

DEPARTMENT: Health & Human Services

Eff. Date 7/1/2022 **% of Year Remaining:** 24.93%

**ARPA NEW POSITION REQUEST FORM
2022 ARPA BUDGET
FORT BEND COUNTY, TEXAS
Use one form per request**

Position Title/ Description: Social Media Coordinator

Job Code: J11153

Has Human Resources reviewed your request? (Yes/No) Yes

Has Facilities reviewed your request? (Yes/No) No

All New Positions need to be reviewed and signed off by Facilities Mgmt & Planning.

Hourly Salary \$24.24
Bi-Weekly \$1,939.20

Grade	11
Step	8
Policy Group	AC

	Annual Amount	# Requested
Salaries Costs	\$50,613.12	\$50,613.12
Overtime Costs		\$0.00
Other Personnel Costs	\$28,702.67	\$28,702.67
Total Salaries & Personnel Costs	\$79,315.79	\$79,315.79

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
63600 Supplies & Maintenance-DP	Office Supplies (\$30/month)	\$360.00	1	\$360.00
63200 Travel	Conference travel	\$1,500.00	1	\$1,500.00
65000 IT-DP	Cell Phone Service	\$900.00	1	\$900.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$2,760.00

Total Cost of Request **\$82,075.79**

Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)
 Social Media Communication is essential for HHS during emergencies and to disseminate important health information to the public and maintain accurate health information on three County websites and will continue to be a need once FEMA funding has ended. This position is currently funded through FEMA (Position #6351-0032) and we are requesting to move this position to ARPA funding.

2022 Pro-Rated Cost	\$	34,600
2023 Cost	\$	81,700
2024 Cost	\$	84,200
Total	\$	200,500