

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
Lesley Briones	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 to extend 4 positions and provide temporary general funds for the Community Development Block Grant Lead-Based Paint Abatement and Neighborhood Nuisance Abatement Programs.

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. Briones	<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 to extend 4 positions and provide temporary general funds, in the amount of \$20,000, for the Community Development Block Grant Lead-Based Paint Abatement and Neighborhood Nuisance Abatement 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 Business Unit Number: 27500

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

Position Extension Request for FY23 CDBG Lead-Based Paint and Nuisance Abatement Grants

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>02/25/2023</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>03/01/2023</u> To: <u>02/29/2024</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	
Position Description (Title)	Assistant III	Position Description (Title-30 Spaces Max)	
Job Code Description	Assistant III	Job Code Description	
Position Number	10006034	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Full Time	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	10005635	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520120	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001232	Project/Grant (Projects or Grants only)	FY23_CDBG
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	LEAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

Digitally signed by Richard Williams
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email=Richard.Williams@phhctx.net, c=US
Date: 2023.01.11 18:48:14 -0500

1/11/2023

Business Unit Approval (Business Unit Head or Designee)

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Business Unit Number: 27500

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	

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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	
Position Description (Title)	Specialist II	Position Description (Title-30 Spaces Max)	
Job Code Description	Specialist II	Job Code Description	
Position Number	10005572	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520130	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Full Time	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	10005439	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520130	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001232	Project/Grant (Projects or Grants only)	FY23_CDBG
Activity ID (Projects or Grants only)	10002	Activity ID (Projects or Grants only)	NNA
Resource Type (Not currently used)		Resource Type (Not currently used)	

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1/11/2023

Business Unit Approval (Business Unit Head or Designee)

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Business Unit Number: 27500

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
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SECTION IV – POSITION DATA

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		Number of Positions	
Position Description (Title)	Coordinator II	Position Description (Title-30 Spaces Max)	
Job Code Description	Coordinator II	Job Code Description	
Position Number	10006002	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Part Time	Full Time, Part Time or Temporary	
Budgeted Hours	30	Budgeted Hours	
Salary Range Maximum	27.71	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10005635	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520120	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001232	Project/Grant (Projects or Grants only)	FY23_CDBG
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	LEAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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1/11/2023

Business Unit Approval (Business Unit Head or Designee)

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Business Unit Number: 27500

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
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		Number of Positions	
Position Description (Title)	Specialist III	Position Description (Title-30 Spaces Max)	
Job Code Description	Specialist III	Job Code Description	
Position Number	10005570	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27520120	Home Department ID Number	
Location	883A000	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	40	Budgeted Hours	
Salary Range Maximum	39.71	Salary Range Maximum	
FLSA Code	N	FLSA Code	
Reports To Position Number	10005635	Reports To Position Number	
Fund Code	2601	Fund Code	
Funding Department ID Number	27520120	Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	100001000001232	Project/Grant (Projects or Grants only)	FY23_CDBG
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	LEAD
Resource Type (Not currently used)		Resource Type (Not currently used)	

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1/11/2023

Business Unit Approval (Business Unit Head or Designee)

Date