

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 and extend 3 position(s) associated with U.S. Department of Housing and Urban Development / Lead Hazard Reduction 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 and extend 3 position(s) associated with U.S. Department of Housing and Urban Development / Lead Hazard Reduction Grant. The funding period is effective January 15, 2025 to January 15, 2029.

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

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 type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

Position Extension Request for 2025 HUD Lead Hazard Reduction Grant

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>5/3/25</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>01/15/2025</u> To: <u>1/15/29</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	Spec, Grant Assistant	Position Title (30 Spaces Maximum)	
Job Code Number	000069	Job Code Number	
Job Code Description	Assistant III	Job Code Description	
Position Number	10006033	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Full-Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	31.11	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10005635	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520120	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)	10001000001237	Project/Grant (Projects or Grants only)	FY25_LHRP
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	10001



Business Unit Approval (Business Unit Head or Designee)

2/28/25

Date

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		Number of Positions	
Position Title	Spec, Lead (Pb) Abatement	Position Title (30 Spaces Maximum)	
Job Code Number	000138	Job Code Number	
Job Code Description	Coordinator III	Job Code Description	
Position Number	10005571	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Full-Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	39.73	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10005635	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520120	Funding Department ID Number	
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		Number of Positions	
Position Title	Coord, Ld (PB) Abatement Info	Position Title (30 Spaces Maximum)	
Job Code Number	000137	Job Code Number	
Job Code Description	Coordinator II	Job Code Description	
Position Number	10006003	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	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	31.11	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10005635	Reports To Position Number	
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