



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 01/17/2023

**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 for Public Health to create seventeen (17) new positions effective on January 18, 2023.

BACKGROUND

Public Health is requesting the creation of seventeen (17) new positions under the CDC-Strengthen Public Health Infrastructure, Workforce, and Data Modernization Grant (F0108).

Five (5) Grade 15 Administrative Assistant II positions will provide administrative support including reporting, accounting, data collection, budget monitoring, and preparation of correspondence. The incumbent will purchase supplies and services, coordinate records management, and manage supplies and equipment.

One (1) Grade 15 Inventory Manager position will order, receive, and store medical supplies and equipment. The incumbent will process incoming and outgoing mail and make deliveries for public health sites. One (1) Grade 71 Microbiologist I position will provide various laboratory services for customers of the North Texas Regional Laboratory including consumer microbiology and chemistry, clinical microbiology, clinical chemistry, immunology, virology, and parasitology. The incumbent will conduct quality control and preventative maintenance procedures on analytical tests, equipment, reagents, media, and samples and implement corrective action when indicated.

One (1) Grade 73 Environmental Health and Consumer Services Supervisor position will supervise specialists that conduct food establishment and pool inspections. The incumbent will supervise nine (9) new positions including one (1) Grade 72 Sanitarian III position, three (3) Grade 71 Sanitarian II positions, and five (5) Grade 70 Sanitarian I positions. These nine (9) positions perform inspections of regulated facilities to ensure compliance with laws, rules, and regulations and investigate complaints and disease outbreaks. The incumbents will produce reports of findings, review plans of permitted facilities, and perform other related duties using varying levels of expertise in accordance with their titles and grades.

All of the proposed position descriptions already exist and do not require Job Evaluation Committee review.

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.

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

The annual cost to the CDC-Strengthen Public Health Infrastructure, Workforce, and Data Modernization Grant (F0108) will be approximately \$1,355,979.10 including fringe benefits.