

REQUEST FOR SIMULTANEOUS SUBMISSION OF GRANT AWARD AND REVENUE CERTIFICATION TO COMMISSIONERS COURT

Department Name Harris County Juvenile Probation Department (HCJPD)	Department Number 840	Date 8/30/22
Department Contact Name Janie Moreno	Department Contact Telephone Number 713-222-4824	
Date to Present the Grant Award to Commissioners Court for Acceptance 9/13/22	Grant Award Amount to be Certified \$60,000.00	
Grant Awarding Agency		

Reason for Simultaneously Submitting Grant Award and Revenue Certification to Commissioners Court
Request by the Harris County Juvenile Probation Department for authorization to temporarily transfer general fund budget in the amount of \$60,000.00 to fund the cost of three grant positions pending receipt of the award for the Girls Inspiring Future Triumphs (GIFT) grant from the Office of the Governor, and to extend the positions through September 30, 2023.

DEPARTMENT APPROVAL

 _____	08/30/2022 _____
Official/Department Head or Designee Signature	Date

AUDITOR'S OFFICE APPROVAL

 _____	 _____
Grants Accounting Manager Signature	Date

 _____	 _____
County Auditor or Chief Assistant County Auditor Signature	Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Juvenile Probation Business Unit Number: 84000

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 additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Extend these positions until new grant is awarded through 12/30/2022

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>10/01/2022</u> To: <u>09/30/2023</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)	Youth Development Coord	Position Description (Title-30 Spaces Max)
Job Code Description	Juvenile Prob Officer I	Job Code Description
Position Number	10020524	Position Number (HRRM Use Only)
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)
Business Unit	84000	Business Unit
Home Department ID Number	84052300	Home Department ID Number
Location	891C000	Location
Full Time, Part Time or Temporary	F	Full Time, Part Time or Temporary
Budgeted Hours	40	Budgeted Hours
Salary Range Maximum	27.71	Salary Range Maximum
FLSA Code	N	FLSA Code
Reports To Position Number	10021468	Reports To Position Number
Fund Code	2601	Fund Code
Funding Department ID Number	84052300	Funding Department ID Number
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units) 510010
Business Unit PC (Projects or Grants only)	HC001	Business Unit PC (Projects or Grants only)
Project/Grant (Projects or Grants only)	GIFT_GY22	Project/Grant (Projects or Grants only) GIFT_GY23
Activity ID (Projects or Grants only)	GIFT_GRANT	Activity ID (Projects or Grants only)
Resource Type (Not currently used)		Resource Type (Not currently used)

Fabiola Salas

08/29/2022

Business Unit Approval (Business Unit Head or Designee)

Date

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	Number of Positions 1
Position Description (Title)	Therapist
Job Code Description	Thrpst I
Position Number	10020629
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	84000
Home Department ID Number	84054300
Location	891C000
Full Time, Part Time or Temporary	F
Budgeted Hours	40
Salary Range Maximum	353.77
FLSA Code	1
Reports To Position Number	10021436
Fund Code	2601
Funding Department ID Number	84054300
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)	GIFT_GY22
Activity ID (Projects or Grants only)	GIFT_GRANT
Resource Type (Not currently used)	

Fabiola Salas

08/29/2022

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