

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

Position Extension

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/17/25</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>01/01/2025</u> To: <u>12/31/25</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	Coord, Medical Reserve Corps	Position Title (30 Spaces Maximum)	Manager, Medical Reserve Corps
Job Code Number	000138	Job Code Number	000532
Job Code Description	Coordinator III	Job Code Description	Manager III
Position Number	10022906	Position Number (HRRM Use Only)	10022906
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	27500	Business Unit	27500
Home Department ID Number	27585000	Home Department ID Number	27585000
Location	DEFAULT	Location	DEFAULT
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary	F
Budgeted Hours	40	Budgeted Hours	40
Salary Range Maximum	39.73	Salary Range Maximum	44.26
FLSA Code	N	FLSA Code	1
Reports To Position Number	10005352	Reports To Position Number	10005455
Fund Code	2601	Fund Code	2601
Funding Department ID Number	27585010	Funding Department ID Number	27585000
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)	HC001
Project/Grant (Projects or Grants only)	GY23_4347803	Project/Grant (Projects or Grants only)	GY24_4347804
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001

Richard A. Williams Digitally signed by Richard A. Williams
Date: 2025.03.27 16:56:40 -05'00'

3/27/25

Business Unit Approval (Business Unit Head or Designee)

Date

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 extend 1 position
associated with Urban Area Security Initiative (UASI).**

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 create
new position(s) and extend 1 position(s) associated with U.S. Department of Homeland Security / Urban
Area Security Initiative (UASI). The funding period is effective June 15, 2024 to December 31, 2025.

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.