



APRIL 1, 2021

AGENDA LETTER

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,

A handwritten signature in black ink, appearing to read "Pamela Chan".

Pamela Chan
Executive Director
Harris County Department of Economic Equity and Opportunity

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____ Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval

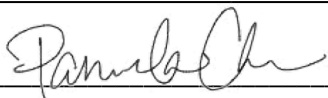
SECTION II – REASON FOR REQUEST

SECTION III – PROPOSED 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 – 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		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	
Fund Code		Fund Code	
Funding Department ID Number		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)		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)

Date

POSITION MANAGEMENT REQUEST FORM

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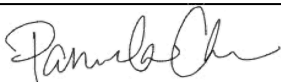
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Business Unit Approval (Business Unit Head or Designee)

Date

Budget Review for New General Fund Position Requests

Requesting Dept #/Name	205 - Dept of Economic Equity and Opportunity	Request Date	4/19/2021
Number of New Positions Being Requested	2		
Cost of Requested New Positions - Annual	\$395,976		
Cost of Requested New Positions - Rest of Year	\$335,057	Amount of New Funding Requested	\$0
# of Existing, Vacant General Fund Positions	1	(regular, full-time positions)	

Cost of Existing, Approved Positions vs. Labor Budget

Department's Base Labor Budget (excl. rollover)	\$2,047,935	<i>recurring budget less est. non-labor expenses</i>
less: Annual Cost of Existing Filled Positions	249,913	
less: Annual Cost of Existing Vacant Positions	<u>204,130</u>	
Base Labor Budget Available for New Positions	\$1,593,892	
Projected Budget Rollover to Next Fiscal Year	\$1,877,205	<i>based on dept.-provided expenses and hiring plan</i>

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- ☐ Budget Review is pending.
- ☒ 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 positions for the remainder of this fiscal year or for future years.


Reviewed by (Budget Management)

4/19/2021
Date