

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) | <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) | 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'

Business Unit Approval (Business Unit Head or Designee)

06/30/2022

Date