



HARRIS COUNTY, TEXAS

Office of Management and Budget 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application ☐ Award ☒

Department Name / Number

DUNs

Grant Title

District Courts - 700	JFMKAENLGN81	Court Backlog Reduction - ARPA
Funding Source: U.S. Department of the Treasury: CFDA# 21.027		Grant Agency: Supreme Court of Texas
Program Year: 1 st		Program Ending:
Grant Begin Date: 06/01/2022		Grant End Date: 09/30/2023
Grant Org. Key: 100001000001300		If applicable, Prior Year Org. Key: N/A

Grant Description:

Funded through the American Rescue Plan Act by the U.S. Department of the Treasury, the Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each government to meet local needs-including support for households, small businesses, impacted industries, essential workers, and the communities hardest hit by the crisis. These funds can also be used to make necessary investments in water, sewer, and broadband infrastructure.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$1,716,318.00	\$1,716,318.00	\$0.00
Non-Labor	\$0.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$1,716,318.00	\$1,716,318.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$1,716,318.00	\$1,716,318.00	\$0.00

* under development

Full Time Equivalent Positions

15.00

Date Guidelines are Available

% of Positions Paid by Grant

100.00 %

Grant Submittal Deadline Date

Grant Discussion:

This award is a pass-through of ARPA State and Local Fiscal Recovery funds from the Supreme Court of Texas/Office of Court Administration. The purpose of this award is to provide funding to pay for the cost of 15 FTEs to support Court operations in reducing case backlogs due to COVID and other factors. These positions will be provided by the Courts, District Clerk, Pre-Trial Services, and the Sheriff. There is no match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by :

Cadow, Eric

Date :

Reviewed by :

Date :

COURT ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 2nd day of August, 2022, the Commissioners Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and on behalf of Harris County, Texas, to accept funding from the Supreme Court of Texas/Office of Court Administration, and to approve ancillary documents:

Court Backlog Reduction - ARPA

Award Amount:	\$1,716,318.00
Grant Period:	6/1/22 – 9/30/23

Employee Salary Calculations

		SY 22							
# of Employees	Position	Hourly Rate	Annual Salary	Annual Fringes	Annual Health Ins.	Totals *# EEs	/ 26 Pay periods	Total *4 Pay Periods	# EE's
2	Court Coordinator	\$29.47	\$61,297.60	\$14,748.20	\$16,390.00	\$92,435.80	\$3,555.22	\$14,220.89	\$28,441.79
2	Court Reporter	\$57.91	\$120,452.80	\$28,980.94	\$16,390.00	\$165,823.74	\$6,377.84	\$25,511.35	\$51,022.69
3	Clerks	\$35.00	\$72,800.00	\$17,515.68	\$16,390.00	\$106,705.68	\$4,104.06	\$16,416.26	\$49,248.78
5	Bailiffs	\$37.02	\$77,001.60	\$18,526.58	\$16,390.00	\$111,918.18	\$4,304.55	\$17,218.18	\$86,090.91
3	Pretrial Srv Off	\$23.00	\$47,840.00	\$11,510.30	\$16,390.00	\$75,740.30	\$2,913.09	\$11,652.35	\$34,957.06
								SY 2022	\$249,761.23

SY 22

Annual Salary = Fringes = Health= /26 *4 PP

		FY 23						
# of Employees	Position	Hourly Rate	Annual Salary	Fringes	Health Ins.	Annual Total	*EE	
2	Court Coordinator	\$29.47	\$61,297.60	\$14,748.20	\$16,390.00	\$92,435.80	\$184,871.61	
2	Court Reporter	\$57.91	\$120,452.80	\$28,980.94	\$16,390.00	\$165,823.74	\$331,647.49	
3	Clerks	\$35.00	\$72,800.00	\$17,515.68	\$16,390.00	\$106,705.68	\$320,117.04	
5	Bailiffs	\$37.02	\$77,001.60	\$18,526.58	\$16,390.00	\$111,918.18	\$335,754.55	
3	Pretrial Srv Off	\$23.00	\$47,840.00	\$11,510.30	\$16,390.00	\$75,740.30	\$227,220.91	
						FY 23	\$1,399,611.60	

Next 3FY

\$4,198,834.80

SY 22	\$249,761.23
FY 23	\$1,399,611.60
Totals	\$1,649,372.83

Grant Amount	\$1,716,318.00
Expenditures	\$1,649,372.83
Balance	\$66,945.17



OFFICE OF COURT ADMINISTRATION

MEGAN LAVOIE
Administrative Director

July 21, 2022

Judge Latosha Lewis Payne
Harris County Administrative Judge
201 Caroline 9th floor
Houston, Texas 77002

Sent Via Email

Re: ARPA Funding Award

Harris County Judiciary,

After reviewing your funding request with the Regional Presiding Judges, we are pleased to inform you that the Harris County Judiciary is awarded **\$1,716,318** in American Rescue Plan Act (ARPA) funding to support reducing the court backlog. This funding is to be utilized for reducing the felony backlog in your jurisdiction.

Enclosed you will find the grant agreement that includes reporting requirements, performance requirements and spreadsheets to assist in reporting.

If you have any questions or concerns, please reach out to Leonard.Higgins@cpa.texas.gov and Kelly.Thibodeau@txcourts.gov.

Thank you for submitting your plan for consideration. We appreciate your work and dedication in reducing the felony court backlog.

Sincerely,

A handwritten signature in cursive script that reads "Megan LaVoie".

Megan LaVoie
Administrative Director

ARPA FUNDING AWARD DETAILS

Awarded funding is for felony criminal backlog cases. If your county requested Visiting Judge or Associate Judge Funding in your ARPA request, regular Visiting Judge appropriations from the Comptroller Judiciary Section Strategy A.1.2. can be used, and this line item was removed from your ARPA request. Minor adjustments between the Annual Salary and Benefits categories are allowed. If any amendments to the award are necessary, please contact Leonard.Higgins@cpa.texas.gov and Kelly.Thibodeau@txcourts.gov with questions and documentation of the changes.

Harris County Award-\$ 1,716,318

Funded Position	Quantity	Total Awarded
Clerk	3	\$ 310,929
Bailiffs	5.5	\$ 467,500
Pretrial Officer	4.5	\$ 325,000
Court Reporters	1.5	\$ 352,375
Temporary Trial Coordinators	3	\$ 260,514
TOTAL ARPA Funded:		\$ 1,716,318

Reporting Requirements

Submit ARPA Grant Expenditure Reports on a state fiscal year **quarterly basis** to Leonard.Higgins@cpa.texas.gov and Jennifer.Henry@txcourts.gov to receive reimbursement. Please provide proof of expenditures along with the report. In addition to this information, please be prepared to answer whether the county is registered with Sam.gov. and provide the Unique Entity Identifier from the Sam.gov profile. If the county is not registered with Sam.gov, please notify Leonard Higgins. Additional information may be required. Subrecipients of these federal funds are responsible for ensuring compliance with all federal and state laws and guidance from the United States Department of the Treasury <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> . Subrecipients may also be requested to provide additional information for future federal audits of these funds.

Performance Requirements

Grant recipients are required to send an Excel or csv file to the Office of Court Administration's Judicial Information Section at JudInfo@txcourts.gov on a **monthly basis** containing statistics **by district court** on:

- The number of active criminal cases pending in the court at the beginning of the month.
- The number of criminal cases added to the court's docket during the month.
- The number of criminal cases disposed of by the court during the month.
- The number of active criminal cases pending in the court at the end of the month.

Reports are due on the 20th day of the month for the month preceding. For example, September monthly reports are due by October 20th.

District Court Criminal Cases

Month _____

Year 2022[illegible][illegible]



Backlog Action Plan Form

Purpose

The Texas Judiciary was appropriated federal American Rescue Plan Act funds (ARPA) to assist courts with the court backlog caused by the COVID-19 Pandemic. The pandemic has impacted nearly every facet of the court system, and it is our goal to facilitate and assist court leaders across the state in addressing areas of concern. The following document will help the Office of Court Administration identify needs across the state.

District / County Name

- Harris County District Courts

District / County Action Plan Point of Contact

- Name: Latosha Lewis Payne
- Title: Harris County Local Administrative Judge
- Email: Latosha_Payne@Justex.Net
- Phone: 832.927.2653

Creation of Plan

Court backlog statistics for your jurisdiction can be provided by the Office of Court Administration or you can obtain them from your district/county clerk. Using available data, identify case types of concern that the county/district would like to target in this action plan. Please list out any statistics which helped identify the concern. In the future, these statistics can also act as a baseline for comparison moving forward.

We have provided space for your Jurisdictions' leadership to include at least two separate action plans addressing key areas of concern. Each action item should include three separate components: first, identification of an area of concern using the statistics available through your county/district clerk or the Office of Court Administration; second, steps your district will take to address this concern; and lastly, establish data-informed, attainable goals with which you can gauge the success of your action plan.

If you would like to add additional action items, you may attach additional pages to this report. You will also have space at the end of this document to include requests for resources, including temporary staff such as visiting judges, court reporters, court coordinators, clerks, and equipment.

Statement

While this Action Plan addresses the backlog increase during the pandemic between March 2020 – December 2021, the Harris County District Courts also have been affected by various other events and occurrences, namely Hurricane Harvey. In addition, Harris County has seen a population boom. According to the most recent census data, Harris County grew in population by at least 13 percent from 2010 to 2020. During Hurricane Harvey, criminal courts and civil courts shared one courtroom space for three years from 2018 to 2020. Court access was severely limited.

When the criminal courts returned their own courtrooms in 2020, the pandemic shut everything down. The backlog created by Harvey was unexpectedly amplified. Harris County district courts quickly persuaded Commissioners Court to transform NRG Arena into a courthouse. The courts seated more than 500 juries at NRG courthouse. Despite these valiant efforts, the compounding effects of events saw the caseloads double over this five-year period.

Population increase. Hurricane. Lack of courtroom space. The pandemic. Harris County District Courts need significant resources.

Action Item #1

Area of Concern

Using the Office of Court Administration data, Harris County District Courts had an increase of 19,928 criminal cases by December 31, 2021, up 87 percent from March 31, 2020.

Action Plan to Address Concern

1. **Emergency Response Dockets – 3** - Harris County District Courts will reduce pending criminal cases by utilizing three (3) Emergency Response Dockets (ERD) to handle pretrial hearings and pretrial disposition. The dockets will handle all case types and will include one “bond” case docket and one “in-custody” docket.
2. **Emergency Trial Response Dockets – 5** - Harris County District Courts will reduce pending criminal cases by utilizing five (5) Emergency Trial Response Dockets (ETRD) to conduct continual trials on a weekly basis. The four dockets may include but is not limited to the following “in-custody” and “bond” dockets:
 - o All case types
 - o Family Violence cases
 - o Child Sex Abuse Assault cases

Emergency dockets have been able to resolve 2,497 cases. By increasing the number of Emergency Docket courts, it is projected that we should be able to resolve an additional 1,248 cases next year, which is approximately 108 extra cases resolved per court in 2023.

3. **Associate Judges – 6** - Harris County District Courts will reduce pending criminal cases by utilizing six (6) Associate Judges to handle pretrial and voir dire for all types of trial cases, per the

discretion of the court. Associate Judges will allow one court to handle daily dockets and work to resolve cases while some of the more time-consuming issues are handled by another court. Associate Judges preside over Negotiated Plea of Guilty or No Contest Plea before the Court, Bond Forfeiture, Setting, Adjusting or Revoking Bond, Pretrial Motions, Writ of Habeas Corpus, Examining Trials, Occupational Driver's License, Appeal of an Administrative Driver's License Revocation Hearing, Civil Commitment under Subtitle C, Title 7, Health and Safety Code, Issuance of search warrants including warrants under art. 18.02(a)(10), Code of Criminal Procedure, Acceptance of agreed plea of guilty or no contest and assessment of punishment is a plea agreement is announced on the record between the parties and Jury selection.

Associate Judges have assisted in the disposition of 404 cases from February 7, 2022 – April 30, 2022.

4. **Pretrial Service Officers – 8** - Harris County District Courts will reduce pending criminal cases by utilizing eight (8) additional Pretrial Service Officers to prep, cover, and handle warrants.
5. **Court Trials** - Harris County District Courts will reduce pending criminal cases by utilizing court trials for state jail cases, per the discretion of the court and agreement of the parties. There are currently 464 state jail felonies set for trial. This will allow the District Courts to resolve these cases faster and allocate more time to dealing with the serious violent felonies.
6. **Case Management Analysts – 4** - Harris County District Courts will reduce pending criminal cases by utilizing four (4) case management analysts to analyze and identify cases that will reduce the number of consolidated cases and reflect the correct status disposition.
7. **Pre-trial Intervention** - Harris County District Courts will reduce pending criminal cases by reducing docket appearances in certain cases and allowing an opportunity for the Triage Docket in which the Defendant receives a Pre-Trial Intervention, immediately takes an online course that day, and resolves their case at a docket hearing on the same day. The District Attorney has resolved several cases in this manner in 2022. Facilitating this docket will allow both parties to handle these cases on one docket instead of several docket settings in various individual courts.
8. **90-day discovery setting** - Harris County District Courts will reduce pending criminal cases by utilizing Scheduling Orders with 90-day first discovery settings.
9. Harris County District Courts will seek funding and space for the addition of six (6) additional criminal district courts in 2023. Last year the Twenty-Three District Courts took in 55,033 cases and were able to resolve 51,693, and had a 94% clearance rate. An additional 6 courts will permit us to resolve an additional 13,485 cases per year.

Attainable Goal for Change

Using the plans set forth above, Harris County District Courts will set a goal of a reduction of 7,830 in the total pending civil cases (an approximate reduction of 10 percent in overall caseload) over the course of a nine-month period beginning from the start date of the first visiting judge appointed pursuant to the funding of the requested resources but with a goal of completion by September 30, 2023.

Action Item #3

Area of Concern

Using the Office of Court Administration data, Harris County District Courts had an increase in pending family cases of 7,715 by December 31, 2021, up 21 percent from March 31, 2020.

Action Plan to Address Concern

1. Harris County District Courts will reduce pending family cases by utilizing a case management analyst, per the discretion of the family court, to analyze and identify cases that will reduce the number of consolidated cases and reflect the correct status disposition.
2. Harris County District Courts will also reduce Protective Order family cases by creating an impact court for the prompt disposition of Protective Order cases, per the discretion of the court, in which there is continuing exclusive jurisdiction.
3. Harris County District Courts will also dispose of pending family cases by utilizing one visiting judge to conduct an increased number of pretrial conferences and potentially resolve the matters.

Attainable Goal for Change

Using the plans set forth above, Harris County District Courts will set a goal of a reduction of 7,715 in the total pending family cases (an approximate reduction of 17 percent in overall caseload) by September 30, 2023.

Resource Requests

Identify action plan resources, quantities, and timeframe over which you need them. Include existing authorized temporary positions and how they will contribute to the effort to decrease backlog.

Short Term Employee Resources

To meet the goals contained within this request, we anticipate needing the following short-term employee resources at a total cost of **\$11,816,388**.

Title: Clerks

Supervisor: Marilyn Burgess, District Clerk

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Necessary clerks for impact courts.

Quantity Needed: 6

Cost of Additional Resources: \$621,858

Title: Bailiff

Supervisor: Edward Gonzales, Harris County Sheriff

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Necessary bailiffs for impact courts.

Quantity Needed: 11

Cost of Additional Resources: \$935,000

Title: Pretrial Officers

Supervisor: Natalie Michailides, Pretrial Services Director

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Prep, cover, and handle warrants

Quantity Needed: 9 (i.e. 1 position to be designated as supervisor)

Cost of Additional Resources: \$650,000

Title: Programmer (contract)

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Programmer for technology enhancements to modify DEEDS docket call page to reduce number of screens needed to access information; create PTS research database to produce dashboards and reports that help judges identify PTS offender performance; and complete other process improvement enhancements to automation tools.

Quantity Needed: 1

Cost of Additional Resources: \$150,000

Title: Programmer (contract)

Supervisor: Marilyn Burgess, District Clerk

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Programmer for technology enhancements to modify DEEDS docket call page to reduce number of screens needed to access information; create PTS research database to produce dashboards and reports that help judges identify PTS offender performance; and complete other process improvement enhancements to automation tools.

Quantity Needed: 1

Cost of Additional Resources: \$150,000

Title: Programmer (contract)

Supervisor: Natalie Michailides, Pretrial Services Director

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Programmer for technology enhancements to modify DEEDS docket call page to reduce number of screens needed to access information; create PTS research database to produce dashboards and reports that help judges identify PTS offender performance; and complete other process improvement enhancements to automation tools.

Quantity Needed: 1

Cost of Additional Resources: \$150,000

Title: Briefing Attorney

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Attorneys to assist with expediting judicial decisions. Tasks would include: legal research, review of records and filings; analysis of statutes and judicial decisions; assessment of jurisdictional issues; and assisting with motions and preparation of orders and judgments.

Quantity Needed: 8

Cost of Additional Resources: \$1,600,000

Title: Case Management Analysts

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Perform caseload analysis, including review of manual and automated processes, to facilitate the timely disposition of cases.

Quantity Needed: 7

Cost of Additional Resources: \$1,134,933

Title: Court Reporters

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Taking records for impact trial courts.

Quantity Needed: 3

Cost of Additional Resources: \$704,750

Title: Temporary Trial Coordinators

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Necessary coordinators for emergency response and impact courts.

Quantity Needed: 4

Cost of Additional Resources: \$347,352

Title: Coordinator for Tax Court

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Necessary coordinator for tax court.

Quantity Needed: 1

Cost of Additional Resources: \$86,838

Title: Translators

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Interpreter for hearings and translate essential forms into Spanish and Vietnamese so that hearings run more expediently.

Quantity Needed: 3

Cost of Additional Resources: \$820,817

Title: Communications Director

Supervisor: Richard Woods, Court Administrator

Timeframe: June 1, 2022 – September 30, 2023

Primary Duties: Assist with processing increased public records requests; management of internet and intranet content and design; and develop annual report.

Quantity Needed: 1

Cost of Additional Resources: \$247,409

Title: Associate Judges, Civil
Supervisor: Latosha Lewis Payne, Harris County Local Administrative Judge
Timeframe: June 1, 2022 – September 30, 2023
Primary Duties: Assist with the processing of backlog cases.
Quantity Needed: 6
Cost of Additional Resources: 1,643,755

Title: Court Appointed Mediators, Civil
Supervisor: Latosha Lewis Payne, Harris County Local Administrative Judge
Timeframe: June 1, 2022 – September 30, 2023
Primary Duties: Mediate civil cases designated for impact trial docket.
Quantity Needed: 5
Cost of Additional Resources: 2,400,000

Equipment Needs (*computers, phones, etc., by office name and quantity needed*)

To meet the goals contained within this request, we anticipate needing the following equipment resources at a total cost of **\$126,500**.

Equipment: Technology enhancements (i.e. desktops, monitors, printers, webcams, etc.) to enhance speed of case processing, which will limit wait time when accessing online platforms.

By: District Courts Administration

Quantity: 24 courtrooms

Cost: \$50,000

Equipment: Laptop for virtual discovery docket

By: District Courts Administration

Quantity: 1

Cost: \$1500

Equipment: Laptop computers & HUBs

By: District Courts Administration

Quantity: 33 (i.e. 24 for District Courts and 9 for Pretrial Services)

Cost: \$75,000

Other Resource Needs

None.

Plan Endorsements

I attest that this Action Plan has been shared with the following Judicial Branch Officials:

✓ **Regional Presiding Judge**

Name: Susan Brown

Contact Info (Email or Phone Number): Susan_Brown@Justex.net

✓ **Local Administrative Judge**

Name: Latosha Lewis Payne

Contact Info (Email or Phone Number): Latosha_Payne@Justex.net

✓ **District Clerk**

Name: Marilyn Burgess

Contact Info (Email or Phone Number): Marilyn.Burgess@hcdistrictclerk.com

✓ **District Attorney**

Name: Kim Ogg

Contact Info (Email or Phone Number): Ogg_Kim@dao.hctx.net

Submission of Plan

Members of the OCA Leadership Team, in conjunction with the Regional Presiding Judges, will review action plans submitted to determine how to provide resources listed in the plan. Submit the completed Action Plan Form to XXX copying the above judicial officials. If you have any questions about completing your action plan, please email XX

Submit to Leonard.Higgins@cpa.texas.gov on a quarterly basis
Provide proof of quarterly expenditures along with this report

Contact's Email Address:

- ☐ June - August 2022
- ☐ September - November 2022
- ☐ December - February 2023
- ☐ March - May 2023
- ☐ June - August 2023
- ☐ September - November 2023
- ☐ December - February 2024
- ☐ March - May 2024
- ☐ June - August 2024

Total Number of Cases Disposed using this funding:

Notes

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District Court Criminal Cases

Month _____

Year 2022[illegible][illegible]

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: District Courts Business Unit Number: 70000

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

2 New Trial Court Coordinators (ARPA-OCA)

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	8-13-22	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: 6-1-22 To: 9-30-23	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Court Coordinator II
Job Code Description		Job Code Description	000401
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	70000
Home Department ID Number		Home Department ID Number	70000000
Location		Location	850B100
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	32.93
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10020030
Fund Code		Fund Code	2601
Funding Department ID Number		Funding Department ID Number	70000000
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	10000 1000001300
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Shelly Spangle

7.25.22

Business Unit Approval (Business Unit Head or Designee)

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: District Courts Business Unit Number: 70000

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

2 New Court Reporter Positions (ARPA-OCA)

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	8-13-22	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: 6-1-22 To: 9-30-23	

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	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Court Reporters
Job Code Description		Job Code Description	000404
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	70000
Home Department ID Number		Home Department ID Number	70000000
Location		Location	850B100
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	57.91
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10020030
Fund Code		Fund Code	2601
Funding Department ID Number		Funding Department ID Number	70000000
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	10000 1000001300
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Shelly Spangle

Business Unit Approval (Business Unit Head or Designee)

7.25.22

Date

Budget Management Form 3441
Harris County, TX (06/01/2021)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Pretrial Services Business Unit Number: 60500

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

3 New Pretrial Officer Positions - Court Appearance Support (ARPA-OCA pass through District Court)

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>08/13/2022</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>6/1/22</u> To: <u>9/30/23</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	3
Position Description (Title)		Position Description (Title-30 Spaces Max)	Pretrial Officer
Job Code Description		Job Code Description	000309
Position Number		Position Number (HRRM Use Only)	HC
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	60500
Home Department ID Number		Home Department ID Number	60500000
Location		Location	
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	\$27.71
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10019577
Fund Code		Fund Code	1000
Funding Department ID Number		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)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Natalie Michailides

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Business Unit Approval (Business Unit Head or Designee)

07/25/2022

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: District Clerk Business Unit Number: 55000

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

Requesting 3 new positions to help address the Criminal Backlog

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>6/1/2022</u> To: <u>9/30/2023</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	3
Position Description (Title)		Position Description (Title-30 Spaces Max)	Coordinator IV
Job Code Description		Job Code Description	000139
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HCT
Business Unit		Business Unit	55000
Home Department ID Number		Home Department ID Number	55020610
Location		Location	865B000
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	FT
Budgeted Hours		Budgeted Hours	40
Salary Range Maximum		Salary Range Maximum	49.07
FLSA Code		FLSA Code	N
Reports To Position Number		Reports To Position Number	10018084
Fund Code		Fund Code	2601
Funding Department ID Number		Funding Department ID Number	55000000
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	10000 1000001300
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	



Business Unit Approval (Business Unit Head or Designee)

7/22/22

Date