

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: Public Health Volunteer Coordinator

Job Code: _____

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 \$23.01
Bi-Weekly \$1,840.80

Grade	10
Step	9
Policy Group	AC

	Annual Amount	# Requested
Salaries Costs	\$48,044.88	\$48,044.88
Overtime Costs		\$0.00
Other Personnel Costs	\$28,063.18	\$28,063.18
Total Salaries & Personnel Costs	\$76,108.06	\$76,108.06

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
64000 Property & Equipment-DP	Desk/Cubicle	\$1,500.00	1	\$1,500.00
64000 Property & Equipment-DP	Chair	\$300.00	1	\$300.00
65000 IT-DP	monitors,dock,keyboard ar	\$2,300.00	1	\$2,300.00
65000 IT-DP	Cell Phone	\$100.00	1	\$100.00
65000 IT-DP	Cell Phone Service	\$900.00	1	\$900.00
63600 Supplies & Maintenance-DP	Office Supplies (\$30/month	\$360.00	1	\$360.00
64000 Property & Equipment-DP	Office Basics	\$250.00	1	\$250.00
63200 Travel	Conference	\$2,000.00	1	\$2,000.00
63200 Travel	Mileage Reimbursement	\$1,000.00	1	\$1,000.00
			1	\$0.00
				\$0.00
			TOTAL	\$8,710.00

Total Cost of Request \$84,818.06

Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

The pandemic has made FBC residents aware of the many opportunities health departments can provide to assist them. These events require more human resources than we have. A volunteer coordinator will assist us in arranging for and coordinating volunteers at the many events in which we participate.

2022 Pro-Rated Cost	\$	39,800
2023 Cost	\$	78,400
2024 Cost	\$	80,800
Total	\$	199,000