

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
R. Jack Cagle	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 create 1 new position associated with National Environmental Health Association / Retail Flexible Funding Model-Capacity Building.

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. Cagle	<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 1 new position associated with National Environmental Health Association / Retail Flexible Funding Model-Capacity Building. The funding period is effective February 01, 2022 to December 31, 2024.

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 type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

New position request for the NEHA Capacity Building grant.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>8/13/2022</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>2/21/2022</u> To: <u>12/31/2024</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: 1
Position Description (Title)	Position Description (Title-30 Spaces Max): Program Standards Coordinator
Job Code Description	Job Code Description: Coordinator III
Position Number	Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	Company (CS, FC, HC, JV or PA): HC
Business Unit	Business Unit: 27500
Home Department ID Number	Home Department ID Number: 27520110
Location	Location: 883A000
Full Time, Part Time or Temporary	Full Time, Part Time or Temporary: Full Time
Budgeted Hours	Budgeted Hours: 40
Salary Range Maximum	Salary Range Maximum: 35.77
FLSA Code	FLSA Code: 1
Reports To Position Number	Reports To Position Number: 10005440
Fund Code	Fund Code: 2601
Funding Department ID Number	Funding Department ID Number: 27520110
Account (Same for all Business Units)	Account (Same for all Business Units): <u>510010</u>
Business Unit PC (Projects or Grants only)	Business Unit PC (Projects or Grants only): PH001
Project/Grant (Projects or Grants only)	Project/Grant (Projects or Grants only): 100001000001271
Activity ID (Projects or Grants only)	Activity ID (Projects or Grants only): 10001
Resource Type (Not currently used)	Resource Type (Not currently used)

Jazmin Delgado Jazmin Delgado 2022.07.01 11:22:31 -05'00' 06/30/2022
 Business Unit Approval (Business Unit Head or Designee) Date