



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

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DATE: 11/24/2020

SUBJECT: **APPROVAL OF CHANGE TO PROJECT POSITION ASSIGNMENT –
PUBLIC HEALTH**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court approve changes to the function of position 20002919, Project Employee-Non-Exempt effective November 25, 2020.

BACKGROUND:

Public Health has a project position that was approved in 2015 to perform the duties of an Insurance Specialist and assist in billing insurance companies. This position has not been utilized since 2019. Public Health would like to reassign this position to the role of Inventory Manager to cover the absence of a reassigned employee. This position will manage inventory for Public Health including ordering, receiving, storing, and delivering medical supplies and equipment.

FISCAL IMPACT:

There will be no impact to the Public Health Fund (T0400) as this position is currently funded.

SUBMITTED BY: Human Resources

PREPARED BY: Anjanie Ramnarine
APPROVED BY: