DEPARTMENT: Epidemiology

Eff. Date 9/1/2022 **% of Year Remaining:** 7.95%

ARPA NEW POSITION REQUEST FORM
2022 ARPA BUDGET
FORT BEND COUNTY, TEXAS

Use one form per request

Position Title/ Description: Clerk III

Job Code: J07008

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 Facilties Mgmt & Planning.

Hourly Salary	$22.46
Bi-Weekly	$1,796.80
Grade	7
Step	17
Policy Group	AC

	Annual Amount	# Requested 0.5
Salaries Costs	$46,896.48	$23,448.24
Overtime Costs		$0.00
Other Personnel Costs	$27,777.22	$13,888.61
Total Salaries & Personnel Costs	$74,673.70	$37,336.85

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
63600 Supplies & Maintenance-DP	Office Suplies ($30/mnth)	$360.00	1	$360.00
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	**$1,260.00**

Total Cost of Request $38,596.85

☐ Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

Maintains communicable disease records, enters date into case management systems such as the National Electronic Disease Surveillance System (NEDSS) and EzEpi to adhere to state law and Texas Health & Safety Code that requires notifiable conditions to be reported to the local health department. Critical clerical cuport for the Epidemiology Division as the COVID cases and many other communicable disease cases continue with the population of the county increasing. 50% of this position is currently funded from the PHEPR Hazards Grant but there will not be adequate funding in the next grant year due to salary and fringe cost increases. We are asking for 50% of this position to be funded in the ARPA positions.

2022 Pro-Rated Cost	$	11,600
2023 Cost	$	38,500
2024 Cost	$	39,700
Total	$	89,800