

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Purchasing Business Unit Number: 61500

### 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

Correction Needed: Position Number 10020027 should be funded out of the General Fund 1000 for salaries not the Hurricane Harvey Fund 1010

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/23/2021</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	
Position Description (Title)	Buyer II	Position Description (Title-30 Spaces Max)	
Job Code Description	000086	Job Code Description	
Position Number	10020027	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit	61500	Business Unit	
Home Department ID Number	61500000	Home Department ID Number	
Location	DEFAULT	Location	853B000
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	48.58	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10019944	Reports To Position Number	
Fund Code	1010 (Harvey Fund)	Fund Code	1000 (General Fund)
Funding Department ID Number	61500000	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)	

DeWight Dopslauf

Business Unit Approval (Business Unit Head or Designee)

09/01/2021

Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Purchasing Business Unit Number: 61500

### 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

Correction Needed: Position Number 10020029 should be funded out of the General Fund 1000 for salaries not the Hurricane Harvey Fund 1010

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/23/2021</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	
Position Description (Title)	Buyer I	Position Description (Title-30 Spaces Max)	
Job Code Description	000085	Job Code Description	
Position Number	10020029	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit	61500	Business Unit	
Home Department ID Number	61500000	Home Department ID Number	
Location	DEFAULT	Location	853B000
Full Time, Part Time or Temporary	FT	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	30.19	Salary Range Maximum	
FLSA Code	Exempt	FLSA Code	
Reports To Position Number	10019944	Reports To Position Number	
Fund Code	1010 (Harvey Fund)	Fund Code	1000 (General Fund)
Funding Department ID Number	61500000	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)	

*DeWight Dopslauf*

Business Unit Approval (Business Unit Head or Designee)

09/01/2021

Date