Budget Management Form 3441 Harris County, TX (06/01/2021)

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			7	7		May require Commissioners Court approval
Position Reclassification				T		May require Commissioners Court approval
New Position Request	Г					Requires Commissioners Court approval
Is additional office space required?		Υ	es		No	

SECTION II - REASON FOR REQUEST

Temporarily transfer to extend grant funded positions

SECTION III - PROPOSED EFFECTIVE DATE

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

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					
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	28800	Business Unit					
Home Department ID Number	28810000	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	2601	Fund Code	2601				
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)					

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

Business Unit Approval (Business Unit Head or Designee)

Date

Budget Management	Form 3441
Harris County, TX (06,	(01/2021)

POSITION MANAGEMENT REQUEST FORM

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

SECTION I – TYPE OF REQUEST

Function	Γ	Check Applicable			Comments	
Position Update	Т		<u> </u>	7		May require Commissioners Court approval
Position Reclassification	Т			T		May require Commissioners Court approval
New Position Request	Γ					Requires Commissioners Court approval
Is additional office space required?		1	Yes		No	

SECTION II - REASON FOR REQUEST

Temporarily transfer to extend grant funded positions

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	9/25/21	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: 10/1/2021 To: 09	0/30/2022

SECTION IV - POSITION DATA

Current Use "Pas_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 (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	28810000	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	10006517	Reports To Position Number				
Fund Code	2601	Fund Code	2601			
Funding Department ID Number	28600000	Funding Department ID Number	100			
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 Le	ee
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Digitally signed by Deanna Lee Date: 2021.09.03 09:50:10 -05'00'

Business Unit Approval (Business Unit Head or Designee)

Date

Budget Management Form 3441 Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name:

Domestic Relations Office

Business Unit Number:

28600

SECTION I - TYPE OF REQUEST

Function		Check Applicable		e	Comments		
Position Update				1		00	May require Commissioners Court approval
Position Reclassification				П			May require Commissioners Court approval
New Position Request	Г						Requires Commissioners Court approval
Is additional office space required?			Yes	I	ŀ	No	

SECTION II - REASON FOR REQUEST

Temporarily transfer to extend grant funded positions

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	9/25/21	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: 10/1/2021 To: 09	9/30/2022

SECTION IV - POSITION DATA

Current Use "Pos_List_File" (PCN Download	i) 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 (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	siness Unit 28600						
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	10006517	Reports To Position Number					
Fund Code	2601	Fund Code	2601				
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)					

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Business Unit Approval (Business Unit Head or Designee)

Date

BUDGET REVENUE/EXPENDITURE APPROPRIATION TRANSFER FORM

REF (GL):					Journal Nm.:											
					Journal Nm.:											
ТО					FROM											
Departme	nt Name)						Department Name								
Domestic Fund Des	Relation	S						Domestic	Relation	S						
Fund Des	cription							Fund Description								
GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	
															+	
HCNTY	1000	286100000	920012				30,000.00	HCNTY	1000	286100000	510010				30,000.00	
															-	
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								-							1	
		-														
	!		•	-		TOTAL	30,000.00		•		-	-		TOTAL	30,000.00	
Reason fo	r Transf	er					55,000.00	1						AL	55,000.00	
			nsfer out to	fund grant	positions until renew	al grant is approved.										

DEPARTMENT/BUDGET MANAGEMENT APPROVALS							
	Approved By						
	_						
Date	Dept. Head/Official Signature (FROM)	Date					
	Commissioners Court Approval Date						
Date							
	Date Date	Approved By Dept. Head/Official Signature (FROM) Commissioners Court Approval Date					