



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/29/2023

**SUBJECT: APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION –
BUDGET AND RISK MANAGEMENT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a change to the Table of Organization for Budget and Risk Management to retitle position 20007356 – Program Evaluation Specialist effective August 30, 2023.

BACKGROUND

Budget and Risk Management is requesting that their Grade 73 Program Evaluation Specialist be retitled as a Research Coordinator (Grant Writing). This ARPA-funded position will prepare, coordinate, and pursue the submission of federal, state, and private grant applications. This incumbent will also assess the funding needs and programs of County departments and recommend sources of grant funding to address those needs. This position description is a match to a previously existing position and does not require Job Evaluation Committee review.

This item has been recommended for ARPA/FRF funding. Additional positions under this special fund may be requested in the future. 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

There is no fiscal impact associated with this item.

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