

DEPARTMENT:

Clinical Health Services

Eff. Date 10/1/2022

% of Year Remaining: #N/A

ARPA NEW POSITION REQUEST FORM

2022 ARPA BUDGET

FORT BEND COUNTY, TEXAS

Use one form per request

Position Title/ Description: Clinic Manager

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
Bi-Weekly

\$36.16

\$2,892.80

Grade

12

Step

9

Policy Group

PH

Annual Amount

Requested

2

Salaries Costs

\$75,502.08

\$151,004.16

Overtime Costs

\$0.00

Other Personnel Costs

\$34,900.02

\$69,800.04

Total Salaries & Personnel Costs

\$110,402.10

\$220,804.20

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
64000 Property & Equipment-DP	Medical Equipment Basics	\$200.00	1	\$200.00
63200 Travel	Conference (CEUs)	\$2,000.00	1	\$2,000.00
63200 Travel	Mileage Reimbursement	\$1,000.00	1	\$1,000.00
				\$0.00
			TOTAL	\$8,910.00

Total Cost of Request \$229,714.20

Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

Responsible for the daily operations of Fort Bend County clinics including plans, coordinates, implements, evaluates and directs the primary nursing activities to support grant deliverables. Supervises the clinical flow to ensure optimal productivity and efficiency. Analyzes and evaluates nursing staff utilization and quality of care; develops, coordinates, recommends and implements changes as needed. QA/QI for the programs.

2022 Pro-Rated Cost		#N/A
2023 Cost	\$	227,400
2024 Cost	\$	234,200
Total		#N/A