

THE STATE OF TEXAS §
COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, met in a regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with the following members present:

Judge Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
Lesley Briones	Commissioner, Precinct No. 4

and the following members absent: _____, constituting a quorum, when among other business, the following was transacted:

ORDER AUTHORIZING HARRIS COUNTY PUBLIC HEALTH to transfer 3 positions to the U.S Department of Health and Human Services / Harris Cares Embrace Hope Grant.

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that the County Judge is authorized to approve Harris County Public Health to transfer 3 positions to the U.S Department of Health and Human Services /Harris Cares Embrace Hope Grant.

The documents are attached hereto and incorporated herein and incorporated as if set out in full word for word. Harris County is authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 27500

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 computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

Request to transfer position to new funding source due to current grant expiring

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/9/25</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>06/01/2024</u> To: <u>5/31/26</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	
Position Title	Supervisor, Grant	Position Title (30 Spaces Maximum)	
Job Code Number	000546	Job Code Number	
Job Code Description	Supervisor IV	Job Code Description	
Position Number	10025200	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	275000	Business Unit	
Home Department ID Number	27590000	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	51.60	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10005477	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27590000	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)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001023	Project/Grant (Projects or Grants only)	100001000001060
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

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Business Unit Approval (Business Unit Head or Designee)

Date

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Business Unit Number: 27500

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		Number of Positions	
Position Title	Analyst, Informatics	Position Title (30 Spaces Maximum)	
Job Code Number	000053	Job Code Number	
Job Code Description	Analyst III	Job Code Description	
Position Number	10025184	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	275000	Business Unit	
Home Department ID Number	27590000	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	43.95	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10026128	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27590000	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)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001023	Project/Grant (Projects or Grants only)	100001000001060
Activity ID (Projects or Grants only)	100001	Activity ID (Projects or Grants only)	100001

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Business Unit Approval (Business Unit Head or Designee)

Date

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Business Unit Number: 27500

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SECTION IV – POSITION DATA

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		Number of Positions	
Position Title	Project Coordinator	Position Title (30 Spaces Maximum)	
Job Code Number	000138	Job Code Number	
Job Code Description	Coordinator III	Job Code Description	
Position Number	10025180	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	275000	Business Unit	
Home Department ID Number	27590000	Home Department ID Number	
Location	Default	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	\$31.20	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10024061	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27590000	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)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001023	Project/Grant (Projects or Grants only)	100001000001060
Activity ID (Projects or Grants only)	100001	Activity ID (Projects or Grants only)	100001

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Business Unit Approval (Business Unit Head or Designee)

Date