

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:

Lina 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 request for approval of ARPA Local Recovery funding for five positions effective September 24, 2022.

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 on behalf of Harris County Public Health (HCPH) authorization to request for approval of ARPA Local Recovery funding in the amount of \$2,003,356 and five positions effective September 24, 2022 to support the ARPA-Health portfolio of programs.

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

SECTION II – REASON FOR REQUEST

Create new position

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>09/24/2022</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>09/13/2022</u> To: <u>12/31/2026</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)	ARPA Strategy Analyst
Job Code Description		Job Code Description	Analyst IV
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	27580000
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40.00
Salary Range Maximum		Salary Range Maximum	47.96
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10005563
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27580000
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)	ARPA_INTADMIN
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	ADMIN
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

Digitally signed by Richard Williams
DN: cn=Richard Williams, o=Harris County Public Health, ou=Financial Services,
email=Richard.Williams@phs.hctx.net, c=US
Date: 2022.08.01 13:26:13 -0500

Business Unit Approval (Business Unit Head or Designee)

Date

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		Number of Positions	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	ARPA Health Portfolio Manager
Job Code Description		Job Code Description	Manager IV
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	27580000
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40.00
Salary Range Maximum		Salary Range Maximum	47.06
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10005563
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27580000
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)	ARPA_INTADMIN
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	ADMIN
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		Number of Positions	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	ARPA Data and Evaluation Specialist
Job Code Description		Job Code Description	Specialist IV
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	27580000
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40.00
Salary Range Maximum		Salary Range Maximum	47.96
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10005563
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27580000
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)	ARPA_INTADMIN
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	ADMIN
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		Number of Positions	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	ARPA Financial Analyst
Job Code Description		Job Code Description	Analyst IV
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	27510410
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full Time
Budgeted Hours		Budgeted Hours	40.00
Salary Range Maximum		Salary Range Maximum	47.96
FLSA Code		FLSA Code	1
Reports To Position Number		Reports To Position Number	10005563
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