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

POSITION MANAGEMENT REQUEST FORM

? Shift operation	Appl Ye	Check plicable s No		Comments sioners Court approval sioners Court approval ers Court approval
SE	Ap	plicable s V No	May require Commiss Requires Commission	sioners Court approval
SE		s ✓ No	May require Commiss Requires Commission	sioners Court approval
SE		s ✓ No	Requires Commission	
SE		s ✓ No		ers Court approval
SE			ON FOR REQUEST	
	ECTION II	- REASO	ON FOR REQUEST	
SECI	IION III –	PROPOS	SED EFFECTIVE DATE	
9/24/22				y period. For requests requiring Commissioners ve date will be the first pay period after approval
om:	To:			
	SECTIO	N IV – PO	DSITION DATA	
		om: To:	m: To:	Court approval, the earliest effective

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	7	
Position Description (Title)		Position Description (Title-30 Spaces Max)	Technician, Fleet Service	
Job Code Description		Job Code Description	Technician II	
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	нс	
Business Unit		Business Unit 29200		
Home Department ID Number		Home Department ID Number	29260200	
Location		Location	870M000	
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	22.68	
FLSA Code		FLSA Code	N	
Reports To Position Number		Reports To Position Number	10007024	
Fund Code		Fund Code	5101	
Funding Department ID Number		Funding Department ID Number	29260200	
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)		

Business Unit Ap	oproval (Business Unit Head or Designee)	8-26-22 Date

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

CENTENIT DECLIECT FORM

Business Unit Name:	Universal Services		Business Unit Number: 29200	
		SECTION I – TYP	PE OF REQUEST	
	Function	Check Applicable	Comments	· · · · · · · · · · · · · · · · · · ·
Position Update			May require Commissioners Court approval	
Position Reclassifica	tion		May require Commissioners Court approval	
New Position Reque	est	✓	Requires Commissioners Court approval	
Is additional office s	pace required?	Yes ✓ No		
Fleet Services	s second shift operation	ne		
Fleet Services	s second shift operatio	ns.		
Fleet Services			OSED EFFECTIVE DATE	
Fleet Services Proposed Effective Da	SEC	CTION III – PROPOS	DSED EFFECTIVE DATE ust be the beginning of a pay period. For requests requiring Commis pproval, the earliest effective date will be the first pay period after a	
	SEC	CTION III – PROPOS	ust be the beginning of a pay period. For requests requiring Commis	

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	7	
Position Description (Title)		Position Description (Title-30 Spaces Max)	Technician, Fleet Service	
Job Code Description		Job Code Description	Technician III	
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	нс	
Business Unit		Business Unit	29200	
Home Department ID Number		Home Department ID Number 29260200		
Location		Location	870M000	
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	N	
Reports To Position Number		Reports To Position Number	10007024	
Fund Code		Fund Code	5101	
Funding Department ID Number		Funding Department ID Number	29260200	
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)		

Likal D. Norma	8-26-22	
Business Unit Approval (Business Unit Head or Designee)	Date	_

		POSITION	IVIAN	AGEIVII	ENT REQUEST F	-UKIVI
Business Unit Name:	Univ	ersal Services		6	Business Unit Number:	29200
			SECTION	N I – TYPE	OF REQUEST	
	Functio	on		heck olicable		Comments
Position Update					May require Commis	sioners Court approval
Position Reclassificat	tion				May require Commis	sioners Court approval
New Position Reque	st			1	Requires Commission	ners Court approval
Is additional office s	pace requ	ired?	Ye	s 🗸 No		
		SEC	CTION II	-REASO	N FOR REQUEST	
Fleet Services	secon	d shift operations	S.			
		SECTI	ON III –	PROPOS	ED EFFECTIVE DATE	
Proposed Effective Da	ite	09/24/22				pay period. For requests requiring Commissioners ive date will be the first pay period after approval.
Grant Effective Date		From:	To:			

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	4	
Position Description (Title)		Position Description (Title-30 Spaces Max)	Admin Assistant, Fleet	
Job Code Description		Job Code Description	Administrative Assistant IV	
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	нс	
Business Unit		Business Unit	29200	
Home Department ID Number		Home Department ID Number	29260100	
Location		Location	870M000	
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	30.49	
FLSA Code		FLSA Code	N	
Reports To Position Number		Reports To Position Number	10007024	
Fund Code		Fund Code	5101	
Funding Department ID Number		Funding Department ID Number	29260100	
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)		

(-J) and I non ein	8-26-22	
Business Unit Approval (Business Unit Head or Designee)	Date	

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

	POSITIO	ON MANAG	EMENT REQUEST	FORM
Business Unit Name:	Universal Servic	es	Business Unit Number:	29200
		SECTION I	- TYPE OF REQUEST	
		3ECHON1-	TIPE OF REQUEST	
	Function	Chec Applica	· · · · · · · · · · · · · · · · · · ·	Comments
Position Update			May require Comm	issioners Court approval
Position Reclassificatio	n		May require Comm	issioners Court approval
New Position Request		✓	Requires Commission	oners Court approval
Is additional office space	ce required?	Yes √	No	
		SECTION II – R	EASON FOR REQUEST	
Fleet Services s	second shift operation	ons.		
	SE	CTION III – PR	OPOSED EFFECTIVE DATI	E
Proposed Effective Date	09/24/22			pay period. For requests requiring Commissioners tive date will be the first pay period after approval.
Grant Effective Date	From:	То:		

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)	Coordinator, Fleet Service	
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)	нс	
Business Unit		Business Unit	29200	
Home Department ID Number		Home Department ID Number	29260100	
Location		Location	870M000	
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	N	
Reports To Position Number		Reports To Position Number	10007024	
Fund Code		Fund Code	5101	
Funding Department ID Number		Funding Department ID Number	29260100	
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)		

Lihanl J- nonega	8-26-22	
Business Unit Approval (Business Unit Head or Designee)	Date	_



SHERIFF ED GONZALEZ

1200 Baker Street, Houston, Texas 77002 ★ (346) 286-1600 ★ www.sheriff.hctx.net

August 24, 2022

The Honorable Judge Lina Hidalgo And Members of Commissioners Court Harris County Administration Building Houston, Texas 77002

Honorable Members of Court:

We support the request from Universal Services (US) for approval of 20 additional PCN's, 16 Vehicle Service Mechanics and 4 Administrative Specialists, to augment their Fleet Services workforce to operate a second shift at two separate locations.

Carolina Software Technologies Inc., CST Fleet Services, conducted an overall assessment of the US fleet and fleet management practices. Within the CST findings and final report it was determined that labor needed to support the current County fleet was too low. This determination was based on calculations using the vehicle equivalency units (VEU) that were developed by NAFA (North American Fleet Association). Current labor needed to support the vehicles in the Harris County fleet is approximately 43 mechanics. When outsourced labor is taken into effect (9 mechanics) that leaves a balance of 34 mechanics required to sustain 4550 vehicles. Current staffing is at 27 mechanics. Therefore, it is recommended that US add no less than 7 mechanics to support current demand, and 16 mechanics when outsourcing can be reduced or eliminated.

Vehicle repairs continue to be backlogged, with backlog increasing overtime due to volume and age of vehicles. Additionally, COVID has had a major impact on Vehicle Service Mechanic availability with current protocols in place. This has limited US Fleet Services to one daytime shift.

Upon approval, Universal Services will operate 2 x nighttime shifts. One at the Texas Avenue Vehicle Maintenance Center and one at the Tomball Vehicle Maintenance Center with the addition of 20 personnel. This number takes into account the need to reduce outsourced services, and COVID impacts. This will enable US to increase its efficiency rate by improving the following:

- Reduce time to schedule Preventive Maintenance Services.
- Reduce time that vehicles are waiting to be serviced at the VMC (Repair Downtime).
- Increase the Operational Readiness (OR Rate) for the 36 Departments supported by US.

We appreciate your continued support.

And I

Sincerely,

Ed Gonzalez, Sheriff Harris County

EG/kl