



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 12/05/2023

SUBJECT: **APPROVAL OF CHANGES TO THE TABLES OF ORGANIZATION  
– ADMINISTRATOR’S OFFICE AND AUDITOR’S OFFICE**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve changes to the Tables of Organization for the Administrator’s Office and Auditor’s Office as follows: add a new ARPA Senior Data Analyst position for the Auditor’s Office effective December 6, 2023; add a new Senior Grant Supervisor position for the Auditor’s Office effective December 6, 2023; move three (3) Data Analyst positions from the Administrator’s Office to the Auditor’s Office effective December 6, 2023; reassign existing Administrative Assistant IV and ARPA Financial Analyst positions within the Administrator’s Office effective December 6, 2023; eliminate an ARPA Program Manager position from the Administrator’s Office effective December 6, 2023; eliminate an ARPA Financial Analyst from the Administrator’s Office effective February 28, 2024; and eliminate ten (10) temporary positions from the Administrator’s Office effective December 6, 2023.

**BACKGROUND**

The Auditor’s Office is requesting that a Grade 74 ARPA Senior Data Analyst position and a Grade 74 Senior Grant Supervisor position be created related to the administration of the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (FRF). These positions will be funded through ARPA. The positions will be responsible for financial grant management monitoring and reporting. The incumbents will be responsible for evaluating internal controls and policies to ensure that grant funds are used in accordance with regulations and contract terms; funds are safeguarded against waste, loss, or misuse; reliable financial data is obtained, maintained, and fairly disclosed in reports to grantors; and grant expenditures authorized will be in accordance with grant requirements. These position descriptions already exist and do not require a Job Evaluation Committee review.

Additionally, the Administrator’s Office is requesting that three Grade 72 Data Analyst positions (#20007338, #20007341, and #20007343) be moved to the Auditor’s Office. These positions are funded through ARPA. The positions will continue providing analytical support for Countywide initiatives associated with ARPA programs and projects. Two positions, an Administrative Assistant IV (#20007777) and an ARPA Financial Analyst (#20007351), will be reassigned to the Administrator’s Office to report to new managers.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie Ramnarine
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Finally, the Administrator's Office is requesting that a Grade 75 ARPA Program Manager position (#20007776) and a Grade 73 ARPA Financial Analyst position (#20007351) be eliminated effective December 6, 2023 and February 28, 2024, respectively. These positions are funded through ARPA and will become vacant prior to elimination. The Administrator's Office is also eliminating ten vacant project, substitute, and part-time positions (#20003321, #20003351, #20004268, #20004307, #20004331, #20004353, #20004393, #20004394, #20006209, and #20006312) that are no longer needed. The fiscal impact of the elimination of these positions is minimal as they were not funded in the FY 2024 budget.

This item has been recommended for ARPA/FRF funding. Additional positions under this special fund may be requested in the future. Positions funded by grants or special funds may be eliminated due to loss of funding at any time, and Tarrant County has no obligation to assume funding for these positions.

## **FISCAL IMPACT**

The net annual savings to ARPA/FRF funding will be approximately \$3,775.66 including fringe benefits.