

Commissioners Court 1001 Preston Street, 9th Floor Houston, TX 77002

Dear Judge Hidalgo and Commissioners Ellis, Garcia, Ramsey, and Cagle:

The Department of Economic Equity and Opportunity respectfully requests approval at the April 27, 2021 Commissioners Court agenda for the following new positions: (1) Director of Inclusive Procurements; and (1) Director of Equity Impact.

The Director of Inclusive Procurements will help to implement inclusive procurement strategies across Harris County so that purchasing activities advance economic equity and opportunity. This position will also oversee managers of the Minority and Women Business Enterprise programs, Davis-Bacon and related Wage Act programs, and the HUD Economic Opportunity program (Section 3).

The Director of Equity Impact will provide insights, regional strategic planning, and policy advising so as to advance equity and economic opportunity in the Harris County region. This position will also oversee staff of the Community Insights Research, Inclusive Growth Strategy, and Policy Advising teams.

Thank you for your time and consideration. Please reach out to me if you would like to further discuss this matter.

Sincerely,

Pamela Chan
Executive Director

Harris County Department of Economic Equity and Opportunity

Budget Management Form 3441 Harris County, TX (03/01/2020)

## POSITION MANAGEMENT REQUEST FORM

Function  Position Update  Position Reclassification  New Position Request  Proposed Effective Date  Grant Effective Date  From:  Current  Use "Pos_List_File" (PCN Download) to	SECTION III – PROPO	Comme May require Commissioners Court a May require Commissioners Court a Requires Commissioners Court appr  SON FOR REOUEST  DSED EFFECTIVE DATE  Pust be the beginning of a pay period. For repproval, the earliest effective date will be to co:	pproval pproval oval requests requiring Commissioner the first pay period after approva				
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		Number of Positions					
Position Description		Position Description (30 Spaces Max)					
Job Code		Job Code (HRRM Use Only)					
Position Number		Position Number (HRRM Use Only)					
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)					
Business Unit		Business Unit					
Home Department ID Number		Home Department ID Number					
Location		Location					
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary					
Budgeted Hours		Budgeted Hours					
Salary Range Maximum		Salary Range Maximum					
FLSA Code		FLSA Code Reports To Position Number					
Reports To Position Number	orts To Position Number						
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ject/Grant (Projects or Grants only)		Project/Grant ( <i>Projects or Grants only</i> )					
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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Budget Management Form 3441 Harris County, TX (03/01/2020)

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name:				Business Unit Number:				
SECTION I – TYPE OF REOUEST								
Function Chec Applic				Comments				
Position Update				May require Commissioners Court approval				
Position Reclassification				May require Commissioners Court approval				
New Position Request	New Position Request				Requires Commissioners Court approval			
		SECTION II – I	REAS	ON FOR REQUEST				
		SECTION III DD	ODO!	SED EFFECTIVE DATE				
		SECTION III - PK	UPUS	DED EFFECTIVE DATE				
Proposed Effective Date	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	/ – PC	SITION 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				
			N	umber of Positions				
Position Description			Po	sition Description (30 Spaces Max)				
Job Code				Job Code (HRRM Use Only)				
Position Number				Position Number (HRRM Use Only)				
Company (CS, FC, HC, JV or PA)				Company (CS, FC, HC, JV or PA)				
Business Unit			_	Business Unit				
Home Department ID Number			_	Home Department ID Number				
Location				cation				
Full Time, Part Time or Temporary			Full Time, Part Time or Temporary  Budgeted Hours					
Budgeted Hours				•				
Salary Range Maximum				lary Range Maximum SA Code				
FLSA Code  Reports To Position Number				ports To Position Number				
Fund Code				ind Code				
Funding Department ID Number				Inding Department ID Number				
Account (Same for all Business U				count (Same for all Business Units)	510010			
	ss Unit PC (Projects or Grants only)			usiness Unit PC (Projects or Grants only)				
Project/Grant (Projects or Grants				oject/Grant (Projects or Grants only)				
Activity ID (Projects or Grants on	,,			tivity ID (Projects or Grants only)				
Resource Type (Not currently used)				esource Type (Not currently used)				
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Business Unit Approval (Business Unit Head or Designee)  Date								

## **Budget Review for New General Fund Position Requests**

Req	uesting Dept #/Name	205 - Dept of Economic	Equity and Opportunity	Request Date	4/19/2021					
	nber of New Positions Being Requested	2								
	t of Requested New Positions - Annual	\$395,976								
	t of Requested New Positions - Rest of Year	\$335,057	Amount of New Fu	nding Requested	\$0					
	•									
# of	Existing, Vacant General Fund Positions	1	(regular, full-time positions)							
Cost of Ex	isting, Approved Positions vs. Labor Budget									
Dep	partment's Base Labor Budget (excl. rollover)	\$2,047,935	recurring budget less est. non-labor expenses							
less	: Annual Cost of Existing Filled Positions	249,913								
less	: Annual Cost of Existing Vacant Positions	204,130								
Base	e Labor Budget Available for New Positions	\$1,593,892								
Proj	jected Budget Rollover to Next Fiscal Year	\$1,877,205	based on deptprovide	d expenses and hir	ing plan					
	Budget Review is pending.									
<b>√</b>	The cost of existing and requested new positions fits within the department's adopted budget allocation and is sustainable with flat future budgets.									
	The department has enough budget to cover the cost of existing and requested new positions for the remainder of the current fiscal year but future fiscal years will require a budget increase, use of rollover funds, or for the department to leave some positions vacant. If all positions are filled and existing rollover is used only for labor, the current rollover balance will last approximately years.									
	There is not enough budget to cover existing	and requested new posit	ions for the remainder of t	his fiscal year or fo	r future years.					
	Janet Gonzalez  Reviewed by (Budget Management)			4/19/2021 Date						