job Code Description	
Position Number	10008547	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	28600	Business Unit	
Home Department ID Number	28610000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	35.010000	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10008517	Reports To Position Number	
Fund Code	2801	Fund Code	2801
Funding Department ID Number	28600000	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)	100001000000844	Project/Grant (Projects or Grants only)	100001000001117
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

**Deanna Lee**

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Business Unit Approval (Business Unit Head or Designee)

Date

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		Number of Positions	1
Position Description (Title)	Case Manager I	Position Description (Title-30 Spaces Max)	
Job Code Description	000151	Job Code Description	
Position Number	10023535	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	28600	Business Unit	
Home Department ID Number	28610000	Home Department ID Number	
Location	DEFAULT	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	27.440000	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10008517	Reports To Position Number	
Fund Code	2801	Fund Code	2801
Funding Department ID Number	28600000	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)	100001000000844	Project/Grant (Projects or Grants only)	100001000001117
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Deanna Lee

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Date: 2021.09.03 09:49:36 -05'00'

Business Unit Approval (Business Unit Head or Designee)

Date

[illegible]

Set up temporary discretionary transfer out to fund grant positions until renewal grant is approved.

Approved By	Approved By
Dept. Head/Official Signature (TO) _____ Date _____	Dept. Head/Official Signature (FROM) _____ Date _____
Approved By	Commissioners Court Approval Date
Budget Management _____ Date _____	