



## Staffing Adjustment Request Form

**Purpose:** To request adjustment/reclassification to a current position or to request a new position.

A continued focus of the budgetary process is to evaluate the current effectiveness of our staffing needs. It is the priority of the Court to provide adequate and qualified staffing for offices and departments while ensuring efficiency. Requests for staff should be made only for new programs and/or upon demonstrated increases in service requirements that cannot be met with improved technology or changes in procedures.

All requests for staffing changes must include one form per request and *be attached to its own Change Request in Questica*. All requests must include performance measures or goals as they correlate to the Williamson County Strategic Plan.

Department Information	
Date of Request:	
Department:	Contact Name:
New Position Priority (If requesting more than one position, please rank requests):	
Type of Request: <input type="checkbox"/> New Position <input type="checkbox"/> New Initiative <input type="checkbox"/> Reduction in Headcount <input type="checkbox"/> Conversion <input type="checkbox"/> PT to FT Conversion <input type="checkbox"/> Reclassification (Grade, Salary, Title Change)	
Requested Action	
CURRENT POSITION (If applicable)	NEW REQUESTED POSITION
Position Control Number (PCN): Position Title & Grade:	Position Title and Grade/Step:
Position Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Position Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Funding: <input type="checkbox"/> Current General Fund <input type="checkbox"/> Grant Funds <input type="checkbox"/> Other Vacancy: <input type="checkbox"/> Other:	Funding: <input type="checkbox"/> Current General Fund <input type="checkbox"/> Grant Funds <input type="checkbox"/> Other Vacancy: <input type="checkbox"/> Other:
Current Salary:	Proposed Salary:
Proposed Effective Date (If other than October 1):	

**Brief Summary of Request (to include description of the need for the requested position to include 5 primary important functions of this position. Please include the percentage of time spent on each function).**

**Description of Request**

**Link to Strategic Plan**

Select the appropriate Strategic Plan Initiative and explain how this request supports the County's or your department's Strategic Plan?

☐ Financial Sustainability ☐ Strong Community Safety ☐ High Performing Government ☐ Customer Focused Workforce ☐ Thoughtful Growth ☐ Innovative and Modern Facilities

Brief Explanation:

**Describe the benefits of this request**

How will the addition of this position or change strengthen and/or benefit the department (efficiencies, increased revenue generation, increased service levels, etc)?

**Collaboration and Impacts**

Was this proposal discussed with other departments/agencies that provide similar or supporting services that could be impacted? Please describe the impact and list the other departments/agencies and their points of contact. Suggest ways departments/agencies may be able to collaborate/cost share to ensure success of the proposal. Consider the strain on other services, duplication of services, etc.

*For example: If a new court were to be created, the District Attorney's Office, the County Attorney's Office, the District Clerk's Office, Bailiffs and the County Clerk's Office would be impacted because they would have an additional court/customer to which they would need to provide services. Their workloads would be affected, and they may or may not currently have the resources to handle an additional customer.*

☐ Have you attached or listed below Department Performance Measures and/or Justification for this request?

**Space Allocation**

If requesting a new position, is office space currently available? ☐ Yes ☐ No

If **yes**, describe where:

If **no**, describe plan to acquire space for this proposal. Identify proposed position location and list cost of renovations, if any, in the Questica Change Request.

Disclaimer: Estimating equipment costs does not guarantee the purchase is approved. Proper purchasing protocol must be followed.

*If you have any questions or need assistance when filling out this form, please do not hesitate to contact the Budget Office: Saira Hernandez (x33756), Sarah Crain (x31453), Ashlie Holladay (x31551)*

*When this electronic form has been completed, please submit in: Questica Change Request*

In addition to this request form, please see chart below for additional information that may be required:

**Please note – We are requesting PCNs to be listed with position titles in Organizational Charts**

Request Code	Request Type	Explanation of Request Type	Required Documentation
NEW	New Position Request	Add an additional PT or FT employee to your department/office	Staffing Modification Form Job Description Current & Proposed Org Chart
CUR	Current Position Changes	Make a change to an existing PCN (ie. stipends and/or supplements)	
RCL	Reclassification	Make a minor change to an existing PCN job description (including title, grade, and possibly exemption status). <i>Rarely done outside the salary study. Please refer to EPM</i>	HR Reclassification Form Current Job Description New Job Description Current & Proposed Org Chart
CONV	Conversion	A significant change to the job description (usually 40% or more), that includes the addition or deletion of significant duties or responsibilities. Will include title, grade and/or FLSA status change. If the conversion results in a position change that is not consistent with original intent of the position, it will be reviewed by the Budget Office.	Staffing Modification Form Current Job Description New Job Description Current & Proposed Org Chart
INIT	New Initiative	Request departmental projects over and above normal operations (ie. Forming a call center involving new staff and equipment/furniture)	Staffing Modification Form Job Description Current & Proposed Org Chart
SAL_ADJ	Payroll Line Adjustment	Should be used for Payroll line items that are not attached to a PCN (ie. Overtime; Temp Labor)	
PT_FT	Part Time to Full Time	Request converting a PT position to a FT position.	Staffing Modification Form Job Description Current & Proposed Org Chart
CAP	Capital	CIP project request reviewed by Commissioners CT outside of operating budget	CIP Request Form Supporting Docs/Pictures Quotes
FAC	Facilities Enhancements	A routine maintenance/repair request to your office submitted to Facilities	FE Request Form Supporting Docs/Pictures Quotes
CL	Career Ladder Changes	Request a new title/grade for a specific PCN on an approved Career Ladder	Copy of CL Policy (If Available)