



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 12/13/2022

**SUBJECT: APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
PUBLIC HEALTH**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization in Public Health to reclassify four (4) positions, move sixty-one (61) positions, retitle two (2) organizational units, create one (1) new position, and eliminate four (4) vacant positions effective December 24, 2022.

BACKGROUND

Public Health has requested the reclassifications of four (4) vacant grant-funded positions. The reclassifications will be funded from the DSHS-COVID-19 Vaccination Capacity Enhancement Program Grant (F0100) and from the DSHS-COVID-19 Vaccination Capacity Enhancement - Round 4 Grant (F0110). A Grade 71 Public Health Nurse position (#20007669) will be reclassified to a Grade 73 Health Services Supervisor position. The reclassified position will coordinate and supervise direct clinic functions. The incumbent will manage nurse caseloads, monitor clinic supplies, perform physical assessments, and provide immunizations.

Additionally, a Grade 71 Public Health Nurse position (#20007433) will be reclassified to a Grade 73 Nursing Services Supervisor position. The reclassified position will supervise the operations and training of nursing staff and represent them in divisional and departmental work. The incumbent will perform professional and managerial administrative tasks, supervise staff, review and recommend policies and procedures, and oversee clinical documentation.

Two (2) additional Grade 71 Public Health Nurse positions (#20007697 and #20007698) will be reclassified to Grade 72 Clinic Charge Nurse positions. The reclassification positions will coordinate direct clinic functions including directing clinic flow, clarification of policies and procedures, and communicating with staff and clients. The incumbents will maintain nurse caseloads and employee information, order clinic supplies, perform physical assessments, and provide immunizations.

These descriptions already exist and do not require Job Evaluation Committee review.

In addition to the reclassifications, Public Health is requesting that sixty-one (61) positions be moved and two (2) organizational units be renamed within the Immunization Health and Mobile Operations reporting structures to properly align staff and supervisory positions. Expansion of these groups has resulted in the need to clarify roles and responsibilities to a greater degree than previously required. Details of these position changes are outlined on the attached documents and will result in no fiscal impact.

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| SUBMITTED BY: | Human Resources | PREPARED BY: APPROVED BY: | Anjanie Ramnarine |
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Additionally, the department is requesting the creation of a new Grade 14 General Office Clerk IV position. This position will be funded by the DSHS-COVID-19 Vaccination Capacity Enhancement - Round 4 Grant (F0110). The position will provide support for vaccine inventory and reporting activities. The incumbent will perform quality assurance for clinical systems related to vaccine inventory, respond to state registry inquiries, and issue immunization records. This description already exists and does not require Job Evaluation Committee review.

Finally, one (1) vacant Grade 71 Public Health Nurse position (#20007434) and three (3) Grade 16 Medial Assistant positions (#20007437, 20007438, and 20007441) will be eliminated. These positions are no longer needed, and the eliminations will provide funding for the reclassification requests within grant guidelines.

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 savings to the grants will be approximately \$179,784.71 including fringe benefits.