

DEPARTMENT:

Information Technology

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: t Project/Business Analys

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

\$43.65

\$3,492.00

Grade

14

Step

9

Policy Group

PM

Annual Amount

Requested

1

Salaries Costs

\$91,141.20

\$91,141.20

Overtime Costs

\$0.00

Other Personnel Costs

\$38,794.16

\$38,794.16

Total Salaries & Personnel Costs

\$129,935.36

\$129,935.36

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	High Capacity Laptop plus	\$3,200.00	1	\$3,200.00
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
				\$0.00
				\$0.00
				\$0.00
	TOTAL			\$8,610.00

Total Cost of Request \$138,545.36

Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

HHS has grown in the needs for IT support. We realize that the entire County depends on the IT team. We would like to fund an IT person to be hired and housed within IT in order to support the numerous requests for HHS grant-funded initiatives.

2022 Pro-Rated Cost	\$	53,100
2023 Cost	\$	133,800
2024 Cost	\$	137,800
Total	\$	324,700