

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 Logistics Specialist

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	Laptop, 2 monitors,dock,keyboard an	\$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
64000 Property & Equipment-DP	Basic Safety Equipment, safety shoe	\$300.00	1	\$300.00
63200 Travel	Mileage Reimbursement	\$1,000.00	1	\$1,000.00
			1	\$0.00
				\$0.00
			TOTAL	\$7,010.00

Total Cost of Request \$83,118.06

Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

The pandemic has only enhanced the knowledge that the supplies and equipment needed for the COVID response and any disaster response is a full time effort for the department. A logistics coordinator can focus on inventory, storage, re-ordering, expiration date rotation and delivery of supplies to the needed locations.

2022 Pro-Rated Cost	\$	38,100
2023 Cost	\$	78,400
2024 Cost	\$	80,800
Total	\$	197,300