



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 02/06/2024

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

***** CONSENT AGENDA *****

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 to eliminate an ARPA Senior Data Analyst and a Senior Grant Supervisor position in the Auditor’s Office as well as reauthorize the ARPA Financial Analyst position in the Administrator’s Office and move it to the Auditor’s Office effective February 7, 2024.

BACKGROUND

On December 5, 2023, the Commissioners Court, through Court Order #142255, approved a request from the Auditor’s Office to create a new Grade 74 ARPA Senior Data Analyst position (#20007942) and a new Grade 74 Senior Grant Supervisor (#20007943) position effective December 6, 2023. In addition, the Court also approved a request from the Administrator’s Office to eliminate an existing Grade 73 ARPA Financial Analyst position effective February 28, 2024.

After reevaluation of the County’s ARPA needs, it is being requested that the two (2) new positions (which were never filled) be eliminated and that the Grade 73 ARPA Financial Analyst position be reauthorized indefinitely and moved to the Auditor’s Office to assist with financial monitoring and reporting needs. The position will be responsible for key financial analysis and management functions related to the administration of the ARPA State and Local Fiscal Recovery Funds (FRF).

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 \$138,392.84 including fringe benefits.

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| SUBMITTED BY: | Human Resources | PREPARED BY: APPROVED BY: | Anjanie Ramnarine |
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