Budget Manag	gem	ent	Form	3441
Harris County.	TX	(06	/01/2	021)

DeWight Dopslauf

Business Unit Approval (Business Unit Head or Designee)

POSITION WANAGEMENT REQUEST FORM Business Unit Name: Purchasing Business Unit Number: 61500								
Business Unit Name: Business Unit Number: 01300								
SECTION I – TYPE OF REQUEST								
Functio	Function		Check		Comments			
		App	Applicable					
Position Update					May require Commissioners Court approval			
Position Reclassification			Н		May require Commissioners Court approval			
New Position Request		_	Ļ	_	Requires Commissioners Court approval			
Is additional office space requi	red?	Yes	5	No				
	SEC	TION II	– F	REASOI	N FOR REQUEST			
Correction Needed: Position N	umber 10020027 should	be funde	ed c	out of the	General Fund 1000 for salaries not t	he Hurricane Harvev Fund 1010		
	SECTION	ON III –	PR	OPOSE	D EFFECTIVE DATE			
Proposed Effective Date	10/23/2021	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:	То:						
	:	SECTIO	۱۱	V – PO:	SITION DATA			
Current Proposed					I			
Use "Pos_List_File" (PCN Download) to complete all j		II fields		(Complete all fields for a new position or change appropriate field(s) for			
				Nicon	existing positions	tion.		
Position Description (Title)	Buyer II				nber of Positions tion Description (Title-30 Spaces Max)			
Job Code Description	000086				Code Description			
Position Number	10020027				tion Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)					npany (CS, FC, HC, JV or PA)			
Business Unit					Business Unit			
Home Department ID Number				ne Department ID Number				
Location DEFAULT			ation	853B000				
Full Time, Part Time or Tempora	ry FT			Full	Time, Part Time or Temporary			
Budgeted Hours	40	40			geted Hours			
Salary Range Maximum	48.58	48.58		Sala	ry Range Maximum			
FLSA Code	Exempt	Exempt		FLS	A Code			
Reports To Position Number 10019944		Rep	orts To Position Number					
Fund Code 1010 (Harvey Fund)		nd)		Fun	d Code	1000 (General Fund)		
Funding Department ID Number 61500000				Fun	ding Department ID Number			
Account (Same for all Business Units) 510010				Acc	Account (Same for all Business Units) 510010			
Business Unit PC (Projects or Grants only)			Bu		iness Unit PC (Projects or Grants only)			
Project/Grant (Projects or Grants					ect/Grant (Projects or Grants only)			
	Activity ID (Projects or Grants only)				Activity ID (Projects or Grants only)			
Resource Type (Not currently use	ed)			Res	ource Type (Not currently used)			

09/01/2021

Date

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Harris County.	TX (06	/01/2	021)

	POSITION	MANA	GEME	NT REQUEST FORM			
Business Unit Name: Purch	Purchasing Business Unit Number: 61500						
SECTION I – TYPE OF REQUEST							
Function			ck cable	Comments			
Position Update		7.55	May require Commissioners Court approval				
Position Reclassification		 	May require Commissioners Court approval				
New Position Request		┼	Requires Commissioners Court approval				
·	- 42	l I Vaa I	l No				
Is additional office space requir	ea?	Yes	No				
SECTION II – REASON FOR REQUEST							
Correction Needed: Position Nu	mber 10020029 should	l be funded	out of the	e General Fund 1000 for salaries not t	he Hurricane Harvey Fund 1010		
	SECTION III – PROPOSED EFFECTIVE DATE						
Proposed Effective Date	10/23/2021	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:	То:					
		SECTION I	IV – PO	SITION DATA			
Current Use "Pos_List_File" (PCN Download) to complete all		all fields	Proposed Complete all fields for a new position or change appropriate field(s) for existing position.				
			Nui	mber of Positions			
Position Description (Title)	Buyer I		Pos	ition Description (Title-30 Spaces Max)			
Job Code Description	000085		Job	Code Description			
Position Number	10020029		Pos	ition Number (HRRM Use Only)			
Company (CS, FC, HC, JV or PA)			Cor	npany (CS, FC, HC, JV or PA)			
Business Unit	61500			iness Unit			
Home Department ID Number	61500000			ne Department ID Number			
Location	DEFAULT			ation	853B000		
Full Time, Part Time or Temporar				Time, Part Time or Temporary			
Budgeted Hours	40			geted Hours			
Salary Range Maximum	30.19			A Code			
FLSA Code Reports To Resition Number	Exempt 10010044			A Code			
Reports To Position Number 10019944 Fund Code 1010 (Harvey Fund)		nd\		Reports To Position Number			
Fund Code 1010 (Harvey Fund) Funding Department ID Number 61500000		iu)		Fund Code 1000 (General Fund) Funding Department ID Number			
Account (Same for all Business Units) 510010				Account (Same for all Business Units) 510010			
Business Unit PC (Projects or Grai				iness Unit PC (Projects or Grants only)	310010		
Project/Grant (Projects or Grants				ject/Grant (<i>Projects or Grants only</i>)			
Activity ID (Projects or Grants only	•			ivity ID (Projects or Grants only)			
Resource Type (Not currently used)			Resource Type (Not currently used)				
The free carrently use	"1		1103				

Business Unit Approval (Business Unit Head or Designee)

09/01/2021

Date