



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 4

DATE: 07/18/2023

**SUBJECT: APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
HOUSING ASSISTANCE OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization for the Housing Assistance Office (Housing) to reclassify one (1) Housing Counselor position and to create one (1) new Project Employee Non-Exempt (Housing Counselor) position effective July 19, 2023.

BACKGROUND

Housing is requesting that a Grade 17 Housing Counselor position (#20007228) be reclassified to a Grade 72 Assistant Supervisor position to provide oversight of daily operations to meet ongoing housing demands. This addition will provide another level of management to assist with oversight of daily operations. This Section 8 Housing Administration Grant (R0014) position provides the inservice training for Housing Counselors and assigns cases to Housing Counselors. In addition, the incumbent is responsible for conducting audits and reviewing the progress of current cases. The duties of the Grade 72 Assistant Supervisor position description are considered a match to a position description that already exists and therefore does not require Job Evaluation Committee review.

Housing is also requesting one (1) new Project Employee Non-Exempt position to serve as a Grade 17 Housing Counselor. This Tarrant County Homeless Coalition Texas Department of Housing and Community Affairs Tarrant County Housing Assistance Office Emergency Housing Vouchers Grant (R0091) position determines eligibility and assistance levels for clients receiving the Section 8 Housing Choice Voucher subsidy. In addition, the incumbent will maintain and manage assigned caseload while ensuring compliance with HUD regulations, statutory requirements, policies and procedures, and performance rating system. The Grade 17 Housing Counselor position description already exists and does not require Job Evaluation Committee review.

FISCAL IMPACT

The annual fiscal impact to Section 8 Housing Administration Grant will be approximately \$23,083.12 including fringe benefits. The annual fiscal impact for the new Project Employee Non-Exempt position will be approximately \$67,138.74 including fringe benefits.

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