



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 4

DATE: 11/01/2022

**SUBJECT: APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
HIV ADMINISTRATIVE AGENCY**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization for the HIV Administrative Agency to reclassify the Financial Analyst and HIV Grants Manager positions effective on November 2, 2022.

BACKGROUND

The HIV Administrative Agency is requesting that the Grade 73 Financial Analyst position (#20007224) be reclassified to reflect expanded budgetary requirements and responsibilities. This position is funded by six different grants as outlined in the attached spreadsheet. The position is responsible for planning and monitoring the department's combined budgets, which includes more than ten continuous grant budgets and corresponding budgets for each subrecipient. The incumbent proposes budgetary controls and fiscal policies and manages computer systems for the department including training, programming, testing, and reporting. The Job Evaluation Committee has reviewed this revised Financial Coordinator position and recommends that it be administered as Grade 74.

The department is also requesting that the Grade 74 HIV Grants Manager position (#20003369) be reclassified to reflect expanded strategic planning and grant responsibilities. This position is funded by five different grants as outlined in the attached spreadsheet. The position provides strategic direction to HIV AA program managers, subrecipients, and stakeholders. The incumbent plans, initiates, and oversees the overall implementation of complex system-level changes to the Ryan White HIV System of Care with a focus on Ending the HIV Epidemic in Tarrant County. The Job Evaluation Committee has reviewed this revised HIV Administrative Agency Manager position and recommends that it be administered as Grade 75.

FISCAL IMPACT

The annual cost to the various grants will be approximately \$11,212.57 including fringe benefits.

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