

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Universal Services

Business Unit Number: 29200

### 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 checked="" type="checkbox"/> No	

### SECTION II – REASON FOR REQUEST

Fleet Services second shift operations.

### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>09/24/22</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: _____ To: _____	

### 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	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)	HC
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 Approval (Business Unit Head or Designee)

8-26-22  
Date

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New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
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		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)	HC
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)	

  
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		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)	HC
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)	

  
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### 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)	HC
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)	

  
Business Unit Approval (Business Unit Head or Designee)

8-26-22  
Date

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.

Sincerely,



Ed Gonzalez, Sheriff  
Harris County

EG/kl