



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

June 1, 2016

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Fire Marshal PIR Analysis – FY2016

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The Fire Marshal is requesting a new fire house located in Southeast Dallas County to replace the current building, two (2) new positions, one (1) reclassification, equipment related to the two (2) new positions and the replacement of one (1) computer.

OPERATIONAL & FINANCIAL IMPACT

The Dallas County Fire Marshal requests a replacement of the County Fire Station located at 1937 Beltline Road by placing the proposed replacement on the list Major Capital Improvement list. The current building was purchased from the City of Dallas after it acquired the city of Kleberg in the 1970s. The front building, where volunteer fire fighters work and stay during their shifts, is in poor condition and in need of repair. The second building that houses the fire apparatuses has door openings that are smaller than what is necessary for modern fire apparatus. The Fire Marshal also requests a Comprehensive Plan for Land Use for growth in unincorporated areas.

The Fire Marshal also requests two (2) new positions: one (1) Building Inspector, Grade G and one Code Enforcement Officer, Grade G. The Building Inspector would take on the inspection of new construction and modifications in County buildings and in unincorporated areas. The Building Inspector as proposed would have the authority to perform Certificate of Occupancy inspections on new and existing commercial projects or structures.

The Code Enforcement Officer would assume accountability for the Dallas County Code proposed enforcement program. The new position would be tasked with inspection activities not only in County-owned or occupied facilities, but would also conduct inspection of private owned occupied facilities within unincorporated areas.

interpretation, enforcement, development, etc. The Office of Budget and Evaluation and Assistant County Administrator for Operations will further discuss the reclassification and the potentially expanded role of the Fire Marshal.

FINANCIAL IMPACT

The cost of a new County Fire Station is \$2.5 million, not including annual maintenance costs. The cost for the Professional Services related to a Comprehensive Plan for Land Use is \$150,000. The total estimated cost for the two (2) new positions is \$152,758, while the one (1) reclassification is estimated at \$29,260. The total cost of equipment and training requested is \$110,285 and described in the table below. All but one replacement computer are contingent on the new positions.

Fire Marshal - New Positions						
Department	Budget		Position Title	Positions	Grade	Cost
	Fund	No.				
Fire Marshal	120	3342	Building Inspector	1	G	\$ 76,379
Fire Marshal	120	3342	Code Enforcement Officer	1	G	\$ 76,379
TOTAL				2		\$ 152,758

Fire Marshal - Reclassifications							
Department	Fund	Budget		No. of Positions	Current Grade	Proposed Grade	Cost
		No.	Position Title				
Fire Marshal	120	3110	Fire Marshal/Building Official	1	70	72	\$ 29,260
TOTAL				1			\$ 29,260

FIRE MARSHAL EQUIPMENT REQUESTS					
	Item	Quantity	Cost per unit	Total Cost	Justification
1	2016 Full Size Pick-up 1.5 ton, Crew Cab, Heavy duty	2	\$51,130	\$102,260	Contingent on new positions.
2	SL-20 Handheld Flashlight in Fire Marshal Vehicle	2	\$175	\$350	Contingent on new positions.
3	Armored Safety Vest	2	\$1,200	\$2,400	Contingent on new positions.
4	Office Equipment – desk, chair, computer, cabling, software	1	\$4,050	\$4,050	Contingent on Building Inspector position.
5	Replacement Computer and Software	1	\$1,225	\$1,225	Submitted to IT for review

RECOMMENDATION

There has been talk about developing a Master Plan with the City of Wilmer where the County would conduct building and code inspections in the City of Wilmer. Therefore, the Office of Budget and Evaluation recommends that the Commissioners Court revisit the Fire Marshal’s new position and capital requests upon approval of a proposal with Wilmer.

position and capital requests upon approval of a proposal with Wilmer.

The Office of Budget and Evaluation and the Assistant County Administrator for Operations will further discuss the reclassification and the potentially expanded role of the Fire Marshal.

**DALLAS COUNTY
FIRE MARSHAL'S OFFICE**

BUDGET - FY 2016

Department 3342

MANAGING FOR RESULTS

Department – Dallas County Fire Marshal

Budget No. 3342

Mission/Vision Statement

- The Dallas County Fire Marshal's Office (DCFMO) promotes fire and life safety through education, investigations; county building, detention facility and public licensed care facility inspections, and privately owned properties in the unincorporated areas of Dallas County. DCFMO collaborates with 24 unincorporated cities with managing mutual aid agreements and reimbursement to contract city fire departments for ambulance and fire protection. As well as being the Administer for the Dallas County Fire & Rescue Department; added responsibilities will be assumed during 2016 for building inspections, code enforcement and merger of Dallas County Security within the DCFMO department. The new responsibilities and mergers will be cause for a new name Office of Fire and Security Services (O.F.S.S.). Which meet the following Dallas County Strategic Plans Vision 3: Dallas County is safe; secure and prepared. Vision 5: Dallas County is the destination of choice for residents and businesses.

New Performance Measures

- Inspection activities in county owned or occupied facilities meeting building code and code enforcement compliance.
- Inspection activities of private/public owned or occupied facilities.
- Hazardous targets inspected for building code and code enforcement compliance.
- Construction or Renovation Applications/Permits Reviewed (County & Public)
- Inspect residential, commercial and industrial structures for compliance with all adopted building codes, code enforcement, floodplains and landscaping requirements.
- Provide code interpretation, code enforcement and unified development codes.
- Issues permits, calculate fees and complete inspection reports
- Perform Certificate of Occupancy (CO) inspections of new and existing commercial projects or structures.
- Examine residential, commercial and site development plans for building codes, subdivision regulations requirements in the field for building and code compliance of structure and development process.
- Review new residential and commercial plans, as needed.
- Ensure contractor conform to safety rules and regulations, to include proper shoring trenches and accordance with OSHA, state and county regulations.
- Consult with property owners to determine work is in compliance and violation are resolved
- Research property information and initiate appropriate notification procedures to ensure the result is within the violation abatement.
- Follow proper legal procedures to achieve abatement including the issue of citation or notices of violations in person, request for search and seizure warrants, and submittal county abatement and court actions.
- Protect and preserve county property, employees, and citizens from destruction and maintaining safety procedures and enforcing county policies on county property.

REQUEST FOR PROFESSIONAL SERVICES

Department: Dallas County Fire Marshal Office

Budget No. 3342

Pay To:	Description of Service	FY 2015 Budget	FY 2016 Amount Requested
.	<p>Create and set standards and objectives for a Comprehensive Plan for Land Use</p> <p>A Dallas County comprehensive land use plan will outline the county vision for growth and development. The comprehensive land use plan represents a vision as to how the county will grow and develop. The plan should be used in several ways as a guide to decision making in development and review process. The plan also reflects and understanding of the growth forces and trends that are shaping the County, based on extensive analysis of growth patterns and projections.</p>		\$150,000.00

Process Improvement Consulting Request:

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department: Dallas County Fire Marshal Office

Budget No. 3342

Brief Title of PIR Building Inspector

Approx.Net Cost \$76,379.00

Department Priority 1

Brief Summary of Request:

With current county owned buildings and future acquisitions of county buildings the need for the building inspector is needed due to the new construction and modifications of our buildings. We will able to eliminate city fees and permits for construction and modifications which will save the county money estimated cost about \$200,000. We will then make sure are county owned building are in compliance with building codes. There has been significant development activity in the Southern Dallas County during the past ten years, including the Union Pacific Intermodal Terminal, miscellaneous industries and light-industries requiring the current staff's attention. Several jurisdictions are being positively affected by these developments by numerous jobs and more tax dollars being brought to the surrounding areas although it will require more staff due to growth. A critical planning element for high-quality growth is the provision for adequate and well- planned infrastructure procedures and processes during the growth phase.

Discussion of Need:

Dallas County does not have a building inspection or code enforcement program at this time. It has been proposed the DCFMO assume both roles of responsibilities. Since we conduct fire inspections for all of the county buildings and review fire plans for new deployment in the unincorporated areas of the county this would give the DCFMO more latitude and knowledge to expand the responsibilities in the area of building inspections and code enforcement. With this implementation DCFMO would have the authority to require business owners and/or businesses meet compliance regulations and county codes, when the position is added to the DCFMO personnel roster. With the additional position it would eliminate any overtime and compensation time this office occurs during inspection process and procedures for Assistant Fire Marshals by relieving undue stress with less investigations, this would include the late call out (stand by) investigations.

Discussion of Related Performance Measures:

- Inspection activities in county owned or occupied facilities meeting building codes.
- Inspection activities of private/public owned or occupied facilities.
- Construction or Renovation Applications/Permits Reviewed (County & Public) Inspect residential, commercial and industrial structures for compliance with all adopted building codes, floodplains plans.
- Provide code interpretation, code building and unified development codes.
- Issue permit, calculate fees and complete inspection reports.
- Perform Certificate of Occupancy (CO) inspections of new and existing commercial projects or structures.
- Examine residential, commercial and site development plans for building codes, subdivision regulation requirements in the field for building and code compliance of structure and development process.
- Consult with property owners to determine work is in compliance and violation are resolved

Staff Review and Comments:

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department: Dallas County Fire Marshal Office

Budget No. 3342

Brief Title of PIR Code Enforcement Officer

Approx.Net Cost \$76,379.00

Department Priority 2

Brief Summary of Request:

There has been significant development activity in the Southern Dallas County during the past ten years, including the Union Pacific Intermodal Terminal, miscellaneous industries and light-industries requiring the current staff's attention. Several jurisdictions are being positively affected by these developments by numerous jobs and more tax dollars being brought to the surrounding areas although it will require more staff due to growth. A critical planning element for high-quality growth is the provision for adequate and well-planned infrastructure procedures and processes during the growth phase.

Discussion of Need:

There has been a proposal for a Dallas County code enforcement program and for the DCFMO to assume the accountability for the enforcement. DCFMO currently conducts all fire, building and jail inspections; fire and development plans for new and existing county buildings and unincorporated areas of the county, with enforcement accountability it would provide DCFMO more latitude and knowledge with added responsibilities in the areas of building inspections and code enforcement. With this implementation DCFMO would have the authority to require business owners and/or businesses meet compliance regulations and county codes, when the position is added to the DCFMO personnel roster. With the additional position this would eliminate overtime and compensation time for the DCFMO regarding investigations, including after hours and weekends for Assistant Fire Marshals.

Discussion of Related Performance Measures:

- Inspection activities in county owned or occupied facilities meet Code Enforcement regulations.
- Inspection activities of private/public owned or occupied facilities.
- Construction or Renovation Applications/Permits Reviewed (County & Public) Inspect residential, commercial and industrial structures for compliance with all adopted building codes, code enforcement and health and safety regulations and floodplains plans issues.
- Provide code interpretation, code building and code enforcement, unified development codes.
- Issue citations for violations and abatement issues, complete inspection reports.
- Examine residential, commercial and site development plans for codes enforcement regulation requirements in the field for building and code compliance of structure and development process.
- Consult with property owners to determine work is in compliance and violation are resolved

Staff Review and Comments:

PROGRAM IMPROVEMENT REQUEST COST WORK STAFF

Department: Dallas County Fire Marshal Office

Budget No. 3342

Brief Title of PIR Building Inspector

Staff Cost

Grade	<u>G</u>
Salary	<u>\$56,969.00</u>
FICA @ 7.65%	<u>\$4,358.00</u>
Retirement @ 11.5%	<u>\$6,551.00</u>
Insurance @ \$8,500	<u>\$8,500.00</u>

Total: \$76,378.00

Related Equipment:

Number

Desk	1 - 360.00
Furniture (Chair)	1- 255.00
Computer	1- 1,025.00
Printer	0
Network Cabling	1- 200.00
Software	1- 200.00
Vehicle	1- 50,330.00
Pager	0
Travel	0
Cell Phone	1- 840.00
Other (Uniforms)	1- 1,200.00
Total: <u>\$54,380.00</u>	

Other Cost (describe)

Special Training	1- 2,000.00
Total: <u>\$2,000.00</u>	

Less Additional Revenue Source \$30,000.00 Inspection fees

Grand Total: \$ 132,758.00

PROGRAM IMPROVEMENT REQUEST COST WORK STAFF

Department: Dallas County Fire Marshal Office

Budget No. 3342

Brief Title of PIR Code Enforcement Officer

Staff Cost

Grade	<u>G</u>
Salary	<u>\$56,969.00</u>
FICA @ 7.65%	<u>\$4,358.00</u>
Retirement @ 11.5%	<u>\$6,551.00</u>
Insurance @ \$8,500	<u>\$8,500.00</u>

Total: \$76,378.00

Related Equipment:

Number	
Desk	0
Furniture (Chair)	0
Computer	0
Printer	0
Network Cabling	0
Software	0
Vehicle	1- 50,330.00
Pager	0
Travel	0
Cell Phone	1- 840.00
Other (Uniforms)	1- 1,200.00
	Total: <u>\$52,370.00</u>

Other Cost (describe)

Special Training 1- 2,000.00

Total: \$2,000.00

Less Additional Revenue Source \$10,000.00 Permits and Citation fees

Grand Total: \$ 130,748.00

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department:	Dallas County Fire Marshal Office	Budget No.	3342
Position:	<u>Fire Marshal/Building Official</u>	Position No.	1
Current Grade:	<u>70</u>	Job Code:	<u>006400</u>
		Department Priority	<u>1</u>

Description of Change in Work Being Performed:
 As the Dallas County Fire Marshal Office merges into the Office Fire and Security Services that also encompasses building inspections and code enforcement duties. Having the administrative duties and oversight 52 county employees, 20 contract vendors and 42 county volunteers. This position has doubled in the responsibilities of operations and administration. The responsibilities of being a building official will be to direct, manage, supervise and coordinate the programs and activities with other department heads , elected officials and outside agencies in the area of building inspections and code enforcement issues. Must be able to administer, interpret, and enforce building codes regulations; and review and develop code with architect, engineers, and developers. Have the ability to be certified as a building inspector and code enforcement in the State of Texas.

Reason/ Authority for Change (See Budget Manual):
 Job responsibilities will increase once additional duties of building inspection; code interpretation; enforcement; development plan reviews; permitting and enforcement with my current duties of managing fire inspection, investigations and suppression for DCFMO. We also have the responsibility of Code Enforcement issues, abatement, health and safety codes, determine violations, and research property information while initiating appropriate notification procedures to resolve violations and abatement issues.
 Administrator of County Marshals and Dallas County Security staff in the direct, manage, supervise, and coordinate activities to ensure Dallas County employees and citizens are safe and secure while working and/or conducting business on Dallas County property and/or throughout Dallas County.

Department Cost Work Sheet:

	Current Grade: 70		Proposed Grade: 72
Salary:	\$78,635.28	Salary:	\$103,419.29
FICA (7.65%)	\$6,015.50	FICA (7.65%)	\$7,911.50
Retirement (11.5%)	\$9,043.00	Retirement(11.5%)	\$ 11,893.21
Total	\$93,693.78	Total:	\$ 122,954.00
Total Annual Impact \$29,260.22			

Staff Review and Comments:

REQUEST FOR ADDTINAL EQUIPMENT

Department: Dallas County Fire Marshal Office

Budget No. 3342

Priority	Item to be Added	Age (years)	Property Number	Estimated Cost Of Additional	Comments / Justification
2	2016 Full Size Pick-up 1.5 ton, Crew Cab, Heavy duty	0	2	40,330	<p>Unit operated by a Deputy Fire Marshal Inspector or Code Enforcement Officer. When additional staff is added they will need transportation to and from destinations, meeting places, inspections and investigation in the county of Dallas. Will also use vehicles to go to training and other duties that may be assigned during work hours and while on week end call to respond to investigations</p> <p>The additional vehicles would be a 2 wheel drive, truck, 4 door with needed emergency equipment, stripping and lettering. Radio and Siren will be transferred from the car Truck will be used by Deputies. Fire Marshal for various activities such as fire and building inspections, and code enforcement for both the county and public facilities, fire investigation, emergency response to structure fires, large wildland fires, hazardous materials incidents, etc. SUV will carry fire fighting equipment, manuals and books, equipment and supplies for investigation such as shovels, rakes, sample containers, evidence supplies, cameras, detectors, and other items needed to sustain long hours on the fire scene. SUV - Estimated Cost \$40,933 Emerg. Equip. – Est. Cost \$6,800 Equip. Other - Est. Cost \$4,000 Total Est. Cost \$51,130.00 per unit</p>
2	(2) SL-20 Handheld Flashlight in Fire Marshal Vehicle	None	None	175	<p>Replacement of current light which is mounted in Fire Marshal squads. The light is over 10 years old and in poor condition and hard to hold a charge. Replacement is a SL-20X LED Rechargeable Flashlight with AC and DC chargers \$175.00 ea. Total \$525.00</p>
3	(2) Armored Safety Vest	None	None	1,200	<p>Replacement of current armored vest which are used by fire marshal staff during investigation or field interviews with subjects that may have criminal activities or charges that could harm staff during contact or questioning phases of investigations. \$1,200.00 ea. Total \$2,400.00</p>

Form E

FY 2016

PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS
Dallas County Fire Marshal Office

Department	Dallas County Fire Marshal Office	Budget 3342
Brief Title of PIR:	Replacement of Dallas County Fire Station	
Estimated Cost:	\$2.5M	Department Priority

Brief Summary of Request:

Discussion of Need and Time Constraints: Note this building is over 44 years old

We are requesting that the County Fire Station at 1937 South Belt Line be placed on the Major Capital Improvements project list for Total Replacement. The current front building was originally purchased from the City of Dallas after they annex the City of Kleberg in the 70's. The front building is again in poor condition and in need of major remodel and repair. The front apparatus bays are too small for modern fire apparatus, as the door openings are only 10' by 10'. To correct this problem, the doors need to be widened and the height of the bays need to be raised at least 4' feet. This could be accomplished by doing the enlargement and adding a second story onto the building. We discussed this with the Assistant County Administrator and in his opinion it would be better to build a new facility that meets the current NFPA Standards and Building Codes. This would need to be built on another lot due to width restraints, and would need to remain in the same general area as the current station due to run activity. The area of Belt Line and Kleberg Road would be ideal.

Current NFPA Standards and Dallas Building Codes require many things including vapor removal systems for vehicle emissions, washers and dryers with filtered contamination recovery systems for the firefighting bunker gear, controlled ventilation and fresh air supplies for the Self Contained Breathing Apparatus Compressor Room, building sprinklers, Alarm Systems with Co2 sensors, ADA required facilities for both staff and the public and certain grade slope requirements for the apparatus approaches and aprons. The current station has none of these which meet code.

If built in the unincorporated area, it could be a mostly metal/steel building with a masonry front. It would need at least five double deep bays (not less than 80' ft.) with full drive through capabilities. This allows for personnel to be able to position equipment to where they can respond out either way, and prevents lost time by having to move an engine or truck, park it, get the truck that's behind and pull it out, and take time to put the other truck back in the bay to secure it. This type of delayed response activity can easily make a major difference as to the extent of fire damage caused to a structure, or a person living or dying during major medical calls. Bay doors would need to be 12' x 12' openings with automatic openers. The building would need a day room, ADA bathroom facilities for the public and staff, kitchen / dining room area with a fire rated hood and extinguishing system, bunk room to sleep at least 8 personnel, adjacent male and female locker room facility, training room to support 30 trainees, SCBA Air Compressor Room, EMS supply room, large storage room for general storage and Haz-mat equipment, and parking for at least 30 vehicles.

We would like to see project within the next 2 years, and the current station is in poor condition and does not meet the needs of the department.

Discussion of Need:

We have spent over \$150,000.00 in foundation repairs for this structure which will keep occurring due to old and foundation has no re-bar in concrete which give the foundation strength. We also other structural issues with this building such as plumbing and mold. We believe that when Dallas County goes out of county bond election that the cost of the fire station be place on the bond election.

Staff Review and Comment:

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department: Dallas County Fire Marshal Office	Budget No. <u>3342</u>
Title of PIR: <u>REPLACEMENT (1) COMPUTER & SOFTWARE</u>	Request Type: <u>Hardware & Software</u>
PIR # _____ (Assigned by Data Services)	Poss. Funding Source: <u>Unk.</u>

Description and Justification of Need:

REQUEST: (1) Standard Desktop Computer - Dell CPU with monitor, keyboard, mouse, and power strip -\$1,025
 Would also need Adobe Acrobat 8.0 Pro \$180 - Window Access Lic. \$20 - **TOTAL OF \$1,225.00**

All other computer units in our office appear to have replaced in the last three years. This location is with the Secretary 1 position. She works under the Fire Marshal's Division and also does the LEPC Records Management.

Expected Benefits:
 This Computer will be shared by the two additional staff members that will be added to the fire marshal office. This will help them with inspections, investigation, code research and office work assigned to them.

Department Head Signature _____ Priority _____

Department Contact Person Robert De Los Santos – Fire Marshal Phone 214-653-7970

Date Received by OBE _____ Date Received by Data Services _____

Scoring:

Cost Savings _____	Improved Controls _____
Cost Avoidance _____	Multi-Use System _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

MISL. INFORMATION - NOT PART OF BUDGET SUBMITTAL

New Crew Cab – Fire Marshal - FY-2016 Budget

Emergency Electrical Equipment Items	No.	Each	Total
LED Light Bar Code 3 all light with mounts	1	2,600	2,600
Front Lower LED Lighting Units	2	260	520
Rear Lower LED Lighting Units	2	260	520
Front Side Lighting	2	140	280
Rear Side Lighting	2	140	280
Corner Inter-Sector Strobes Pair	1	375	375
Rear Window LED Light Unit with mounts	1	200	200
Command Light	1	50	50
Siren – SVP-441-Magnum – 200 Watt (Sa-So)	1	475	465
Siren Speakers - Combined single unit 200 watt	1	315	315
Switch Box - 6 position	1	110	110
Center Console for electrical heads	1	280	280
Mike Holders	2	15	30
Head Light Flashers	1	45	45
LED Flashers	4	27	108
Lighting Brackets	6	26	156
Various circuit breakers, switches, and fuse bars, and wiring harness	0	75	75
3-way 12-volt outlet plug mounted in cab and in bed area	2	20	40
Streamlight Stinger Rechargeable Flash Light mounted	1	65	65
Light Box Flashlight with charger mounted	1	125	125
Mobile Radio – 150 MHz – 110 watt	1	1,350	1,350
Radio Antennas	2	10	20
TOTAL	---	---	\$8,009

Other Truck Accessories	No.	Each	Total
Hard Shell Flat Topper for security of bed items.	1	1,100	1,100
Spray in Bed Liner	1	400	400
Go Rhino Push Bumper for mounting Emerg. Equip. and protection of bumper	1	425	425
Window Tinting for security and cooling (cameras normally carried in pass. Comp.)	1	200	200
Receiver Trailer Hitch with bar and ball assembly – Used if needed to pull boat trailer	1	375	375
Reflective Stripping, Lettering, and Graphics	1	1,000	1,000
TOTAL	----	-----	\$3,500

GRAND TOTAL	\$10,509
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Dallas County
Office of Budget and Evaluation

June 15, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Ronica L. Watkins, Assistant Budget Officer
Subject: Health and Human Services Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Health and Human Services Department submitted the following new requests:

- 1) Public Health Lab (5212) – 1 full-time Microbiologist, 1 full-time Clerk IV and Cepheid GeneXpert GXVI-16-8-D
- 2) Preventive Health (5213) – Program Analyst/Grants Manager

Health and Human Services (Public Health Lab) is requesting 1 Full-time Microbiologist (grade C) position and 1 full-time Clerk IV (grade 8) position to perform testing related HIV-1 RNA used to detect early HIV-1 Infection. Also, the Public Health lab is requesting the Cepheid GeneXpert GXVI-16-8 to be utilized for Tuberculosis both for detection and confirmation of M. Tuberculosis organism and test for susceptibility as part of the required lab services.

Health and Human Services (Preventive Health) is requesting 1 Full-time Program Analyst /Grants Manager (grade I) position to develop program goals and manage all health related grants.

FINANCIAL IMPACT

- The estimated annual recurring cost of 1 Microbiologist (grade C) position for Public Health Services is \$65,468 including salary/benefits.
- The estimated annual recurring cost of 1 Clerk IV (grade 8) position for Public Health Services is \$53,717 including salary/benefits.
- The estimated one-time cost for the Cepheid GenXpert GXVI-16-8-D is \$97,585.

- The estimated annual recurring cost of 1 Program Analyst/Grants Manager (grade I) for Preventive Health Services is \$90,752 including salary benefits.

RECOMMENDATION

The Office of Budget and Evaluation recommend the following services and equipment in the Parkland Funded FY2016 contract:

- 1) 1 Microbiologist (grade C) position for Public Health Services is \$65,648 including salary/benefits;
- 2) 1 Clerk IV (grade 8) position for Public Health Services at an annual cost of \$53,717 including salary/benefits; and
- 3) Cepheid GenXpert GXVI-16-8-D is \$97,585.

Not Recommended

The Office of Budget and Evaluation does not recommend the following: 1 Program Analyst/Grants Manager (grade I) for Preventive Health Services is \$90,752 including salary benefits. HHS currently has a Financial/Contracts Division and grant Project Managers that are responsible for administering, tracking, and reporting all respective HHS grant activity.

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Welfare Assistance	Budget No.	2070
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Add A Staff/P.I.E. Management (Temp Staffing Dallas County contracted vendor)	Temp. Clerks for office support-Duties/Functions to include Oracle payment inquiries, processing cancellations/stop-payment requests, preparing electronic RFP for Welfare payments, property control, reception and other assigned clerical functions	\$60,000	\$60,000
Deaf Action Center	In-person interpretation services for clients	\$500	\$500
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for clients (Spanish)	\$500	\$500
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for clients (Other language)	\$500	\$500

Process Improvement Consulting Request

Ronica Watkins

From: Shahrzad Rizvi
Sent: Wednesday, June 17, 2015 2:36 PM
To: Stanley Victrum; Rodney Christian; Alice Sweet
Cc: Ryan Brown; Ronica Watkins
Subject: FY16 HHS EHR recurring costs into MTF

For FY2016 Office of Budget & Evaluation recommends that the HHS EHR (Greenway PrimeSUITE software license, support, interface & related services) be paid and accounted out of the MTF Fund. The Annual recurring cost for this is estimated to be \$66,960. Currently these items are being paid out of the HHS department account. With the \$0.02 transfer from Gen. Fund to MTF, we expect the MTF to be able to absorb these additional expenditures.

Mr. Victrum/Christian:

In October I'll set up a MTF project for "HHS Elec. Health Records" to start accounting these costs. Let us know if you have any comments/questions.

Shahrzad Rizvi - Budget and Policy Analyst
Office of Budget and Evaluation - Dallas County, Texas
(214)653-7363

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Health Administration	Budget No.	5210
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Signius Communication	Telephone answering services	\$1,500	\$1,500
Alridge Family Pharmacy/Howard Aldridge Jr.	Contract to dispose outdated, unusable, and or recalled drugs in a manner compliant with TX State Board of Pharmacy Rules & Regulations. Bottling and albeling of medication for various clinics and prescription filling services.	\$12,500	\$12,500
Stericycle, Inc.	Contract infectious/Bio-Hazard waste removal, pick-up and disposal	\$2,500	\$2,500
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for clients (Spanish)	\$500	\$500
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for clients (Other language)	\$500	\$500

Process Improvement Consulting Request

REQUEST FOR EXTRA HELP BUDGET

Department	<u>HHS-Environmental Health</u>	Budget No.	<u>5211</u>
Description of Function <u>Extra help to prevent outbreak of diseases associated with mosquitos such as W. Nile, SLE, malaria, dengue, etc.</u>			

Position Title, Grade And Number	Annual Hours	Hourly Rate	Total	Retirement Benefit	Comments/Justification
Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 02) Position 8391	800	\$11.46	\$9,168.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 01) Position 7735	800	\$10.91	\$8,728.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Lead Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 03) Position 9683	800	\$12.06	\$9,648.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Total	2,400	-	\$27,544.00	None	

Staff Review and Comment

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Environmental Health	Budget No.	5211
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Add A Staff/P.I.E. Management (Temp Staffing Dallas County contracted vendor)	Temp. personnel to assist with mosquito control activities	\$50,000	\$50,000
Tarrant County (Lab) HD	Testing of water samples taken from private water wells for compliance. The compliance is required for approval of FHS, VA or conventional loans.	\$400	\$400
Mark Miller Johnsen	Spraying and insecticide resistance monitoring contracts.	\$5,000	\$5,000
Municipal Mosquito	Integrated mosquito management for Chikungunya vectors	\$0	\$225,000
Vector Disease Control International, LLC	Ground ULV mosquito spraying services for the control of the mosquito population and control of West Nile Virus	\$338,000	\$340,000

Process Improvement Consulting Request

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Public Health Lab	Budget No.	5212
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
American Ice	Dry ice used to pack N. Gonorrhea isolates for CDC surveillance reports	\$850	\$850
American Assoc. of Bio-analysts	Proficiency testing required by CLIA for Step, Syphilis and Urinalysis	\$810	\$810
American Proficiency Institute	Proficiency testing required by CLIA for DNA Probe for C. Trachomat and N. Gonorrhea	\$410	\$410
College of American Pathologists	Proficiency testing is required by CLIA for Herpes, Tuberculosis, QuantiFERON-TB Glod Test, HIV-1, Gram Stain	\$6,000	\$6,000
Wisconsin State Lab. Hygiene Proficiency Test	For mailed Lab-Lead, Exterior Staph, Wet Mounts, RPR (Mobile Clinic)	\$990	\$990
Proficiency Testing	QuantiFERON - TB gold test	\$350	\$350
Process Improvement Consulting Request			

REPLACEMENT EQUIPMENT REQUEST

Department HHS-Public Health Lab

Budget No. 5212

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacemen	Comments/Justification
1	HP Laserjet 4050TN Printer	5	DCHHS08706 102207	\$250	Not compatible with replacement computer
2	HP Photosmart 7760 Printer	5	DCHHS05212 102718	\$250	Not compatible with replacement computer

REQUEST FOR EXTRA HELP BUDGET

Department	<u>HHS-Preventive Health</u>	Budget No.	<u>5213</u>
Description of Function <u>Temp. RN for Preventive Health</u>			

Position Title, Grade And Number	Annual Hours	Hourly Rate	Total	Retirement Benefit	Comments/Justification
Temp. RN (Public Nursing) (Gr. EM) 00-E-UNCL. 8313	850	\$25.21	\$21,428.50	-	Additional support to handle the overload during Flu season and other outbreak events
Temp. RN (Public Nursing) (Gr. EM) 00-E-UNCL. 7829	850	\$25.21	\$21,428.50	-	Additional support to handle the back-to-school immunization and other outbreak events
Total	1,700	-	\$42,857.00	None	

Staff Review and Comment

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Preventive Health	Budget No.	5213
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/nursing services and clerk as additional support to handle the overload during the Flu-season & other immunization events	\$60,000	\$60,000
Stericycle, Inc.	Contract infectious/Bio-Hazard waste removal, pick-up and disposal (Budget in line item 2920)	\$5,000	\$5,000
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for patients (Spanish)	\$500	\$500
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for patients (Other language)	\$500	\$500

Process Improvement Consulting Request

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Communicable Disease	Budget No.	5214
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Laboratory Corp of America	Testing contacts for Hepatitis A and B	\$8,000	\$8,000
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/nursing services and clerk as additional support to handle the overload during outbreaks or as additional support to ensure continuity of required duty of the division until vacant positions are filled	\$15,000	\$15,000
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for patients (Other language)	\$500	\$500
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for patients (Spanish)	\$500	\$500

Process Improvement Consulting Request

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-STD Clinic	Budget No.	5215
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/Nurse practitioners and clerk as additional support to ensure continuity of required duty of the division until vacant positions are filled.	\$30,000	\$30,000
Alridge Family Pharmacy/Howard Aldridge Jr.	Contract to dispose outdated, unusable, and or recalled drugs in a manner compliant with TX State Board of Pharmacy Rules & Regulations. Bottling and albeling of medication for various clinics and prescription filling services.	\$1,000	\$1,000
Laboratory Corp of America	Testing contacts for Comprehensive metabolic panel, HBsAg Screen, T-Helper (CD4 lymph), CBC with differential, and HVC Antibody	\$10,000	\$10,000
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for patients (Spanish)	\$500	\$500
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for patients (Other language)	\$500	\$500
Process Improvement Consulting Request			

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Tuberculosis Clinic	Budget No.	5216
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Language Line Services, Inc.	Telephone interpretation, written translation and video remote service for patients (Other language)	\$5,000	\$5,000
Alridge Family Pharmacy/Howard Aldridge Jr.	Contract to dispose outdated, unusable, and or recalled drugs in a manner compliant with TX State Board of Pharmacy Rules & Regulations. Bottling and albeling of medication for various clinics and prescription filling services.	\$1,000	\$1,000
Excel Imaging Inc.	Maintenance and chemical service for x-ray machine	\$10,000	\$10,000
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
GD Radiology	Service for reading x-rays	\$12,000	\$12,000
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. X-ray technician when necessary to process TB testing	\$10,000	\$10,000
Process Improvement Consulting Request			

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Tuberculosis Clinic	Budget No.	5216
Pay To	Description of Services	FY 2015 Budget	FY 2016 Amount Requested
Mirion Technologies (GDS) Inc.	Dosimetry services radiation film body badge for x-ray technician	\$1,000	\$1,000
Lab Corp, Inc.	Clinical laboratory blood testing services	\$60,000	\$60,000
Universe Technical Translation	Telephone interpretation, written translation and audio/video transcription service for patients (Spanish)	\$5,000	\$5,000

Process Improvement Consulting Request



Dallas County
Office of Budget and Evaluation

June 18, 2015

To: Commissioners Court
From: Ryan Brown, Budget Officer
Subject: Office of Information Technology FY2016 Budget Request

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Office of Information Technology has submitted the following requests:

1. reclassification of one (1) IT Enterprise Security Officer position;
2. purchase of Cisco Mobility Service Engine
3. purchase of Admin Studio (MSI Builder) software
4. purchase of Netwrix Auditor Software
5. the replacement of 6 enhanced laptops/desktops
6. purchase PrinterLogic Software
7. replacement of Data Archive
8. replacement of the Tape backup system
9. replacement of Cisco Network Switches
10. purchase UCS Server Blades
11. purchase Cisco ASR 1002 Router
12. purchase UPS's for VOIP phones
13. purchase Airmagnet Wifi Analyzer
14. recurring costs for Greenway PrimeSuite software & support
15. and the replacement of dry erase boards and sixty two (62) chairs.

Information Technology requests the reclassification of one (1) IT Enterprise Security Officer position. This position is responsible for the security of all network and computer systems County-Wide. In recent years, the County has been required to become CJIS and PCI compliant. Multiple systems have been implemented and require support such as two-factor authentication, login management, IPS/IDS, network scanning, and wireless / mobile device management.

The department also requested the purchase of Cisco Mobility Service Engine which would allow I/T to provide wireless connectivity while protecting network infrastructure.

The department also requested the purchase of Admin Studio (MSI Builder) software which would improve the software update process by quickly producing hard disk images to push out to necessary employees, reducing technician hours.

The department also requested the purchase of Netwrix Auditor Software to provide monitoring and alerts to changes made to file servers.

The department also requested the replacement of 6 enhanced laptops/desktops needed for I/T team members who require more processing power, RAM and graphics capabilities.

The department also requested the purchase PrinterLogic Software which would help automating configuring and managing print queues for network printers.

The department also requested the replacement of Data Archive which would provide secure storage or Onbase and Exchange for the next 4-7 years.

The department also requested the replacement of the Tape backup system which would decrease the time it takes to perform backups and increase storage capacity by 375%

The department also requested the replacement of Cisco Network Switches for a critical system upgrade to enhance VOIP, wireless video capabilities.

The department also requested the purchase UCS Server Blades to handle anticipated growth in County requires and to support multiple systems for multiple departments.

Figure 1 FY2015 Revenues vs. Expenditures	
Beginning Balance	\$3,058,143
<u>Revenues</u>	<u>\$23,153,000</u>
Total Sources	\$26,211,760
IT Baseline Salaries	\$11,423,724
IT Operations Budget Request	\$11,559,387
Transfer to Other Funds	\$1,672,076
Hardware Refresh	\$800,000
<u>Microsoft Site License</u>	<u>\$935,000</u>
Total Expenditures	\$27,377,527
Ending Balance	-\$1,166,384
<u>Position Reclassifications</u>	
IT Enterprise Security Officer	\$11,987
<u>Furniture</u>	
62 Replacement Chairs & Boards	\$6,000
Total Cost of Budget Requests (PIRs)	\$926,312
FY2015 MTF Ending Balance	-\$2,110,683

The department also requested the purchase Cisco ASR 1002 Router which will provide greater speed and enhanced connectivity to County's 20 T-1 circuits.

The department also requested the purchase UPS's for VOIP phones to help keep multiple systems running across various department when electricity is unavailable.

The department also requested the purchase Airmagnet Wifi Analyzer which will assist with service to the public wifi and improved management and protection controls

The department also requests the replacement of sixty two (62) chairs and three (3) dry erase boards that have either broken or have deteriorated to an unusable state.

Office of Budget & Evaluation

recommends that the HHS EHR (Greenway PrimeSUITE software license, support, interface & related services) be paid and accounted out of the MTF Fund. In FY15 these items were paid out of the HHS department account.

FINANCIAL IMPACT

Figure 1 shows the FY2016 Major Technology Fund Budget is estimated to have an ending balance of -\$1,356,708. This is primarily due to an increase in transfers to other funds of \$1,843,363 for the repayment of Techshare.Courts, ACMS Prosecutor, JCMS, and Sheriff Ticketing which were funded in the Major Capital Development Fund and the General Fund with future repayment by the Major Technology Fund.

With a projected increase in the tax base FY2016 the Office of Budget & Evaluation proposes a 0.2 cent increase in the allocation of revenues from the General Fund to the Major Technology Fund. This recommendation would increase the projected allocation to be \$28.38 million, which is approximately 5 million more than in FY2015.

The annual recurring cost of reclassifying the IT Enterprise Security Officer position is \$11,978.

The annual recurring cost for the Health and Human Services Electronic Health Record software (Greenway PrimeSUITE) and services are estimated to be \$66,960.

Figure 2 outlines Program Improvement Requests with non-recurring costs.

Figure – 2: Non-Recurring FY16 Costs for Program Improvement Requests

purchase of Cisco Mobility Service Engine.	\$42,000
purchase of Admin Studio (MSI Builder) software	\$10,000
purchase of Netwrix Auditor Software	\$25,000
replacement of 6 enhanced laptops/desktops	\$12,000
purchase of PrinterLogic Software	\$60,000
replacement of Data Archive	\$200,000
replacement of the Tape backup system	\$250,000
replacement of Cisco Network Switches	\$315,000
purchase UCS Server Blades	\$100,000
purchase Cisco ASR 1002 Router	\$43,000
purchase UPS’s for VOIP phones	\$29,000
purchase Airmagnet Wifi Analyzer	\$93,000
replacement of 62 chairs	\$6,000
Total of all Non-Recurring Requests	1,185,000

The total impact of all FY16 improvement requests are \$1,196,978

RECOMMENDATION

The Office of Budget and Evaluation recommends the Information Technology Executive Governance Committee review the requests submitted by the department and make a recommendation on the use of funds for FY2016.

OPERATING EXPENDITURE DETAIL

Department

Data Services

Budget No.

1090

Expense Codes	FY2014 Actual	FY2015 Budget	FY2015 Projection	FY2016 Request	Comments and Justification
<i>Salaries and Benefits</i>					
1010	\$180,976	\$189,353	\$189,353	\$195,034	Salaries - Official Salaries reflect 3% increase per info from Budget Salaries - Staff Plus 6 positions added in Jan. 2015 and stipends for Lead positions. Automobile Allowance Milage Reimbursement Salary Lag 2.5% of Salaries FICA Medicare Sick Leave Insurance - Employer Retirement-Employer Unemployment Insurance Workers Compensation - Employer Total Salaries and Benefits
1020	\$6,687,239	\$7,847,794	\$7,847,794	\$8,821,228	
1070	\$9,137	\$9,137	\$9,137	\$9,137	
1080	\$1,746		\$0	\$0	
1090	\$0	(\$200,929)	(\$200,929)	(\$225,407)	
1111	\$398,500	\$498,303	\$498,303	\$559,008	
1112	\$94,362	\$116,539	\$112,520	\$126,228	
1120	\$574	\$0	\$1,290	\$0	
1140	\$816,911	\$782,000	\$803,715	\$901,626	
1150	\$781,454	\$924,272	\$835,863	\$1,036,870	
1160	\$0	\$0	\$8,037	\$0	
1190	\$10,896	\$0	\$24,111	\$0	
	\$8,981,795	\$10,166,469	\$10,129,195	\$11,423,724	
<i>Operating Expenses</i>					
2090	\$6,718	\$6,000	\$5,100	\$19,025	Property < \$5,000 See form D
2093	\$0			\$29,000	Hardware < \$5,000 See PIR Forms
2095	\$30,087	\$1,556	\$1,556	\$0	Software < \$5,000
2160	\$16,607	\$65,326	\$18,573	\$65,326	Office Supplies
2170	\$227	\$1,500	\$693	\$1,500	Postage
2180	\$13	\$719	\$155	\$719	Printing (business cards)
2230	\$541	\$8,402	\$8,402	\$8,402	DDA
2460	\$62,723	\$190,513	\$190,513	\$190,513	Training
2690	\$7,524	\$9,000	\$9,000	\$9,000	Hardware and Electrical Supplies
4010	\$36,904	\$20,000	\$24,132	\$20,000	Business Travel
5590	\$2,108,523	\$2,828,809	\$2,828,809	\$3,000,000	Professional Services
6520	\$3,238,399	\$4,208,664	\$3,865,000	\$4,200,000	Maintenance New maint. Items + increased costs.
6540	\$2,630,565	\$4,976,416	\$4,976,416	\$3,800,000	Data Processing Contracts
7020	\$1,372	\$3,342	\$1,029	\$3,342	Equipment Rental
7211	\$136,500	\$138,500	\$138,500	\$138,500	Internet Circuit / Fiberlight
7213	\$5,664	\$7,100	\$6,012	\$7,100	Cellular Phone
	\$8,282,367	\$12,465,847	\$12,073,890	\$11,492,427	Total Operating Expenses
<i>Repayments</i>					
7910	\$176,505	\$78,447	\$78,447	\$78,447	Repay General Fund
7996	\$932,149	\$1,593,629	\$1,593,629	\$1,593,629	Repay Capital Fund
	\$1,108,654	\$1,672,076	\$1,672,076	\$1,672,076	Total Repayments
<i>Capital Items</i>					
8630	\$193,989	\$0		\$959,300	Hardware > \$5,000 See PIR Forms
8640	\$264,368	\$99,000	\$22,000	\$95,000	Software > \$5,000 See PIR Forms
	\$458,357	\$99,000	\$22,000	\$1,054,300	Total Capital Items
	\$18,831,173	\$24,403,392	\$23,897,161	\$25,642,527	Total

Budget Office Review FY2016

REPLACEMENT EQUIPMENT REQUEST

Department IT		Budget No. 1090			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Primary Desk Chairs (Qty 44)	7-13	NA	\$13,500	Existing chairs are old, dirty, worn and break on a regular basis. Need new, safe and professional appearance.
2	Secondary Desk Chairs (Qty 2)	7-13	NA	\$615	
3	Guest Chairs (Qty 16)	7-13	NA	\$4,910	
4					
5					
6					
7					
8					
9					
10					

Form D

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Office of Information Technology</u> Purchase Netwrix Auditor Software	Budget No. <u>1090</u>
Title of PIR	_____	Request Type <u>S</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Purchase Netwrix software.

Total = \$25,000

The purpose for product is to provide monitoring and alerting on any changes made to file servers.

Expected Benefits

This product will enable user accountability for any changes made to the County file servers. Currently we have no way to track this information.

This will provide Improved Management Controls for security and compliance audits; will log who changed what and when; will help monitor file access rights; will allow review of unauthorized access attempts to data.

Department Head Signature _____	Priority <u>3</u>
Department Contact Person <u>W. Henderson</u>	Phone <u>214-653-6072</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2016**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Office of Information Technology</u> Purchase Replacement Archive	Budget No. <u>1090</u>
Title of PIR	_____	Request Type <u>R</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Purchase a replacement for the County's data archive (Onbase Images / Email). Two devices for redundancy @ \$100,000 each.

Total = \$200,000

The EMC Centera systems are used to store data in an environment that cannot be modified. They are used for both the Onbase and Exchange environments. We cannot renew the maintenance after this year.

Expected Benefits

Replacement storage systems will provide secure storage for Onbase and Exchange for the next 4-7 years.

Department Head Signature _____	Priority <u>1</u>
Department Contact Person <u>W. Henderson</u>	Phone <u>214-653-6072</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2016**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Office of Information Technology</u> Replacement Network Switches	Budget No. <u>1090</u>
Title of PIR	_____	Request Type <u>R</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Purchase 35 replacement Cisco network switches @ \$9,000 each.

Total = \$315,000

The majority of the Dallas County switches are 7-10 years old and cannot be used to support wireless, video, or VoIP technologies. Will not support latest OS.

Expected Benefits

New technology Cisco switches have faster processors, more ram, newer OS, and are designed to handle technology for the next 7-10 years.

These are critical system upgrades.

Department Head Signature _____	Priority <u>1</u>
Department Contact Person <u>W. Henderson</u>	Phone <u>214-653-6072</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2016**



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

June 4, 2015

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Southwestern Institute of Forensic Sciences FY2016 PIR Analysis

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The Southwestern Institute of Forensic Sciences (SWIFS) has submitted the following requests for consideration by the Commissioners Court:

1. Addition of one (1) Administrative Legal Advisor (Attorney V) - \$135,147 (salary and benefits); \$ 2,963 (office furniture and computer)
2. Reclassification of seven (7) Supervisors in the Crime Lab and three (3) Supervisors in the Medical Examiner's, to maintain relative position based on reclassification of subordinate staff in FY2015 - \$62,450
3. Replacement of Medical Examiner Dictation System (Grant Application Pending) - \$20,000 (Includes 19 digital recorders @ \$500; five (5) digital recorder transcription kits @ \$400; five (5) medical speech recognition software licenses @\$1,500)
4. Replacement of one (1) Dental X-Ray - \$10,000
5. Replacement of one (1) Histology Cassette Labeler System - \$27,000
6. Replacement of five (5) Autopsy Saws- \$5,375 @ \$1,075
7. Replacement of four (4) Digital Cameras - \$2,600 @ \$650
8. Replacement of five (5) Chairs/Admin Medical Examiner - \$2,590 @ \$518
9. Replacement of five (5) Chairs - Crime Lab - \$2,590 @ \$518
10. Reclass/Name Change of one (1) Forensic Biologist II to Forensic Quality Assurance/Quality Control Analyst - no cost, with the possibility of cost savings upon HR review
11. One (1) new Liquid Chromatograph - \$175,000 in funding if grant not approved. Court Order 2015-0428 approved \$275,000 County Match
12. Three (3) New Trace Evidence Examination Photomicrography System - \$18,000, @ \$6,000
13. Replacement of one (1) Evaporator - \$6,500
14. Replacement two (2) Vortexers - \$800 (@ \$400)
15. New Personnel High-Density File Cabinets \$6,000

FINANCIAL IMPACT

The request for the addition of one (1) Administrative Legal Advisor comes from the increased number of contracts, complex subpoenas and written questions, and the number and type of Public Information requests received by SWIFS. The Administrative Legal Advisor would coordinate and assist with the processing of the requests to ensure full compliance with applicable laws and regulations. Due to the complex nature of the document and other information production requests received by SWIFS, management regularly must assist or personally respond to records/material production issues because they exceed the scope of work and skill sets of the clerical staff in the Records Section. Because information requests/subpoenas are time-sensitive, department operations are routinely disrupted to provide an appropriate response with the required time frame. The requested Attorney would coordinate department activities related to production requests to ensure that all legally available information and materials are provided in a timely manner and to monitor withheld information to ensure compliance with the Office of the Attorney General opinions and statutory compliance.

SWIFS averages 15 written requests for information (Public Information Act requests) each day and approximately three subpoenas each week. Many of the requests involve homicide case information.

The Office of Budget and Evaluation and SWIFS have agreed to work with the Office of the Civil District Attorney to determine a solution to provide SWIFS the legal assistance necessary that would work with both departments.

The following table demonstrates the requested classifications of supervisors whose staff were reclassified in FY2015, with the exception of the Forensic Biologist II. The Forensic Biologist II to Forensic Biologist Quality Assurance Analyst reclassification is requested to provide a dedicated position to coordinate and perform quality assurance and quality control activities for the unit. Based upon conversations with Human Resources/Civil Services, this position will either be cost-neutral or provide cost-savings. All other reclassifications proposed total an approximate cost of \$62,450.

SWIFS- Reclassifications								
Department	Fund	Budget		Position Title	No. of Positions	Current Grade	Proposed Grade	Cost
		No.						
SWIFS - Crime Lab	120	3311		Chief of Physical Evidence	1	PM	D1	\$45,180
SWIFS - Crime Lab	120	3311		Chief of Forensic Chemistry	1	PM	D1	\$45,180
SWIFS - Crime Lab	120	3311		Deputy Chief Physical Evidence	1	MM	NM	\$9,013
SWIFS - Crime Lab	120	3311		Deputy Chief Forensic Chemistry	1	MM	NM	\$9,013
SWIFS - Crime Lab	120	3311		Forensic Biology Supervisor	1	JM	KM	\$6,050
SWIFS - Crime Lab	120	3311		Toxicology Supervisor	1	IM	JM	\$6,709
SWIFS - Crime Lab	120	3311		Controlled Substances Supervisor	1	IM	JM	\$6,709
SWIFS - Medical Examiner	120	3312		Forensic Operations Administrator	1	K	M	\$12,871
SWIFS - Medical Examiner	120	3312		Chief Medicolegal Death Investigator	1	I	J	\$6,856
SWIFS - Medical Examiner	120	3312		Deputy Chief Medicolegal Death Investigator	1	G	H	\$5,228
SWIFS - Crime Lab	120	3311		Forensic Biologist II to Forensic Biology QA/QC Analyst	1	HM	HM	\$ -
TOTAL					9			\$ 62,450

The Medical Examiner Dictation System is being requested due to the current Dictaphones being discontinued in 2006. However, the request is contingent on whether SWIFS receives grant funds from a pending grant application.

The dental x-ray is requested due to the current back up dental x-ray not being operable. The

request is for a smaller, hand-held unit.

The Histology Cassette Labeler System is requested to replace an older system. The use of the tissue cassette labeler is a pathology industry standard practice designed to ensure proper (accurate and permanent) identification of tissue specimens. All specimens are required to have a system-made label.

The autopsy saws are requested as routine replacement saws. They receive frequent use and the units are repaired at least twice or until the vendor advises that the unit cannot be repaired before a replacement is requested.

The cameras are requested as routine replacement of digital 35mm cameras used by forensic pathologists for autopsy photography and by Medicolegal Death investigators for death scene photography.

The liquid chromatograph received approved County cash match in FY2015 for \$275,000, with a pending grant award of \$175,000. SWIFS requests the additional \$175,000 of the total \$450,000 cost in the event SWIFS – Crime Lab does not receive grant funding.

The trace evidence laboratory requests the trace evidence examination photomicrography system to improve the quality of analytical documentation for laboratory casework, staff training and court testimony presentation. The digital photomicrography components will be integrated with existing laboratory microscopes to enable the examiner to document particular views and critical features that are observed during the analysis of evidence items.

The replacement evaporator is requested due to the current evaporator being unreliable. It is used in Toxicology to evaporate extraction solvents for many assays.

The two (2) vortexers are requested to replace aging equipment. They are used in various toxicology assays to routinely mix and extract samples.

The chairs are requested to replace older/worn office chairs for Medical Examiners, Administrative Staff, and the Crime Lab.

The requested new file cabinets will be submitted to Records Management for review and approval.

All equipment SWIFS equipment requests total \$302,865. If grants are awarded as anticipated, the total impact would be \$108,865.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Medical Examiner Dictation System - Grant application pending
2. Replacement of one (1) dental x-Ray
3. Replacement of one (1) Histology Cassette Labeler System
4. Replacement of five (5) autopsy saws
5. Replacement of four (4) digital cameras
6. Liquid Chromatograph – Grant application pending

7. Three (3) New Digital Photomicrography Systems
8. Replacement of one (1) evaporator
9. Replacement of two (2) vortexers
10. Replacement of ten (10) Chairs/Admin

These recommendations have a total cost of \$320,865, with two requested item contingent on grant funding that could make the total cost \$126,865.

The Office of Budget and Evaluation will work with SWIFS and the Civil DA to determine the appropriate solution for SWIFS' legal needs. The Office of Budget and Evaluation also further recommends that HR/Civil Service review the requested reclassifications.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Forensic Sciences</u>	Budget No <u>4031</u>
Brief Title of PIR	<u>Administrative Legal Advisor (Attorney V)</u>	
Approx. Net Cost	<u>\$138,110</u>	Department Priority _____

Brief Summary of Request

Currently County Clerk-Central Records send out closed retention records at least once per week to Records Management Center. The vehicle is to transport all records without requesting community services.

Discussion of Need

The vehicle is used for transporting courts records between courts buildings and new records center.

Discussion of Related Performance Measure

	FY16
Number of contracts processed by Attorney V	15
Number of subpoenas reviewed by Attorney V	100
Number of public information requests reviewed by Attorney V	120

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	County Clerk
Staff Cost	
Grade	<u>Forensic Sciences</u>
Salary	_____
FICA @ 7.65%	<u>8,131</u>
Retirement @ 11.5%	<u>12,224</u>
Insurance @ \$8,500	<u>8,500</u>
	Total <u>135,147</u>
Related Equipment	
Number	
Desk	<u>745</u>
Furniture	<u>518</u>
Computer	<u>2,000</u>
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
	Total <u>4031.05590</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total <u>0</u>
Less Additional Revenue Source	
	Grand Total \$138,110

FY16 Reclassification Detail

Criminal Investigation Laboratory Positions:

Job Code	Position	Current			Estimated "Relative Position"				
		Grade	Salary	Benefits	Grade	Salary	Benefits		
3020200	Chief of Physical Evidence	PM	\$ 115,212	\$ 30,863	D1	\$ 153,131	\$ 38,125	\$	45,180
3020400	Chief of Forensic Chemistry	PM	\$ 115,212	\$ 30,863	D1	\$ 153,131	\$ 38,125	\$	45,180
3020300	Deputy Chief Physical Evidence	MM	\$ 89,650	\$ 25,968	NM	\$ 97,214	\$ 27,416	\$	9,013
3018700	Deputy Chief Forensic Chemistry	MM	\$ 89,650	\$ 25,968	NM	\$ 97,214	\$ 27,416	\$	9,013
3019100	Forensic Biology Supervisor	JM	\$ 73,954	\$ 22,962	KM	\$ 79,032	\$ 23,935	\$	6,050
3014600	Toxicology Supervisor	IM	\$ 68,323	\$ 21,884	JM	\$ 73,954	\$ 22,962	\$	6,709
3018800	Controlled Substances Supervisor	IM	\$ 68,323	\$ 21,884	JM	\$ 73,954	\$ 22,962	\$	6,709

Medical Examiner Positions:

Job Code	Position	Current			Estimated Relative Position Grade				
		Grade	Salary	Benefits	Grade	Salary	Benefits		
3019000	Forensic Operations Administrator	K	\$ 77,206	\$ 23,585	M	\$ 88,008	\$ 25,654	\$	12,871
3015800	Chief Medicolegal Death Investigator	I	\$ 66,297	\$ 21,496	J	\$ 72,051	\$ 22,598	\$	6,856
3015600	Deputy Chief Medicolegal Death Investigator	G	\$ 56,969	\$ 19,710	H	\$ 61,357	\$ 20,550	\$	5,228
								\$	152,810

REPLACEMENT EQUIPMENT REQUEST

	Department	SWIFS: Medical Examiner	Budget No.	3312	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Medical Examiner Dictation System	Various	Various	\$20,000	The dictaphones/transcribers used by the MEs were discontinued in 2006. Request replacement with digital devices and related voice recognition software.* Grant Application Pending
2					Digital recorders \$10,450 (19 @ \$500); digital recorder transcription kit \$2,000 (5 @ \$400); medical speech recog software \$7500 (5 @ \$1500)
3	X-ray, dental	24	DC #66177 IFS #0387	\$10,000	Backup dental x-ray no longer works. Requesting replacement with smaller, hand-held unit.
4	Histology Cassette Labeler	11	DC #94226	\$27,000	The use of a tissue cassette labeler is a pathology laboratory industry standard practice designed to ensure proper (i.e., accurate and permanent) identification of tissue specimens. Current labeling equipment needs replacement due to age.
5	Autopsy saws	4 4 2 2 2	IFS Nos: 1510 1513 1899 1900 1902	\$5,375 (5 @ \$1075 ea.)	Routine replacement of autopsy saws. Saws receive frequent use and the units are repaired at least twice or until the vendor advises that the unit cannot be repaired before replacement is requested.
6	Cameras, digital	11 11 6 6	IFS Nos.: 0002 0005 912 913	\$2,600 (4 @ \$650/ea.)	Routine replacement of digital 35mm cameras used by forensic pathologists for autopsy photography and by Medicolegal Death Investigators for death scene photography.
7	Chairs, Admin	Various	No County or IFS Nos.	\$2,590 (5 @ \$518 ea.)	Replacement office chairs for Medical Examiners and Admin staff.
8					
9					
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	County Clerk	Budget No 4031
Brief Title of PIR	Vehicle -SUV	
Estimated Cost	\$33,000.00	Department Priority
Brief Summary of Request		
<p>Currently County Clerk-Central Records send out closed retention records at least once per week to Records Management Center. The vehicle is to transport all records without requesting community services.</p>		
Discussion of Need		
<p>The vehicle is used for transporting courts records between courts buildings and new records center.</p>		
Staff Review and Comment		
Empty space for staff review and comment		

Form G

FY2016



Dallas County
Office of Budget and Evaluation

June 16, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Ronica L. Watkins, Assistant Budget Officer
Subject: Justices of the Peace Misc. Equipment Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Justices of the Peace Courts submitted the following new requests:

Justice of the Peace 1-1

1. Projector Screen to use in court

Justice of the Peace 3-1

1. Replacement shredder

Justice of the Peace 3-2

1. 12 - wireless keyboard and mouse to allow for more working space for clerks
2. 1- court room chair

Justice of the Peace

1. Guest counter for waiting area

FINANCIAL IMPACT

Justice of the Peace 1-1

- Projector Screen to use in court - The estimated one time cost of a projector screen to be utilized in JP 1-1 court is \$350.

Justice of the Peace 3-1

- Replacement shredder – sent to Records Management for review and pricing

Justice of the Peace 3-2

- The estimated one time cost of a 12 - wireless keyboard and mouse to allow for more working space for clerks - \$720 (\$60 each)
- The estimated one time cost of 1- courtroom chair is \$667

Justice of the Peace

- The estimated one time cost for a guest counter for waiting area is \$1,100.

RECOMMENDATION

The Office of Budget and Evaluation recommend the following equipment:

Justice of the Peace 1-1

- Projector Screen to use in court - The estimated one time cost of a projector screen to be utilized in JP 1-1 court is \$350.

Justice of the Peace 3-2

- The estimated one time cost of a 12 - wireless keyboard and mouse to allow for more working space for clerks - \$720 (\$60 each).
- The estimated one time cost of one courtroom chair is \$667.

Justice of the Peace

- The estimated one time cost for a guest counter for waiting area is \$1,100.

The total recommended equipment cost is \$2,837.



Dallas County
Office of Budget and Evaluation

April 23, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Juvenile District Courts FY2016 Budget Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Juvenile District Courts submitted the following requests:

1. Fax Machine
 - a. The 304th Juvenile District Court is requesting one fax machine to replace the non-working fax machine they currently have.
2. Tables
 - a. The 305th Juvenile District Court is requesting 2 tables in the courtroom that need to be replaced.
3. Chair
 - a. The 305th Juvenile District Court is requesting one chair for a court reporter in the Auxiliary Court who does not currently have a chair.
4. File Cabinet
 - a. The 305th Juvenile District Court is requesting one vertical, letter size, locking, metal 2 drawer file cabinet in order to file confidential information retained by the court.
5. Content Adaptor Rings
 - a. The 305th Juvenile District Court is requesting 2 content adaptor rings which are needed to complete the installation of court room audio visual equipment.

FINANCIAL IMPACT

1. The estimated one time cost of one fax machine is \$389.
2. The estimated one time cost per table is \$535, for a total of \$1,070 for both tables.
3. The estimated one time cost of one chair is \$339.
4. The estimated one time cost of one file cabinet is \$194.
5. The estimated one time cost per content adaptor ring is \$231, for a total of \$462 for both content adaptor rings.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. The request for one fax machine was reviewed and recommended by Records Management during the 2015 Fiscal Year.
2. Replacing two tables
3. Purchasing one chair
4. Purchasing one file cabinet
5. Purchasing two content adaptor rings. The request for content adaptor rings has been sent to the Facilities department for further review.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$1,992.

REPLACEMENT EQUIPMENT REQUEST

Department		305 th District Court		Budget No.		#4320
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	2 Tables in the 305 th District Court Room	20+ years		\$535 per table Basyx by Hon Mod#HBLC96R 96" x 44" Rectangular	Work/Trial table for use in the court for prosecutors and defense attorneys during court hearings.	
2	Court Reporters Chair	Did not have a Chair for Court		\$339 Administration Mgr./Task Asynchronous w/Arm Seat Glide, Hon 7808	The Auxiliary Court has never had a Court Reporter Chair	
3	Vertical, letter size, locking, metal 2 drawer			\$194 (Hon 312P)	Needed to file confidential information retained by the court	
4	2 Content Adaptor Rings			\$230.97 per Adaptor =Total \$461.94	Needed to complete the installation of Court Room Audio Visual Equipment. Need to make the equipment operable.	
5						
6						
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Form D

REPLACEMENT EQUIPMENT REQUEST

Department <u>304th Dist Court</u>		Budget No. <u>4310</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Fax Machine	unkwn	N/A	\$1389. ⁰⁰	see attached
2	HP Laser Jet P2015	Unk	00015370	↑	Will not need this if we get the above mentioned fax.
3					
4					
5					
6					
7					
8					
9					
10					

Form D

Comments/Justification

The 304th District Court does not have a fax machine. The one located in the office of the Court Recorder was given to the previous administration by Attorney Kris Balekian-Hayes. It barely sends faxes and we never receive them. We need to be able to scan, fax, copy and print if need her in the office and not go ½ mile down the hall to share with everyone on this floor. I send 100% of my Orders of Appointments via email because it is verification that it was received. This will save the county money on postage and paper as well as our department being more productive.

Old Faxes serial no. U61325K5J899917



Dallas County
Office of Budget and Evaluation

May 21, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Juvenile FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Juvenile department submitted the following requests:

Juvenile Detention

1. Duress Alarms
 - a. The Juvenile Detention Center is requesting 15 duress alarms be replaced due to the fact that they are too costly to repair.
2. Folding Tables
 - a. The Juvenile Detention Center is requesting 10 folding tables be replaced due to the fact that they are too costly to repair.
3. Mattresses
 - a. The Juvenile Detention Center is requesting 200 mattresses be replaced due to their unsanitary condition.
4. Task Chairs
 - a. The Juvenile Detention Center is requesting 10 task chairs be replaced due to the fact that they are too costly to repair.

Juvenile Hill Center

5. Licensed Barber
 - a. The Juvenile-Hill Center is requesting funds for a licensed barber to do 40 cuts per month.
6. Mattresses
 - a. The Juvenile Hill Center is requesting 24 mattresses to be replaced due to their unsanitary condition.
7. Task Chairs.
 - a. The Juvenile Hill Center is requesting 2 task chairs be replaced due to the fact that they are too costly to repair.
8. Executive high back chairs
 - a. The Juvenile Hill Center is requesting 3 executive high back chairs to be replaced due to the fact that they are broken.

9. Desktop Computer
 - a. The Juvenile Hill Center is requesting one computer for the superintendent's office. The request includes one Microsoft Office License.
10. Portable Radios
 - a. The Juvenile Hill Center is requesting 3 portable radios to allow for better communication amongst staff.

Juvenile Letot

11. Steel Storage Cabinet
 - a. The Juvenile Letot Center is requesting Steel Storage Cabinets to replace the current shelving which is bent and rusted.
12. Licensed Barber
 - a. The Juvenile Letot Center is requesting funds for a licensed barber to do 8 cuts per month.
13. Desk Chairs
 - a. The Juvenile Letot Center is requesting 9 desk chairs to replace old and worn out donated chairs.
14. Portable Radios
 - a. The Juvenile Letot Center is requesting 2 portable radios to allow for better communication amongst staff. The Juvenile Letot RTC center is requesting 9 portable radios.
15. Laptop Bundle
 - a. The Juvenile Letot Center is requesting 2 laptop bundle to be shared by 8 staff members when they accompany residents to professional visits. One for residential and one for intake.

Juvenile Youth Village

16. Laptop Bundle
 - a. The Juvenile Youth Village is requesting one laptop bundle to replace a nonfunctioning desktop computer.
17. Guest Chairs
 - a. The Juvenile Youth Village is requesting 8 guest chairs to replace donated worn out chairs.
18. Folding Tables
 - a. The Juvenile Youth Village is requesting 8 folding tables to use for large campus events.

Juvenile Medlock

19. Laptop bundle
 - a. The Juvenile Medlock is requesting one laptop bundle in order to meet Tech Share requirements.
20. Portable Radios
 - a. The Juvenile Medlock is requesting 12 portable radios in order to maintain safety and security in all areas of the facility.
21. Guest Chairs

- a. The Juvenile Medlock is requesting 9 guest chairs for the reception area and dorm areas which have never previously had chairs.

Juvenile Administration

22. Laptop Bundle

- a. The Juvenile Administration Department is requesting one laptop bundle for Budget Service to be able to be mobile when visiting Juvenile locations.

23. iPads with Keyboards

- a. The Juvenile Administration Department is requesting 2 iPads with portable keyboards. The iPads will allow the evaluator/investigator to dictate their findings during the site review/investigation. The portable keyboards are needed to dictate the information during the site review/investigation.

24. Laptops

- a. The Juvenile Administration Department is requesting 5 laptops needed because of TechShare needs.

25. Monitors

- a. The Juvenile Administration Department is requesting 3 monitors needed because of TechShare needs.

26. Desktops

- a. The Juvenile Administration Department is requesting 5 desktops needed because of TechShare needs.

27. iPads with keyboard cases

- a. The Juvenile Administration Department is requesting 3 iPads with keyboard cases needed because of TechShare needs.

28. Television

- a. The Juvenile Administration Department is requesting one television to replace the current nonfunctioning television which is used for training purposes.

29. 15 passenger Van

- a. The Juvenile Administration Department is requesting one 15 passenger van needed to transport Juveniles attending the Evening Reporting Center.

30. Conference Table

- a. The Juvenile Administration Department is requesting one conference room table in order to be able to accommodate the entire staff at meetings.

31. Conference Chairs

- a. The Juvenile Administration Department is requesting conference room chairs in order to be able to accommodate the entire staff at meetings.

32. Knee and elbow pads

- a. The Juvenile Administration Department is requesting one set of 26 knee and elbow pads needed for the probation academy.

33. Printer

- a. The Juvenile Administration Department is requesting one HP laser Jet printer to replace a nonfunctioning printer.

34. Reclassification

- a. The Juvenile Administration Department is requesting a reclassification for one Clerk II (6) to a proposed grade of 10. The position requires specialized knowledge of the TechShare interworking.
- 35. Reclassification
 - a. The Juvenile Administration Department is requesting a reclassification for one Office Service Supervisor (C) to a proposed grade of D due to the fact that the complexity of the work has increase and additional responsibilities have been added.
- 36. Reclassification
 - a. The Juvenile Administration Department is requesting a reclassification for one Budget Service Supervisor (H) to a proposed grade of M and a title change to Chief Financial Officer. The request is due to a growth in requirements and responsibilities for the position.
- 37. New Position
 - a. The Juvenile Administration Department is requesting one new secretary (6) in order to offer staff support and to provide customer service to the families and juveniles who receive psychological services.
- 38. New Position
 - a. The Juvenile Administration Department is requesting one new psychologist (JM) in order to provide psychological services to the residents of the Dallas County Letot Girls Residential Treatment Center.
- 39. New Position
 - a. The Juvenile Administration Department is requesting one new Drug Intervention Specialist (EE) in order to provide intensive substance abuse treatment, drug education, substance abuse relapse prevention planning for the youth of the Dallas County Youth Village and Medlock Residential Treatment facilities.
- 40. New Position
 - a. The Juvenile Administration Department is requesting one new Data Analyst (12) which had been funded from Grant fund 7302 to be transferred to the General Fund. The grant will no longer be available as of FY2016.

FINANCIAL IMPACT

- 1. Duress Alarms
 - a. The estimated one time cost of replacing 15 duress alarms at \$190 per chair is an estimated \$2,850.
- 2. Folding Tables
 - a. The estimated one time cost of replacing 10 folding tables at \$150 per table is an estimated \$1,500.
- 3. Mattresses
 - a. The estimated one time cost of replacing 200 mattresses at \$26 per mattress is \$5,200.
- 4. Task Chairs
 - a. The estimated on time cost of replacing 10 task chairs at \$380 per chair is \$3,800.

5. Licensed Barber
 - a. The estimated annual recurring cost of a licensed barber is an estimated \$2,400.
6. Mattresses
 - a. The estimated one time cost of replacing 24 mattresses at \$100 per mattress is \$2,400.
7. Task Chairs
 - a. The estimated one time cost of replacing 2 task chairs at \$380 per chair is \$760.
8. Executive high back chairs
 - a. The estimated one time cost of replacing 3 chairs at \$245 per chair is \$735.
9. Desktop Computer
 - a. The estimated one time cost of one desktop computer with Microsoft Office is \$1,025.
10. Portable Radios
 - a. The estimated one time cost of the 3 portable radios is \$2,400.
11. Steel Storage Cabinet
 - a. The estimated one time cost of steel storage cabinets is \$929.
12. Licensed Barber
 - a. The estimated annual recurring cost of a licensed barber is an estimated \$480.
13. Desk Chairs
 - a. The estimated one time cost of 9 desk chairs at \$339 per chair is \$3,051.
14. Portable Radios
 - a. The estimated one time cost of the 11 portable radios is \$8,800.
15. Laptop Bundle
 - a. The estimated one time cost of 2 laptop bundles is \$4,000.
16. Laptop Bundle
 - a. The estimated one time cost of one laptop bundle is \$2,000.
17. Guest Chairs
 - a. The estimated one time cost of 8 guest chairs at \$277 per chair is \$2,216.
18. Folding Tables
 - a. The estimated one time cost of 8 folding tables at \$151 per table is \$1,208.
19. Laptop Bundle
 - a. The estimated one time cost of one laptop bundle is \$2,000
20. Portable Radios
 - a. The estimated one time cost of 12 portable radios at \$1,300 per radio is \$15,600.
21. Guest Chairs
 - a. The estimated one time cost of 9 guest chairs is \$3,875.
22. Laptop bundle
 - a. The estimated one time cost of one laptop bundle is \$2,000.
23. iPads with Keyboards
 - a. The estimated one time cost of 2 iPads is \$1,540. The estimated one time cost of two portable keyboards is \$120.

24. Laptops
 - a. The estimated one time cost of 5 laptops is \$10,000.
25. Monitors
 - a. The estimated one time cost of 3 monitors is \$480.
26. Desktops
 - a. The estimated one time cost of 5 desktops is \$5,125.
27. iPads with keyboard cases
 - a. The estimated one time cost of 2 iPads with keyboard cases is \$2,310.
28. Television
 - a. The estimated one time cost of one television is \$600
29. 15 Passenger Van
 - a. The estimated one time cost of one 15 passenger van is \$32,000.
30. Conference Table
 - a. The estimated one time cost of one conference room table is \$441 for the top and \$640 for the base for a total of \$1081.
31. Conference Chairs
 - a. The estimated one time cost of 9 chairs is \$2,205.
32. Knee and elbow pads
 - a. The estimated one time cost of knee and elbow pads is \$550.
33. Printer
 - a. The estimated one time cost of one printer is \$250.
34. Reclassification
 - a. The estimated annual recurring cost of a reclassification for one Clerk II position from a Grade 6 to a Grade 10 is \$2,725.
35. Reclassification
 - a. The estimated annual recurring cost of a reclassification for one Office Service Supervisor position from a Grade C to a Grade D is \$2,793.
36. Reclassification
 - a. The estimated annual recurring cost of a reclassification for one Budget Service Supervisor position from a Grade H to a Chief Financial Officer Grade M is \$40,556.
37. New Position
 - a. The estimated annual recurring cost of one new secretary position, Grade 6 is \$45,205. Furniture is available for the position.
38. New Position
 - a. The estimated annual recurring cost of one new Psychologist I/II, Grade JM is \$96,617. The estimated one time cost for furniture and computer equipment is \$2,987.
39. New Position
 - a. The estimated annual recurring cost of one new Drug Intervention Specialist, Grade EE is 58,662. The estimated one time cost for furniture and computer equipment is \$2,987.
40. New Position
 - a. The estimated annual recurring cost of one new Data Analyst, Grade 12 is \$46,634. Furniture is available for the position.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Replacing 15 duress alarms
2. Replacing 10 folding tables
3. Replacing 200 mattresses
4. Replacing 10 task chairs
5. Adding funds for the licensed barber
6. Replacing the 24 mattresses.
7. Replacing the 2 task chairs.
8. Replacing 2 executive high back chairs.
9. Purchasing one computer with Microsoft Office license. The superintendent spends half of the time in both locations she supervises, Juvenile Detention, and Juvenile Hill Center. She does not have a desktop in both locations as other superintendents do. She requires a desktop at both locations in order to operate both centers effectively. Purchasing one laptop to carry from one location to the other would be unsafe due to the environment the superintendent is working in.
10. The request for 3 portable radios has been sent to Mark Weathersby in Records Management for review.
11. Replace current storage cabinet
12. Adding funds for the licensed barber.
13. Replace 6 desk chairs.
14. The request for 11 portable radios has been sent to Mark Weathersby in Records Management for review.
15. Purchasing two laptop bundles with case and dock. The laptops would allow staff to use time more efficiently and perform work duties while away from the office.
16. The request for one laptop bundle has been sent to the I.T. department for review.
17. Replace 8 guest chairs.
18. Replace 8 folding tables.
19. Purchase one laptop bundle with case and dock. The department currently does not have a laptop available to meet Techshare requirements.
20. The request for 12 portable radios has been sent to Mark Weathersby in Records Management for review.
21. Not replacing 9 guest chairs. The chairs are in good condition.
22. Not purchasing a laptop. The laptop is not needed to perform job duties.
23. Not purchasing iPads with keyboards. The iPads and keyboards can be purchased with DDA funds.
24. Not Purchasing 5 laptops. They are not needed. The laptops will be primarily used for training purposes. Users are currently sharing laptops.
25. Purchasing 3 monitors. This would allow Central Control to use TechShare while still performing their regular duties.
26. Not purchasing 5 desktops. JSO's are currently using the computer lab after their shift. Desktops are not necessary.
27. Not funding the request for 3 iPads with keyboard cases. The request has been withdrawn by the department.
28. Replacing one Television. The old television no longer functions properly and is needed for training and orientation purposes.

29. Not purchasing one van. Juveniles in the ERC program are provided with bus passes. The cost of funding additional bus passes is more cost-efficient than purchasing one van.
30. Replacing one conference room table
31. Not replacing 9 chairs. The request for the chairs was withdrawn.
32. Purchasing knee and elbow pads. The items they are currently borrowing are unhygienic and worn out due to the high volume of uses.
33. The request for one printer has been sent to the I.T. department for review.
34. The OBE recommends the reclassification of one Clerk II and recommends the Human Resources/Civil Service Department review the position for reclassification. Duties for the Clerk have grown in complexity and require more analytical thought.
35. The OBE recommends the Office Service Coordinator position remain at its current grade. The employee has taken on additional responsibilities, some due to his expertise in those fields. While the employee is doing additional tasks, the duties of the Office Service Coordinator position have not grown in complexity.
36. The OBE recommends reclassifying one Budget Services Supervisor position from a Grade H to a Grade I. Each Juvenile location has its own office managers who prepare their own Budget. This position is not comparable to the Sheriff Department's CFO position. The estimated annual recurring cost of reclassifying this position to a Grade I is \$5,000. It is further recommended the Human Resources/Civil Service Department determine the proper classification.
37. Not funding one secretary position. A full time secretary position existed in 2013 and was moved to another area of the Juvenile Department due to an internal department decision.
38. As part of the FY2015 Budget four Psychologist Assistants (GM) were authorized. As of May 2015, no juveniles have been placed at Letot Residential Treatment Center. The office of Budget and Evaluation recommends deleting one Psychologist Assistant and adding a Psychologist for Letot that can supervise the Psychologist Assistants. The estimated annual recurring cost of deleting one Psychologist Assistant and adding one Psychologist is \$17,625.
39. The Juvenile Department is authorized five Drug Intervention Specialist Officers at Medlock. Since the combined population of Medlock and Youth Village was 119 at the end of FY2014 compared to 186 in FY2008. The Office of Budget and Evaluation does not recommend an additional Drug Intervention Specialist due to the decrease in juvenile population of the two facilities.
40. The OBE recommends adding one new Data Analyst position, with the Human Resources/Civil Service Department to determine the proper classification. This position is currently grant funded.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$33,123 and an annual recurring cost of \$74,864.

Dallas County Juvenile Department
 Juvenile Administration - 5110 Budget
 FY2016

Expense Code	Juvenile Administration	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
SALARIES AND BENEFITS						
1010	Salaries - Official	164,626	177,124	176,499	176,499	-
1020	Salaries - Assistant	9,270,906	9,744,231	10,469,913	10,469,913	-
1025	Supplemental Pay	6,792	(6,792)	-	-	-
1050	Salaries - Overtime	92	96	-	-	-
1060	Salaries - Extra Help	164,624	148,866	165,917	165,917	-
1070	Automobile Allowance	7,293	7,585	7,702	7,702	-
1080	Mileage Reimbursement	182,098	175,269	170,000	175,789	5,789
1090	Salary Lag	-	-	(258,276)	(258,276)	-
1111	FICA	549,431	577,854	670,364	670,364	-
1112	Medicare	129,346	136,080	156,779	156,779	-
1113	PARS	45	-	-	-	-
1120	Sick Leave Payoff	2,965	29,066	-	-	-
1140	Insurance -Employer	1,839,142	2,112,559	1,989,000	1,989,000	-
1150	Fringe Benefits Retirement	1,025,853	1,146,993	1,224,338	1,224,338	-
1190	Workers Compensation- County	106,559	125,250	-	-	-
SALARIES AND BENEFITS TOTAL		\$ 13,449,771	\$ 14,374,181	\$ 14,772,236	\$ 14,778,025	\$ 5,789
OPERATING EXPENSES						
2050	Conference/Staff Development Expense	-	13,390	1,140	4,843	3,703
2080	Dues & Subscriptions	-	-	150	50	(100)
2082	Subscriptions	670	-	-	-	-
2090	Property Less than \$5000	-	8,461	12,442	10,000	(2,442)
2093	Computer Hardware	-	-	-	21,705	21,705
2095	Computer Software	-	-	176	3,000	2,824
2150	License & Permit Fees	4,100	750	3,850	2,900	(950)
2155	Notary /Bonds Fees	243	291	340	291	(49)
2160	Office Supplies	52,034	56,781	47,996	52,270	4,274
2170	Postage	20,673	15,949	27,546	21,390	(6,156)
2180	Printing / Imaging Expense	30,653	31,153	30,157	25,000	(5,157)
2230	DDA - Spendable Balance	1,073	1,713	10,000	10,000	-
2440	Classroom Training	1,000	1,854	-	951	951
2460	Training Fees	22,673	4,058	35	8,922	8,887
2550	Detention Supplies	750	226	-	325	325
2590	County Auto Maintenance	6,672	4,737	5,000	5,000	-
2640	Maintenance/Labor on Building	2,186	1,018	8,085	8,000	(85)
2720	Janitorial Supplies	-	-	150	150	-
2840	Laboratory Supplies	1,175	1,398	85,000	80,000	(5,000)
2950	Books & Supplements	375	4,161	5,840	5,000	(840)
2960	Training Supplies	8,766	12,879	12,000	12,000	-
3090	Reporting Vital Statistics	3,000	23	3,000	3,000	-
3095	Fuel	17,869	13,601	12,000	14,490	2,490
4010	Business Travel	588	547	-	-	-
5020	Day Treatment Program	706,694	1,096,289	2,432,170	2,400,000	(32,170)
5030	Electronic Monitoring	-	-	22,984	-	(22,984)
5040	Residential Placement	3,291,297	2,640,199	3,469,515	3,100,000	(369,515)
5050	Juvenile Groceries	3,759	4,263	4,321	4,300	(21)
5070	Long-Term Foster Care	118,116	-	130,000	130,000	-
5140	Transportation	-	-	-	5,000	5,000
5190	Testing Expense	88,000	58,862	90,679	90,000	(679)
5590	Other Professional Fees	61,424	52,961	76,800	76,800	-
6095	Court Appointed Masters/Referees	-	1,260	2,000	1,630	(370)
6130	Court Appointed Interpreter	25,695	41,365	25,000	30,687	5,687
7010	Building Rental	303,101	317,313	390,219	390,218	(1)
7020	Equipment Rental	27,669	24,191	40,368	30,743	(9,626)
7211	Telephones	687	(107)	-	194	194
7213	Cellular Phones	-	-	30,720	10,240	(20,480)
7541	General Liability	-	-	1,600	533	(1,067)
7543	Vehicles	-	-	-	32,300	32,300
7960	Indirect Cost	-	-	-	201,852	201,852
OPERATING EXPENSES TOTAL		\$ 4,800,943	\$ 4,409,584	\$ 6,981,282	\$ 6,793,785	\$ (187,498)
Totals		\$ 18,250,714	\$ 18,783,766	\$ 21,753,518	\$ 21,571,809	\$ (181,709)

A reminder of monies requested via cost match requirement or in kind contribution

Grant needs:

PREA – current grant	NO cash amount \$ 58,845 in kind contribution
Drug Court – current grant	NO cash amount \$36,504 in kind contribution
JCMS grant – current grant	DISCONTINUED will ask for staff through budget process
Drug Court – current grant	General fund \$17,000.64
Residential Substance Abuse Treatment -current	General fund \$41,813 (25% match required)
VIVA (victims of violent acts) NEW! POTENTIAL!	General fund \$47,689.20 (20% match required)
	Total in GF: \$114,050.84
	Total in kind : \$95,349.00

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Juvenile</u>	Budget No. <u>5110</u>
Title of PIR	<u>Contract Services IT</u>	Request Type <u>H</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

2 iPads with Appicare: The ipads will allow the evaluator/investigator to dictate their findings during the site review/investigation. Oftentimes, there are multiple facilities visited during one site review trip.
Estimated Cost: 2 @ \$770.00 each (\$1,540.00)

2 Portable Keypads: This equipment is needed for the operation of the ipad to dictate the information during the site review/investigation. Estimated Cost: 2 @ \$60 each (\$120.00)

Expected Benefits

The ipads will allow the evaluator/investigator to dictate their findings during the site review/investigation. The equipment will also allow the evaluators/investigators to provide the contractor with a typed report of the findings during the closeout session, rather than a handwritten list of the findings or no report at all (which the contractors are not comfortable with).

Readiness of the equipment will increase productivity in the site review/investigation processes. The equipment will allow for more effective and efficient monitoring of contract programs to ensure contract compliance and delivery of quality services/treatment, as per the contract. In addition, the equipment will allow opportunities for Contract Services staff to perform multiple job functions simultaneously, which will decrease the time and expenses related to the site review/investigation processes.

Department Head Signature _____	Priority <u>High</u>
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H	FY2016
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PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Juvenile department</u>	Budget No. _____
Title of PIR	<u>computers</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

As increased use of TechShare grows, more staff that typically did not use computers will need to have a computer therefore there is a need to order more computers.

5 lap tops - for mobility in the field, courtrooms and probation(\$10,000)

3 monitors - allowing for central control to have TechShare always open and the other monitor available for other work (\$480)

5 desk tops - TechShare requirements to enhance visibility throughout the department (\$5,125)

3 lpads with keyboard cases - for use in Detention Courtroom (\$2,310)

TOTAL COST: \$17, 915.00

Expected Benefits

The intent and the reality of TechShare is that everything that the department does with our youth population must be documented into the system. While that is a quicker system, it does require additional computers into areas that traditionally have relied on log books and pencils.

The benefits will be easily realized: accurate documentation, historic record and visibility across the entire Department which should enhance the supervision of youth and their positive outcomes.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile	Budget No 5110
Brief Title of PIR	Television	
Estimated Cost	\$600	Department Priority
Brief Summary of Request		
<p>Requesting a 40 inch television for District 9 Field Probation Office.</p>		
Discussion of Need		
<p>The currently television (TV) does not always work. The television's age is unknown, but does not have digital capabilities and is used only for viewing DVD's for training purposes. The unit needs the TV in order to conduct staff trainings, Cognitive Response Groups with Juveniles and Parent Orientation meetings. (see attached photo).</p>		
Staff Review and Comment		
Empty space for staff review and comment		

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	JUVENILE	Budget No 5110
Brief Title of PIR	NON-LAW ENFORCEMENT 15 PASSENGER VAN	
Estimated Cost	32,300	Department Priority <u>High</u>
Brief Summary of Request		
<p>Respectfully requesting approval to purchase a non-law enforcement 15 passenger van to be used to transport juveniles attending the Evening Reporting Center.</p>		
Discussion of Need		
<p>The Department has established a new innovative Evening Reporting Center (ERC) for post adjudicated juveniles under Court ordered conditions of probation. The Department was awarded a Regional Council of Government Grant to established the program. However, the grant does not for any transportation cost. The ERC program provide Dari bus passes to and from the program and asks that parents assist with transportation. Due to the ERC program operating between 5:00pm and 8:30pm, it is difficult for youth to travel by bus to the program. Hence, it is imperative that the ERC staff be able to pick up and drop the youth at a predesignated location, such as a school or Dart train station. The ERC program currently has utilized other assigned Dallas County Juvenile Department vans, but it has become increasingly difficult to depend on it's availability. The purchase of the van will ensure the success of this new program in making a impact as a juvenile detention alternative program for youth struggling with probation compliance.</p>		
Staff Review and Comment		
Empty space for staff review and comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile	Budget No 5110
Brief Title of PIR	Conference Room Table and Chairs	
Estimated Cost	\$3500	Department Priority
Brief Summary of Request		
<p>Requesting a larger conference room table and 9 chairs to accommodate staff members.</p> <p>\$441 Conference room top</p> <p>\$640 Conference room base</p> <p>\$2205 Conference room chairs</p>		
Discussion of Need		
<p>For many years prior to January 2014, Field Probation District 5 shared office space with District 2. During that time, the two districts shared a conference room where there were two conference room tables: 1 12 foot table and 8 foot table. Both Districts relocated to separate new offices in January 2014. District 5 assumed possession of the 8 foot table. However, District 5 comprises a staff of 15 and the 8 foot table only seats 6 staff. We currently have to bring in alternate folding tables and chairs from our offices to conduct a staff meeting, have trainings, community events, parent orientations, etc. The 12 foot table conference and chairs will allow the unit to operate more proficiently and conduct business in more professional manner. The 9 chairs will be added to the 6 conference room chairs we already have.</p>		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile Department: Admin and Exec.	Budget No
Brief Title of PIR		
Estimated Cost		Department Priority
Brief Summary of Request		
<p>The trips to Austin, (et al) are based on last year's requests.</p> <p>Travel for trips to Austin and other locations: TechShare travel for teams of 1 or 2: Active docs training, TechShare evergreening, CJIS and Data Coordinators conference somewhere in Texas (8 trips - \$8000)</p> <p>Travel trips to Austin for Quality Assurance participation in 341 Standards updates (6 trips at \$3000)</p> <p>Wireless Access for Detention Courtroom and enhancements for Associate and Master Courtrooms (approximately \$2000)</p> <p>Training budget to augment required TJJD budgetary topics to include customer service, leadership development and improve writing skills of staff for court reports and case management. (\$2000)</p> <p>Total: \$15,000</p>		
Discussion of Need		
<p>The training trips keeps Dallas Juvenile current and participating in TechShare and it's constant evergreening process.</p> <p>The training trips for Data Coordinators allows the Research and Data representatives to participate and learn of the upcoming changes from the legislature. The conference is always in September, however, the location is different each year.</p> <p>Wireless Access for Detention Courtroom and enhancements to the other second floor courtrooms will make the courtroom run smoothly and allow for less and less use of paper.</p> <p>The enhanced training budget allows the department to be nimble with needs: new drugs, new topics and new issues.</p>		
Staff Review and Comment		
Form G		FY2016

REPLACEMENT EQUIPMENT REQUEST

*

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Knee and elbow pads <i>One Set of 26</i>	Over 10 years	None	\$550	Second request: Used monthly at least three times a month for new probation academy as well as required annual training for compliance with Handle with Care.
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D

REPLACEMENT EQUIPMENT REQUEST

Department		Juvenile Department / District 4		Budget No.	
				5110	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	HP Laser Jet 4200N; Model Number B01SB/0203/00300	16	00036676	Local + Network (B/W Light to Medium Use) \$250.00	Not Functioning Properly, Numerous attempts to have it repaired and it's age is approximately 16 years.
2					
3					
4					
5					
6					
7					
8					
9					
10					

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Probation	Budget No.	5110
Position Title	Clerk II	Position No.	Various
Current Grade	6	Job Code	6000900
		Department Priority	High

Description of Changes in Work Being Performed

This position is responsible for recording all court dispositional information into Techshare, which requires regular consultations with the Techshare Specialists regarding DPS coding; Update referral information on completed dispositions (referral type, Risk and Needs Assessment levels, creating and closing supervision and program screens, entering review hearings and reset court dates); Provides coverage for Detention Hearings; Serves as a liaison between staff and other departments to facilitate accurate flow of information as it relates to court; Trains additional staff to perform court tasks.

Reason/Authority for Change (see Budget Manual)

The department began utilizing a new case management system (Techshare) in 2013. All court dispositional results are recorded into Techshare. Entering this information is time sensitive, requires a thorough analysis of all elements (offenses, dates, DPS codes, RANA levels, supervision and program screens, petitions, etc.) involved in recording the dispositional outcomes. The position requires specialized knowledge of the Techshare interworking, which is essential in correctly reporting data to the Texas Juvenile Justice Department and the Department of Public Safety. This position is responsible for recording data that the District Court Clerks are responsible for.

Departmental Cost Worksheet

Current Grade	6	Proposed Grade	10	
Salary	30,589.76	Salary	32,792.76	
FICA (7.65%)	2894.39	FICA (7.65%)	3102.84	
Retirement (11.5%)	4351.05	Retirement (11.5%)	4664.40	
Total	37,835.20	Total	40,560.00	
		Total Annual Impact		2,724.80

Staff Review and Comment



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk II	Job Code:	6000900	Job Grade:	06
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C, or D	EEO Code:	F04

Summary of Functions: Performs a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives, prepares, verifies and processes a variety of documents, instruments, records, bills, payments and receipts.	20	E
2. Inputs data to complete routine correspondence, forms, reports and documents.	20	E
3. Researches, locates, pulls and prepares a variety of documents, records and other assigned data.	20	E
4. Effectively answers routine inquiries and resolves basic customer service issues.	20	E
5. Collects, inputs, updates and reconciles data, funds or inventory and maintains filing/storage of documents and supplies.	15	E
6. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Two (2) years job related experience or 30 hours of college or a combination of the two. Experience in a customer service environment a plus.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 30 wpm or 60 kspm, with knowledge of computer applications and standard word processing software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003, 6/21/2004,
8/24/2004, 7/18/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	Clerk II
Proposed Position Title:	Court Liaison Coordinator
Current Position Grade:	6
Department Name:	Juvenile Department
Position Number:	Various
Supervisor Name:	Thomas King
Supervisor Phone:	214.698.4490
Supervisor Email:	Thomas.king@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to ensure accurate recording of all court dispositional results. Effectively facilitate the flow pertinent documents and information relating to court proceedings.
This is accomplished by researching referral information through various screens within the Case Management System (Techshare.Juvenile) to complete the dispositional progression. Recording court results in a timely manner for correct reporting to TJJD and DPS.
Other duties include reconciling data and inventory, preparing/distributing court dockets and other pertinent documents, ordering office supplies, assisting management and probation officers.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
See Addendum
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job

duties/responsibilities.
See Addendum
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
See Addendum
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
See Addendum
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
See Addendum
What specific tasks or activities make the job duties/responsibilities more complex?
See Addendum
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
See Addendum
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
See Addendum

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		

<i>Tasks performed to accomplish this function:</i>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Maintain Court Dispositions	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Research all elements involved in recording the Dispositional outcomes, enter all court Dispositions in Techshare within 24 hours, update referral screen, enter community service restitution hours, update Risk and Needs Assessment levels, create and close supervision and program screens, enter review hearing and reset court dates, enter Department of Public Safety codes. Discern and resolve Techshare.Juvenile dispositional outcomes.	35%	E
2. Function: Liaison between staff and other departments	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Locates, pulls and prepares a variety of documents, records and other assigned data (court dockets, psychological referrals, placement match orders, signs in case for court); facilitate the flow of pertinent documents and information related to court proceedings, utilizes other departmental/county wide computer systems for data analyzing.	25%	E
3. Function: Support Services	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Maintains confidential records, effectively answers routine to moderately complex Inquiries from JPO's, Supervisors, and Managers regarding Techshare.Juvenile and dispositions, assists Court Probation Officers, reconciles and maintains inventory and orders supplies. Works closely with the Techshare Specialists.	20%	E
4. Function: Other court hearing processes	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Provide coverage for Detention Hearings Coordinator as needed, train staff to perform court dispositional tasks, coordinates closely with Detention staff, Judges Attorneys.	15%	E
5. Function: Other Duties	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Performs other duties as assigned	5	N

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: <i>Related Field</i>
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No

If yes, describe the planning or project management activities associated with this position.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature <i>Debbie Gibson</i>	Date <i>3/2/15</i>
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Position Description Reclassification Request - Addendum

C. Rationale for Reclassification

1. Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

Approximately 2 years ago, the Department implemented a new case management system (Techshare.Juvenile), which requires more complex recording of court dispositional results. The vast majority of the court dispositional recordings are assigned to this position, due to other departments opting out of using the Techshare.Juvenile System. The scope of this position's responsibility has expanded with an immediacy and dependency of the results for the downstream of work flow.

2. Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

Previously, as it relates to court, the position was responsible for entering court dispositional outcomes only, along with other supportive tasks. The implementation of the new case management system requires adherence to more complex guidelines regarding dispositional outcomes. There are increased levels of problem solving, which involves discerning the origin of the issue and correcting it for the completion of the dispositional outcomes.

3. Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

There are some new duties and there are some duties which have been allocated from other positions. Hearing outcomes were to be entered by the District Clerks, however, they decided not to implement Techshare.Juvenile as an information system. The recording court dispositional information and other pertinent data was a shared duty between several Clerk II's within the department. Due to multiple errors being reported to TJJD and DPS, these tasks were allocated to this position only, to ensure accuracy of recorded outcomes and reports to TJJD and DPS.

4. **What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?**

There have been no duties/responsibilities removed from the position.

5. **Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?**

The position has been given the authority to access the court filing history within Techshare.Juvenile to add DPS codes to ensure the crossover of referrals and offense disposition to finalize the court disposition process. Although there have been no changes in reporting relationships, this position works closely with the Techshare.Juvenile specialists.

6. **What specific tasks or activities make the job duties/responsibilities more complex?**

This position requires a thorough analysis of all elements (offenses, dates, DPS codes, RANA levels, supervision and program screens, petitions, etc.) involved in recording the dispositional outcomes into Techshare to ensure correct reporting to TJJD and DPS. These recordings are time sensitive and must be completed within 24 hours of the disposition. If any of the elements are skewed, the problem must be discerned quickly to complete the outcomes timely.

7. **Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.**

This position is very unique, but resembles the Assistant to the DA Liaison position. This position requires an independent thinker, exercises immediacy in moving information through data systems, determines accuracy of information, discerns actions of correction, and demonstrates knowledge of multiple data systems/programs.

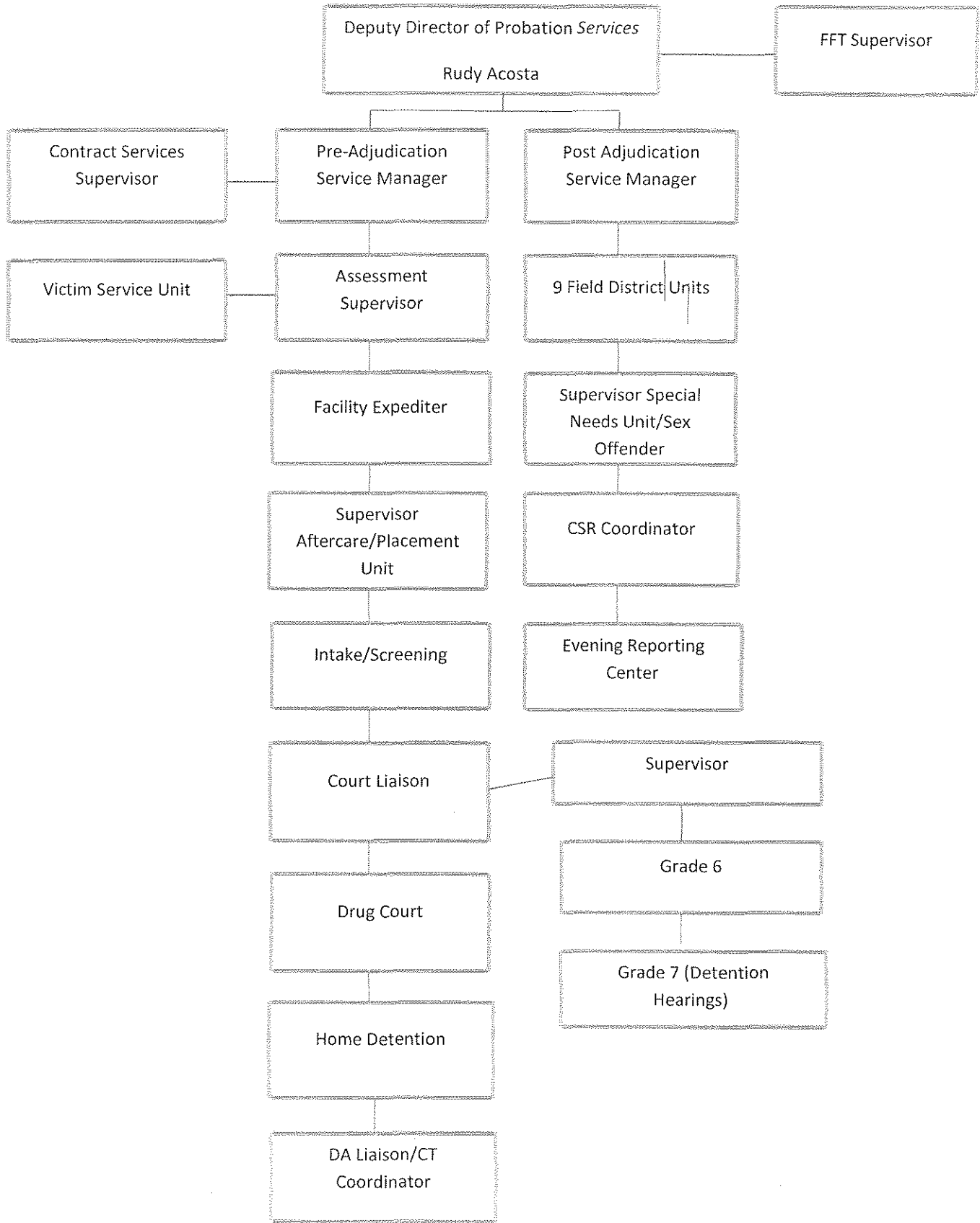
8. **What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?**

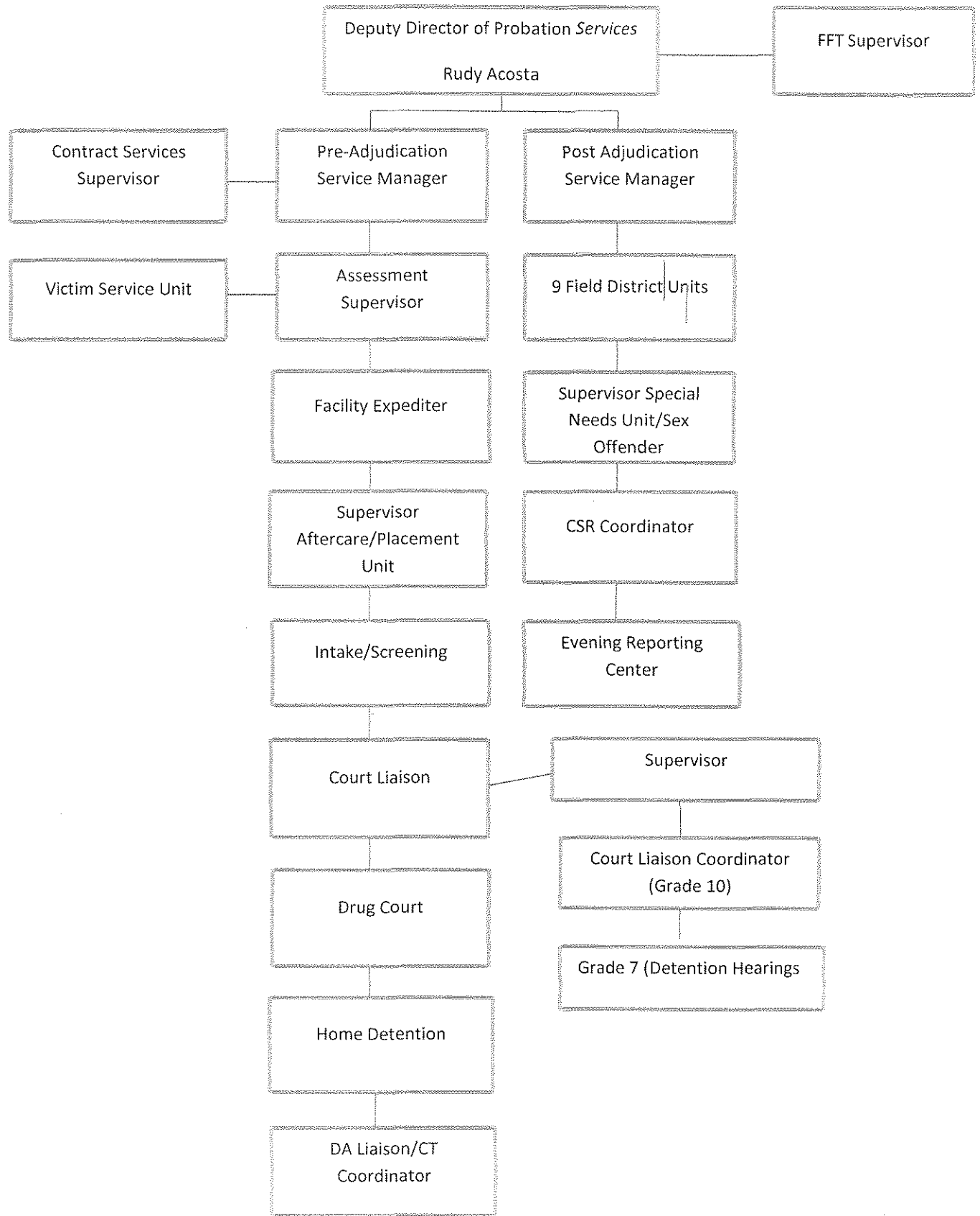
Consistently produce quality work and display a pleasant demeanor, be cognizant of job responsibilities, adhere to all policy and procedures and seek trainings to enhance work abilities.

Goals in Strategic Plan:

Maximize effectiveness of County's criminal justice resources.

Convene local criminal justice partners to identify and expand detention and sentencing alternatives.





PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	PSYCHOLOGY	Budget No.	5110
Position Title	SECRETARY 06	Position No.	
Current Grade	06	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

We are requesting that a current part-time Secretary position (Grade 6) be reclassified to a full-time Secretary (Grade 6) in order to offer staff support and to provide customer service to the families and juveniles who receive psychological services from this unit.

Reason/Authority for Change (see Budget Manual)

This position was previously a full-time position but was made part-time during a hiring freeze. Since that time, the Juvenile Department has adopted a case management program – Techshare. With this new program, the Psychology department is now required to enter every therapeutic service provided to each child, in the Behavioral Health Services forms within Techshare. This includes programs, program attendance, crisis screens, therapy services, psychiatric evaluations, psychological evaluations, test results, and prescription information. This data is required for statistical reporting to the Texas Juvenile Justice Department. Additionally, within the last year (FY2014-2015) the Psychology unit overall has grown by 16 new clinical positions that now require clerical support.

Departmental Cost Worksheet

Current Grade	06	Proposed Grade	06	
Salary	16,588	Salary	30,805	
FICA (7.65%)	1,269	FICA (7.65%)	2,357	
Retirement (11.5%)	1,908	Retirement (11.5%)	3,543	
Total	19,765	Total	45,205	
		Total Annual Impact		25,440

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	P/T Secretary
Proposed Position Title:	F/T Secretary
Current Position Grade:	06 PT
Department Name:	Psychology – Juvenile Department
Position Number:	
Supervisor Name:	John Pita, Ph.D.
Supervisor Phone:	214-698-2240
Supervisor Email:	John.pita@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

	The purpose of this position is to
	Offer administrative/clerical support to the Juvenile Department Psychology unit.
	This is accomplished by
	Greeting youth and families who will be receiving psychological services, maintaining psychology files, entering psychiatric evaluations and psychological assessments into TECHSHARE system, respond to inquiries by probation officers and attorneys, gather data and statistics for monthly reporting to the Juvenile Board, responding in a timely manner to the Courts regarding psychiatric evaluations and psychological assessments, contacting families to confirm appointments, maintain and order supplies, assist with Outpatient Services such as receiving and dispersing Termination Summaries, Progress Reports, Polygraph reports, STARS referrals.
	Other duties include
	Other administrative support duties as assigned.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

This position was previously a full-time position but was made part-time during a hiring freeze. It has been extremely difficult to complete tasks and assignments since the reduction of hours that resulted from this position being changed to part-time. Additionally, the Juvenile Department has adopted a case management program – Techshare. With this new program, the Psychology Unit is now required to enter every therapeutic service provided to each child, in the Behavioral Health Services forms within Techshare. This includes programs, program attendance, crisis screens, therapy services, psychiatric evaluations, psychological evaluations, test results, and prescription information. This data is required for statistical reporting to the Texas Juvenile Justice Department. Furthermore, within the last year (FY2014-2015) the Psychology unit overall has grown by 16 new clinical positions that now require clerical support.

Provide an explanation on the differences between the old and new job duties/responsibilities.

Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

This position will continue to greet the families who will be receiving psychological services from the Psychology department and respond to inquiries from families, probation officers, and attorneys. They will continue to be the primary staff member responsible for maintaining Psychology department's files and merge files and documents that are received from the field units (SAU, Youth Village, Medlock, and Letot). This position will be assigned the task of data entry and entering required information into the Behavioral Health Screens in Techshare, such as: programs, program attendance, crisis screens, therapy services, psychiatric evaluations, psychological evaluations, test results, and prescription information. This position will also assist in confirming appointments with the families and/or attorneys, and respond to Court Orders in a timely manner. Each month, the Psychology department conducts approximately 178 psychological assessments, and will have approximately 200 juveniles enrolled in programs. There are also over 150 crisis screens, and approximately 150 psychiatric reports received monthly.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

The data entry aspect of this proposed position is a new responsibility. With the continuing development of the Techshare program, there is now a need for a staff member who will assist with entering data into Techshare in order to maintain accurate data and statistics for reporting to the Texas Juvenile Justice Department. When the full-time position was made part-time, the following responsibilities were divided amongst the two remaining full-time staff: responding to Court Orders; responding to inquiries from probation officers, attorneys, and families; confirming appointments with families and/or attorneys; and dispersing STARS referrals.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

No duties/ responsibilities have been removed from position. This position will continue to be the primary staff responsible for file management and receiving clients for the Psychology unit.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

No reporting relationships to or from this position have been altered.

What specific tasks or activities make the job duties/responsibilities more complex?

This staff will be responsible for data entry into Techshare. This is required for accurate reporting of data and statistical information to the Texas Juvenile Justice Department.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

This position was previously a full-time Grade 6 Secretary position; was made part-time during a hiring freeze. The job duties and responsibilities are within the Grade 6 Secretary job description.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

This request conforms to the Dallas County Strategic Plan- Vision 3: Dallas is *safe, secure, and prepared*, as evidenced by the implementation of best practices and that the allocation of juvenile justice resources are being maximized by accurately reporting data and maintaining records.

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		

Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: MAINTAIN FILES	Time	E or NE
Tasks performed to accomplish this function:	30%	E
FILE DOCUMENTS AND MERGE FILES RECEIVED FROM THE PSYCHOLOGY UNIT INCLUDING DOCUMENTS SENT BY STAFF FROM SAU, YOUTH VILLAGE, MEDLOCK, AND LETOT		
2. Function: RECEIVE CLIENTS/FAMILIES	Time	E or NE
Tasks performed to accomplish this function:	15%	E
GREETS CLIENTS AND FAMILIES, CONFIRMS APPOINTMENT AND NOTIFIES THE APPROPRIATE THERAPIST OR PSYCHOLOGIST; CALLS AND CONFIRMS APPOINTMENT TIMES WITH THE FAMILY AND/OR ATTORNEY; ASSISTS ATTORNEYS AND P.O.'S IN PERSON WITH INQUIRIES REGARDING PSYCHOLOGICAL SERVICES OR REFERRALS		
3. Function: DATA ENTRY	Time	E or NE
Tasks performed to accomplish this function:	40%	E
ENTERING DATA INTO TECHSHARE: PSYCHIATRIC EVALUATIONS, PSYCHOLOGICAL ASSESSMENTS, PROGRAM INFORMATION, TESTING RESULTS, PROGRAM ATTENDANCE, PRESCRIPTION INFORMATION FROM THE ATTENDING PSYCHIATRIST, CRISIS SCREENS		
4. Function: MISC DUTIES	Time	E or NE
Tasks performed to accomplish this function:	15%	E
VARIOUS ADMINISTRATIVE/CLERICAL FUNCTIONS SUCH AS ANSWERING PHONES, RESPONDING TO ATTORNEY AND P.O.'S INQUIRIES VIA EMAIL AND TELEPHONE, RESPOND TO COURT ORDERS FOR PSYCHIATRIC EVALUATION AND PSYCHOLOGICAL ASSESSMENTS IN A TIMELY MANNER		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: ADMINISTRATIVE/CLERICAL SUPPORT
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? STANDARD CLASS C

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input checked="" type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No

If yes, describe the planning or project management activities associated with this position.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
-----------------------	----	--

<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input checked="" type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

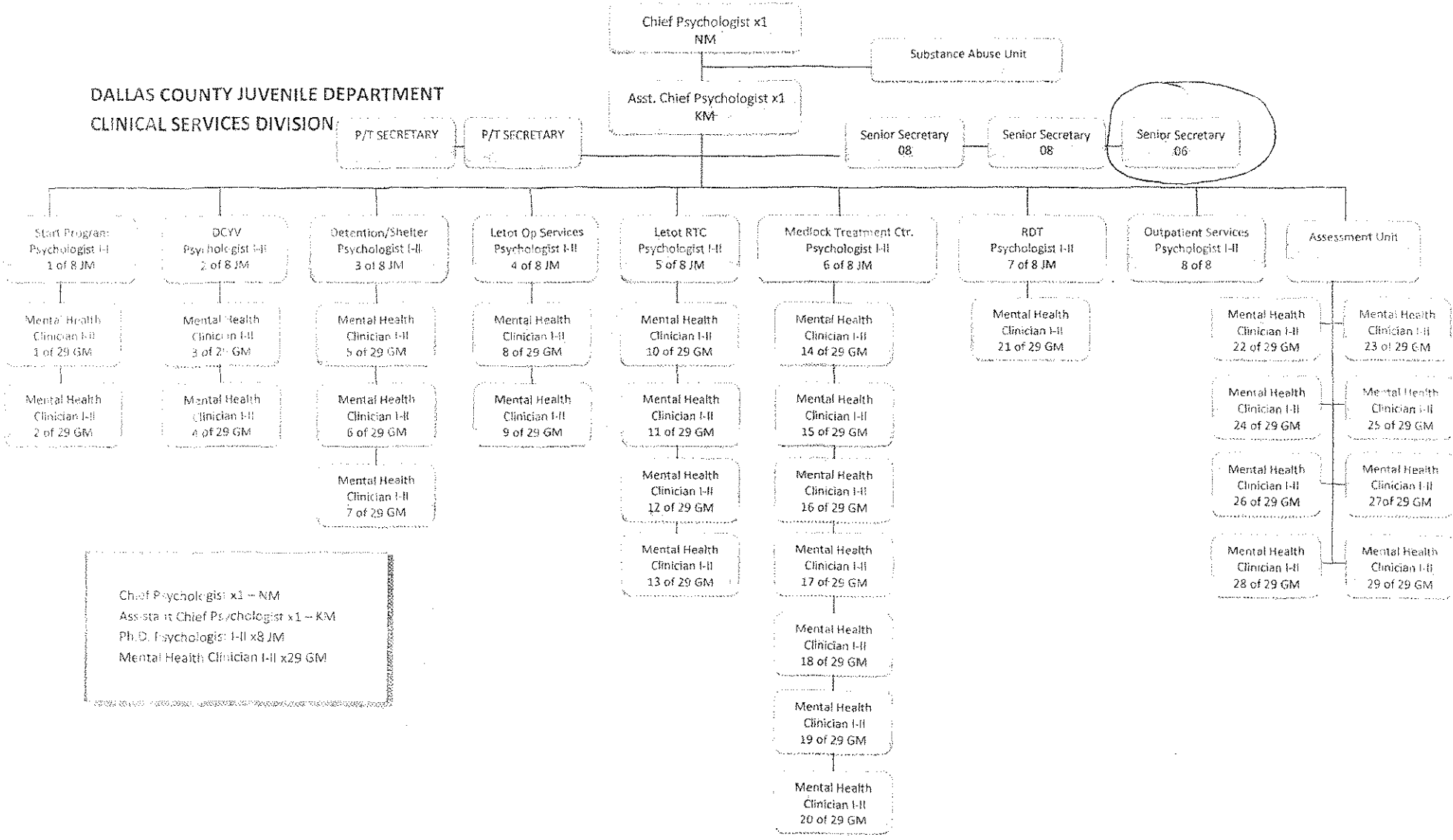
Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature Comments:	Date
Department Head/Elected Official Signature Comments:	Date

**DALLAS COUNTY JUVENILE DEPARTMENT
CLINICAL SERVICES DIVISION**



Chief Psychologist: x1 – NM
Assistant Chief Psychologist: x1 – KM
Ph.D. Psychologists: I-II x8 JM
Mental Health Clinician I-II x29 GM

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	PSYCHOLOGY	Budget No 5110
Brief Title of PIR	JM PSYCHOLOGIST I/II POSITION	
Approx. Net Cost	\$96,617 + Fringe 30x60 Desk Admin Laminated Desk (HON 10773) \$683 1 Desk Chair Admin Highback (HON 7808) \$339 1 Side Chair (HON2903) \$255 1 File Cabinet Letter Size Metal 5 Drawer (HON315P) \$323 1 Bookcase w/5shelves (HON10755)\$362 1 Standard Desktop Computer \$1,025 (includes MS Office)	Department Priority

Brief Summary of Request

We are requesting a full-time Psychologist position to provide psychological services to the residents of the Dallas County Letot Girls Residential Treatment Center

Discussion of Need

The make-up of the Dallas County Girls Letot resident population will consist of 96 high risk females who will be in need of a variety of in-depth trauma based clinical services. It is essential that this staff be educated and trained in working with traumatized and/or trafficked female populations as well as be familiar with trauma based therapies and gender-sensitive therapies and programming. This position provides direct supervision for all clinical staff. This staff participates in the development and monitoring of therapeutic programming for the RTC. Therapeutic services to be provided include individual therapy, group therapy, family therapy, crisis intervention, and psycho-education groups such as anger management, healthy femininity, gang intervention, social skills groups, grief support groups, and art therapy. In addition this position provides training for all unit staff throughout the year. This position will work with youth who may have committed serious or violent crimes.

Discussion of Related Performance Measure

This staff will be expected to provide direct clinical supervision for all clinical staff as well as carry a caseload of individual therapy clients. The psychologist will be expected to provide group and family therapy, psycho-educational groups, crisis intervention, and administrative duties. The position will be monitored by a full-time supervisor.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

JM PSYCHOLOGIST I/II POSITION

Staff Cost

Grade	JM		
Salary	73,954		
FICA @ 7.65%	5,658		
Retirement @ 11.5%	8,505		
Insurance @ \$8,500	8,500		
	Total		96,617

Related Equipment

Number			
Desk	683		
Furniture	1,279		
Computer	1,025		
Printer			
Network Cabling			
Software			
Vehicle			
Travel			
Pager			
Cell Phone			
Other			
	Total		2,987

Other Costs (describe)

Special Training	
Consultant Fees	
Renovation/Space	
	Total

Less Additional Revenue Source

Grand Total	99,604
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DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	PSYCHOLOGIST I/II
Proposed Position Grade:	JM
Department Name:	JUVENILE
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	John Pita, Ph.D, Deputy Director of Clinical Services Dallas County Juvenile Services
Supervisor Phone:	214-698-2240
Supervisor Email:	John.pita@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to:
<i>Develop and maintain clinical services and programming to all residents of the Dallas County Girls Letot Residential Treatment Facility and supervise all clinical staff. This position works with youth who may have committed serious or violent crimes.</i>
This is accomplished by:
<i>Individual, group and family therapies, psycho-educational groups, crisis intervention, treatment planning, supervision of all clinical staff, and staff training for all unit staff.</i>
Other duties include:
<i>Treatment team staffings, administrative duties, management of case files, consultation, Court testimony. Assignment of caseloads, creation of treatment plans, termination summaries, and Aftercare plans.</i>

C. Essential Functions of the New Position

Description of Essential Function:

Percentage of Time:

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:		
1. Function: Therapeutic Interventions	Time	E or NE
<i>Individual and family therapies, group therapy, crisis intervention, psycho-educational groups such as anger management, gang intervention, social skills, grief, healthy femininity groups, and art therapy; leads the treatment team</i>	60%	E
2. Function: Clinical Supervisor	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
<i>Direct supervision of clinical staff and activities including crisis interventions, individual, Group and family therapies as well as staff's day to day operational duties.</i>		
<i>Assignment of caseloads. Direct oversight of the day to day operations of the clinical unit.</i>		
3. Function: <i>Miscellaneous Duties</i>	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
<i>Direct oversight of clinical operation of the unit. Provides training to all unit staff on an on-going basis. Writing of treatment plans, discharge summaries, consultations with other mental health professionals, probation officers, the Courts, and other professional administrative duties.</i>		
4. Function:	Time	E or NE
Tasks performed to accomplish this function:		
5. Function:	Time	E or NE

<i>Tasks performed to accomplish this function:</i>		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify): work with juvenile offenders	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input checked="" type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: <i>Ph.D. in Clinical psychology or related field</i>

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:

<input checked="" type="radio"/>	3.	Minimum of one year experience in/as:	<i>One year supervised experience in providing psychological services</i>
<input type="radio"/>	4.	Minimum of two years experience in/as:	
<input type="radio"/>	5.	Minimum of three years experience in/as:	
<input type="radio"/>	6.	Minimum of four years experience in/as:	
<input type="radio"/>	7.	Minimum of five years experience in/as:	
<input type="radio"/>	8.	Minimum of six years experience in/as:	
<input type="radio"/>	9.	Minimum of seven years experience in/as:	
<input type="radio"/>	10.	Minimum of eight years experience in/as:	

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	<i>Licensed or license eligible as a Psychologist by the Texas State Board of Examiners of Psychologists</i>
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? <i>Standard Class C Operator Drivers License</i>

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

<i>Provides direct supervision of all clinical staff. Monitors and maintains clinical programming of the RTC. Carries out all assigned administrative duties. Participates as a team leader in treatment staffings. Provides therapeutic services to youth to include individual, group, and family therapies, psycho-educational training, crisis intervention, staff training and development, and court testimony.</i>

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Mental Health Clinicians I/II	9

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
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<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

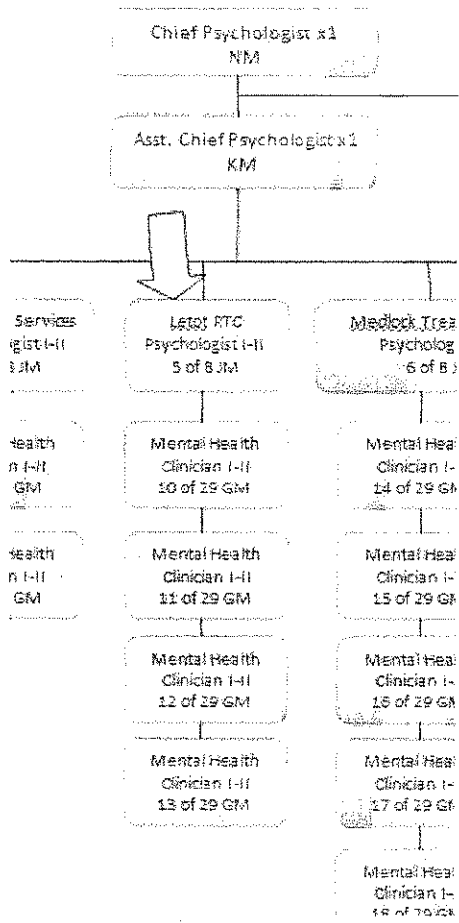
Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Comments:	
_____ Department Head/Elected Official Signature	_____ Date
_____ Comments:	

JM PSYCHOLOGIST



PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	PSYCHOLOGY		Budget No 5110
Brief Title of PIR	EE DRUG INTERVENTION SPECIALIST		Department
Approx. Net Cost	\$58,662 + Fringe 30x60 Desk Admin Laminate Desk (HON 10773) - \$683 1 Desk Chair – Admin. Highback (HON 7808) \$339 1 Side Chair (HON 2903) \$255 1 File Cabinet – Letter Size Metal 5 Drawer (HON 315P) \$323 1 Bookcase w/5 shelves (HON 10755) \$362 1 Standard Desktop Computer \$1,025 (Includes MS License)		Priority <i>Med</i>
Brief Summary of Request			
<p>We are requesting a full-time EE Drug Intervention Specialist to provide intensive substance abuse treatment (individual and group therapy), drug education, substance abuse relapse prevention planning, and discharge planning for the youth of the Dallas County Youth Village and Medlock Residential Treatment facilities.</p>			
Discussion of Need			
<p>The Dallas County Youth Village and Medlock facilities can serve up to 168 residents. Many of these residents have drug treatment needs that could be successfully addressed by a full-time Drug Intervention Specialist as they participate in the program. Currently, these youth typically receive drug treatment services after leaving the facility. The Drug Intervention Specialist would provide individual, intensive, substance abuse treatment to selected residents as well as provide drug intervention and education groups for every resident. This position may require working with youth who have committed serious or violent crimes.</p>			
Discussion of Related Performance Measure			
<p>This staff will be expected to carry 15-20 clients in need of intensive substance abuse services. In addition, this staff will offer drug education and psycho-educational programs to the Dallas County Juvenile Department residents, as well as Medlock and the Residential Treatment Center residents. An ongoing 12-week curriculum will be implemented. Additionally, this staff will serve as a member of the clinical treatment team.</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

EE DRUG INTERVENTION SPECIALIST

Staff Cost

Grade	EE	
Salary	42,099	
FICA @ 7.65%	3,221	
Retirement @ 11.5%	4,842	
Insurance @ \$8,500	8,500	
	Total	\$58,662.00

Related Equipment

Number

Desk	683	
Furniture	1,279	
Computer	1,025	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
	Total	2,987.00

Other Costs (describe)

Special Training		
Consultant Fees		
Renovation/Space		
	Total	

Less Additional Revenue Source

Grand Total \$61,649

FORM E1



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	DRUG INTERVENTION SPECIALIST
Proposed Position Grade:	EE
Department Name:	JUVENILE
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	John Pita, Ph.D., Deputy Director of Clinical Services Dallas County Juvenile Department
Supervisor Phone:	214-698-2240
Supervisor Email:	John.pita@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to: <i>Provide drug treatment for up to 168 youth located at the Dallas County Youth Village and Medlock Residential Treatment Facility. This position works with youth who may have committed serious or violent crimes.</i>
This is accomplished by: <i>Intensive individual and group therapies for chemically dependent youth, relapse prevention planning, discharge planning and drug education.</i>
Other duties include: <i>Treatment team staffings, administrative duties, management of case files, consultations</i>

C. Essential Functions of the New Position

Description of Essential Function:

Percentage of Time:

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:		
1. Function: Provides therapeutic interventions for chemically dependent youth	Time	E or NE
Tasks performed to accomplish this function:		
<i>Deliver individual and group therapy, drug education, writing and preparation of treatment plans, relapse prevention, and participate in discharge planning.</i>	80%	E
2. Function: Clinical Staffings	Time	E or NE
Tasks performed to accomplish this function:		
<i>By serving as a member of the clinical treatment team.</i>	10%	E
3. Function: <i>Miscellaneous Duties</i>	Time	E or NE
Tasks performed to accomplish this function:		
<i>Administrative duties, file management, consultation with other mental health professionals, probation officers and other professionals</i>	10%	E
4. Function:	Time	E or NE
Tasks performed to accomplish this function:		

5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify): working with juvenile offenders	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input checked="" type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input checked="" type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education	
<input type="radio"/>	2.	High school diploma or equivalent	
<input type="radio"/>	3.	One year college	
<input type="radio"/>	4.	Two-year Associate's degree in:	
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in:	<i>Psychology or related field</i>
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:	

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>	
<input type="radio"/>	2.	Six months to one year experience in/as:	
<input type="radio"/>	3.	Minimum of one year experience in/as:	
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as:	<i>Substance Abuse Treatment</i>
<input type="radio"/>	5.	Minimum of three years experience in/as:	
<input type="radio"/>	6.	Minimum of four years experience in/as:	
<input type="radio"/>	7.	Minimum of five years experience in/as:	
<input type="radio"/>	8.	Minimum of six years experience in/as:	
<input type="radio"/>	9.	Minimum of seven years experience in/as:	
<input type="radio"/>	10.	Minimum of eight years experience in/as:	

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	<i>Must possess a licensure as a professional counselor (LPC), or Licensed Psychological Associate (LPA), Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Art Therapist (ATR).</i>
2.	
3.	
4.	
5.	Valid Drivers License required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? <i>Standard Class C Operator Drivers License</i>

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

Create and update initial treatment plans; develop relapse prevention plans including transitioning youth back into the home with ample outpatient treatment services.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of

		initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.

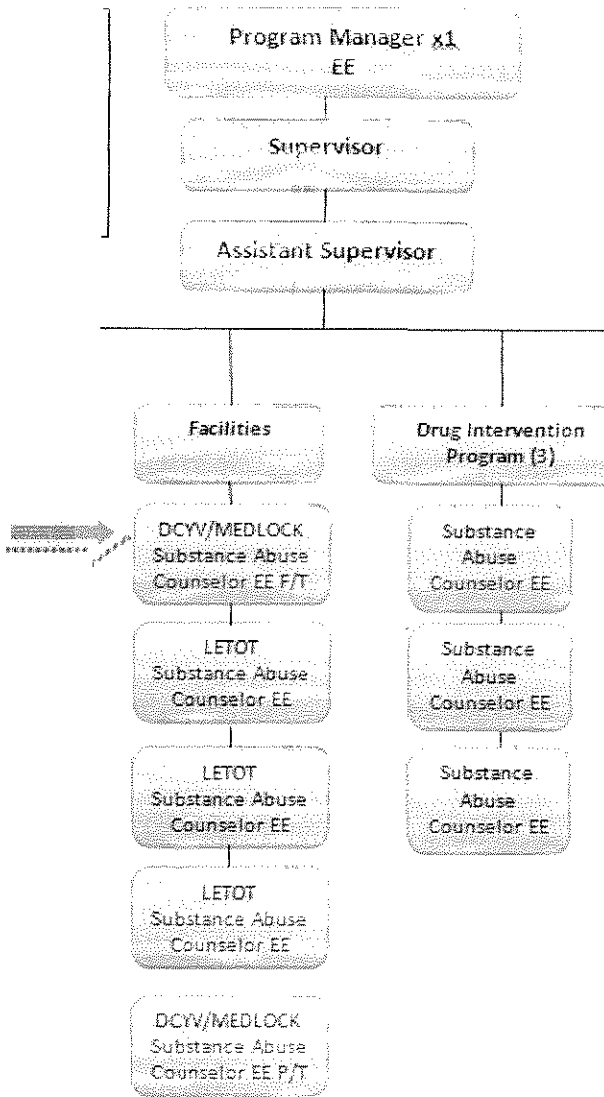
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

EE DRUG INTERVENTION SPECIALIST



PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department: Administration and Executive

Budget No 5110

Brief Title of PIR _____

Approx. Net Cost _____

Department Priority: High _____

Brief Summary of Request:

Requesting that the JCMS Data Analyst position which had been funded from Grant fund 7302 be transferred to the General Fund, 5110.

Discussion of Need:

- The JCMS Data Analyst position, Grade 12, performs the following functions:
- Quality assurance on fingerprints and photographs taken with the Live Scan system
- Communication with DPS daily on compliance, reviews and corrects all submissions by JPD intake
- Maintains the compliance rate at 90% for every five year period which if not maintained would impact all grant funding
- Tests biweekly system upgrades to make sure features can be incorporated into the JCMS system
- Trains probation officers, detention officers and police officers on all new features and functionality of TechShare
- Active Docs preparer of templates (the only trained JPD staff)
- Training staff on Active docs after documenting business practices with users
- Technical assistance representative with Dallas County IT and Cross Match (Live Scan company) creating test cases, analyzing issues and verifying new codes and new offenses from DPS
- Collaborates with IT and CUC on any issues: JIS interface, etc.
- Submits the EDR for state compliance
- Trouble shoots issues with JCMS
- Tier 2 Help desk support for police agencies, municipal courts and schools

The compliance rate must be maintained at 90% for every five year period so that millions of dollars in grant funding for all of Dallas county is released.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR:

Data Analyst - JCMS

Staff Cost

Grade	12
Salary	\$31,546.16
FICA @ 7.65%	2,959.26
Retirement @ 11.5%	3,627.80
Insurance @ \$8,500	8500
	Total
	\$46,633.18

Related Equipment

Number

Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	

Total no cost

Other Costs (describe)

Special Training	
Consultant Fees	
Renovation/Space	

Total
46,633.18

Less Additional Revenue Source

Grand Total

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Juvenile department</u>	Budget No.	
Position Title	<u>Office Service Supervisor</u>	Position No.	
Current Grade	<u>C</u>	Job Code	<u>407230</u>
		Department Priority	

Description of Changes in Work Being Performed

Enhanced duties:

- services as focal point for youth pick up with sheriff's department and outside agencies (warrants and restrictive access)
- coordinates security needs with HR and termination proceedings
- serves as Live Scan technical expert assisting detention and Letot as needed
- CJIS expert for Live Scan purposes
- supervises staff with greater responsibilities as a result of TechShare Juvenile
- sealing of records with added new complexities like diversionary courts and sex offender requirements
- assists with High profile paperwork with media and juvenile offenders

Reason/Authority for Change (see Budget Manual)

The complexity of the work has increased. More responsibilities have been added and no responsibilities have been removed.

Departmental Cost Worksheet

Current Grade	<u>C</u>	Proposed Grade	<u>D</u>	
Salary	<u>47,383.32</u>	Salary	<u>47,870.00</u>	
FICA (7.65%)	<u>3,624.82</u>	FICA (7.65%)	<u>3,662.55</u>	
Retirement (11.5%)	<u>5,449.68</u>	Retirement (11.5%)	<u>5,505.05</u>	
Total	<u>56,457.82</u>	Total	<u>57,037.60</u>	
		Total Annual Impact		<u>579.78</u>

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	Office Services Supervisor
Proposed Position Title:	Office Services Manager
Current Position Grade:	C
Department Name:	Juvenile Department
Position Number:	
Supervisor Name:	Karen Ramos
Supervisor Phone:	214-698-4993
Supervisor Email:	karen.ramos@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
serve as a conduit to all services performed at Henry Wade. The position coordinates many outside influences like picking up youth from other counties, working with various Sheriff departments as well as working on sealing, distributing and archiving records. Records.
This is accomplished by
working many hours to be sure everything gets done.
Other duties include
Live Scan, CJIS compliance, monitoring mail couriers and other staff, building set up.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
New functions of TechShare require more processing by staff as his group now does many district clerk functions.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job

duties/responsibilities.
Live Scan trainer and trouble shooter, CJIS code acceptor, new warrant/petition processing procedures
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
Added duties as TechShare and DPS compliance have grown. The records department now has many more responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
No
What specific tasks or activities make the job duties/responsibilities more complex?
The supervision of his clerks now requires additional expertise because their responsibilities have increased. Other duties like supervision of video cameras
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Assistant business manager: hires, trains and evaluates staff. Coordinates inspections, monitors security, does Department wide inventories, etc.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
--	------	---------

Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
Tasks performed to accomplish this function:	30	E
Monitors all records including closing, sealing and archiving. Seeks to provide information to answer subpoenas.		
Reports Juvenile Department on Records Retention Committee.		
Acts as resident expert to handle issues with above.		
Coordinates processing of warrants and petitions as the clerks are now processing as if District clerks.		
Supervises the clerical staff that perform these functions		
2. Function:	Time	E or NE
Tasks performed to accomplish this function:	25	E
Coordinates all initiatives performed at Henry Wade like:		
installation of TFE phone system		
installation of new carpeting		
New judges office setups		
Installation of security cameras, updating badges		
Dispensation of keys		
Emergency committee member		
3. Function:	Time	E or NE
Tasks performed to accomplish this function:	15	E
Monitors systems and procedures to ensure smooth daily operations and security including processing maintenance requests, equipment maintenance and vehicle maintenance. Monitors interior exterior of the building for cleanliness. Supervises community workers when on site.		
4. Function:	Time	E or NE
Tasks performed to accomplish this function:	10	E
Serves as a focal point to move youth from pick up to Detention of Detention to another location. Handles extraordinary problem cases to be sure that youth are safe and moved per required standards.		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:	20	E
All other tasks previously on the Office services manager job duties		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Tech Share, FORVUS, JIS and all Word and Microsoft
Live Scan machine

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in: <i>or equivalent</i>

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input checked="" type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? C

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No

If yes, describe the planning or project management activities associated with this position.

Coordinates all major events at Henry Wade.	
Works in tandem with detention. Provides Handle with	
Care scheduling and training throughout the Department.	

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

	<u>Classification Title(s)</u>	<u>Number of Employees</u>
Clerk 5		6
Clerk 6		1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Assistant business manager
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature <i>Karen Ramon</i>	Date 3/11/15
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Office Service Supervisor	Job Code:	407230	Job Grade:	C
Reports To:	Human Resources Administrator	Pos. No:	2791	FLSA Code:	E
Department:	Juvenile	Loc. Code:	5422504	SIC Code:	9211
				WC Code:	8810
Division:		CS Code:	C-JD	EEO Code:	F01

Summary of Functions: Coordinates and supervises all activities related to record management, mail and supply, telecommunications, facilities maintenance, surplus property and conference room scheduling for all Juvenile Services facilities.

Management Scope: Supervises approximately nine (9) non-exempt staff members and generally nine (9) volunteers and community service workers.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Supervises, delegates and provides guidance to staff in one or more areas of responsibility to ensure compliance with applicable laws, policies and procedures.	30	E
2. Monitors work processes, provides feedback, collects data for performance measures, establishes goals and objectives, and recommends/implements process improvements.	15	E
3. Acts as a technical expert/liaison and communicates with staff, management, and other departments to solve complex problems or issues.	10	E
4. Hires and trains staff, coordinates work assignments to ensure adequate staffing levels, evaluates performance, initiates disciplinary actions, coordinates leave and maintains time and attendance reports.	10	E
5. Coordinates and supervises the processing of juvenile records/cases, to include creating files and maintaining data, conducting research for case files, and distributing/retrieving files at all Juvenile Services locations.	10	E
6. Coordinates and supervises the pickup and distribution of mail, supplies and courier services.	05	E
7. Supervises the telecommunication staff in routing calls throughout the department.	05	E
8. Maintains and monitors all surplus equipment and furniture. Oversees the allocation, pickup, delivery and setup of equipment and furniture to various locations.	05	E

- | | | |
|---|----|---|
| 9. Coordinates and schedules usage for nine conference rooms. | 05 | E |
| 8. Performs other duties as assigned. | 05 | N |
-

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires knowledge of local, state and federal laws, rules and regulations relevant to the area of responsibility. Must possess a valid Texas Driver's License, with good driving record.

"Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment."

Physical/Environmental Requirements:

Standard office environment within a secured setting. May require prolonged standing, walking and sitting, with ability to lift up to 25 lbs. unassisted. May be required to travel to various off-site locations.

Hay Points/Point Factor:

KH: D13 175 pts, PS: D3 (29%) 50 pts, AC: C1P 66 pts, TTL: 291 pts, KH/PS/AC: 60-17-23, Profile: +2

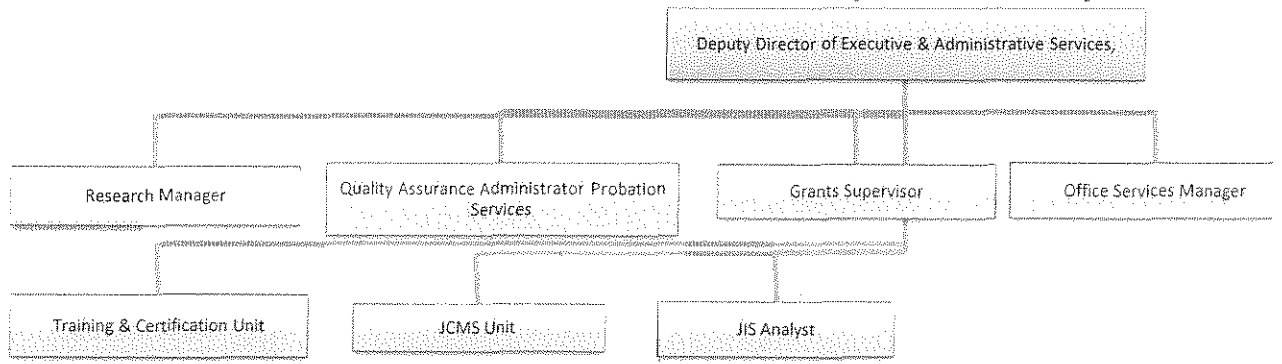
Supervisor Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 5/2005

Approved by Civil Service Commission on _____ Date 5/16/05;01/15/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Dallas County Juvenile Department (



Dallas County Juvenile Department
 Detention - 5114 Budget
 FY2016

Expense Code	Detention Center	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	8,555,858	8,628,598	9,154,992	8,858,209	(296,783)
1025	Supplemental Pay	4,104	(4,104)	-	-	-
1050	Salaries - Overtime	262	170	-	-	-
1060	Salaries - Extra Help	490,565	328,495	520,000	520,000	-
1080	Mileage Reimbursement	16,941	1,127	8,000	8,000	-
1090	Salary Lag	-	-	(231,369)	(221,455)	9,914
1111	FICA	525,668	522,072	599,850	549,209	(50,641)
1112	Medicare	123,090	122,120	140,287	128,444	(11,843)
1113	PARS	136	20	-	-	-
1120	Sick Leave Payoff	1,448	1,770	-	-	-
1140	Insurance -Employer	1,681,891	1,977,149	2,099,500	2,099,500	-
1150	Fringe Benefits Retirement	956,075	1,014,275	1,052,824	1,018,694	(34,130)
1190	Workers Compensation- County	105,130	121,704	-	-	-
SALARIES AND BENEFITS TOTAL		12,461,167	12,713,394	13,344,084	12,960,601	(383,483)
OPERATING EXPENSES						
2090	Property Less than \$5000	12,674	16,814	22,260	13,350	(8,910)
2093	Computer Hardware	-	-	-	1,025	1,025
2150	License & Permit Fees	-	-	42	-	(42)
2155	Notary/Bonds Fees	-	-	-	-	-
2160	Office Supplies	24,053	22,909	23,000	23,000	-
2170	Postage	1,927	1,582	3,000	3,000	-
2180	Printing / Imaging Expense	82	368	1,200	1,200	-
2440	Classroom Training	1,792	4,054	3,000	6,000	3,000
2540	Groceries	410,592	439,936	434,386	430,000	(4,386)
2545	Household Utensils	30,330	20,561	38,685	33,600	(5,085)
2550	Detention Supplies	33,020	24,100	37,107	35,000	(2,107)
2590	County Auto Maintenance	6,864	1,458	4,500	4,500	-
2640	Maintenance/Labor on Building	782	716	3,305	1,500	(1,805)
2690	Hardware & Electrical Supplies	-	-	-	-	-
2720	Janitorial Supplies	45,878	58,539	40,206	45,000	4,794
2920	Drug & Medical Supplies	22,977	15,620	25,312	25,000	(312)
2930	Photo Supplies	1,473	-	2,000	1,100	(900)
2960	Training Supplies	-	-	-	-	-
2970	Uniforms	-	-	-	-	-
3095	Fuel	6,604	2,681	8,000	6,000	(2,000)
5050	Juvenile Groceries	63,067	66,534	80,097	80,000	(97)
5080	School/Recreation Expense	1,283	1,120	1,400	1,400	-
5590	Other Professional Fees	9,034	9,284	12,629	15,000	2,371
7020	Equipment Rental	23,803	10,346	21,990	22,000	10
OPERATING EXPENSES TOTAL		696,234	696,622	762,118	747,675	(14,443)
Totals		13,157,401	13,410,016	14,106,202	13,708,276	(397,926)

REPLACEMENT EQUIPMENT REQUEST

Department Juvenile - Detention Center Budget No. 5114

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Duress Alarms	NA	NA	15 x \$190 = \$2,850	Damaged – too costly to repair
2	Folding Tables	NA	NA	10 x \$150 = \$1,500	Damaged- too costly to repair
3	Mattresses	NA	NA	200 x \$26 = \$5,200	Unsanitary to repair mattresses : Texas Juvenile Justice Department's standards state that mattresses must be replaced if ripped or have holes
4	Task chairs	NA	NA	10 x \$380 = \$3,800	Damaged – too costly to repair
5					
6					
7					
8					
				Total = \$13,350	

Dallas County Juvenile Department
Hill Center - 5115 Budget
FY2016

Expense Code	Hill Center	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	1,455,299	1,489,410	1,536,042	1,536,042	-
1025	Supplemental Pay	888	(888)	-	-	-
1050	Salaries - Overtime	-	121	-	-	-
1060	Salaries - Extra Help	59,498	64,309	65,000	65,000	-
1080	Mileage Reimbursement	46	76	500	500	-
1090	Salary Lag	-	-	(38,401)	(38,401)	-
1111	FICA	88,154	90,621	99,265	95,235	(4,030)
1112	Medicare	20,693	21,252	23,215	22,273	(942)
1113	PARS	69	53	-	-	-
1120	Sick Leave Payoff	9,637	6	-	-	-
1140	Insurance -Employer	301,337	319,678	331,500	331,500	-
1150	Fringe Benefits Retirement-Employ	161,534	175,340	171,645	176,645	5,000
1190	Workers Compensation- County	20,970	24,455	-	-	-
SALARIES AND BENEFITS TOTAL		2,118,126	2,184,433	2,188,766	2,188,794	28
OPERATING EXPENSES						
2090	Property Less than \$5000	2,377	8,720	3,390	3,895	505
2150	License and Permit Fees	-	-	-	-	-
2155	Notary/Bonds Fees	-	-	85	28	(57)
2160	Office Supplies	2,433	2,543	2,308	3,000	692
2170	Postage	480	1,127	400	700	300
2180	Printing/Imaging Expense	-	-	800	-	(800)
2440	Classroom Training	500	815	400	900	500
2545	Household Utensils	394	354	-	400	400
2550	Detention Supplies	2,634	1,962	3,000	3,500	500
2640	Maintenance/Labor on Building	-	-	250	250	-
2720	Janitorial Supplies	7,929	8,639	6,150	8,000	1,850
2920	Drug & Medical Supplies	907	1,242	1,200	2,200	1,000
2960	Training Supplies	-	130	350	350	-
5080	School/Recreation Expense	-	-	200	200	-
5590	Other Professional Fees	-	-	-	2,400	2,400
7020	Equipment Rental	1,683	1,538	2,645	2,800	155
8610	Special Equipment	-	-	-	2,400	2,400
OPERATING EXPENSES TOTAL		19,337	27,069	21,177	31,023	9,846
Totals		2,137,462	2,211,502	2,209,943	2,219,817	9,874

REQUEST FOR PROFESSIONAL SERVICES

Department Juvenile – Hill Center

Budget No. 5115

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
Licensed Barber	A professional barber is needed to provide haircuts to male residents in the juvenile justice system placed at the Marzelle Hill Center. The barber must perform a basic haircut, edge-up, and cut any length of hair and any type of hair. This is needed for appropriate hygiene and appearance.	-	\$2,400

Process Improvement Consulting Request

Estimated Cost per Hair cut - \$5

40 cuts per month x \$5 = \$200 x 12 months for the year

Total = \$2,400

REPLACEMENT EQUIPMENT REQUEST

Department Juvenile - Hill Center Budget No. 5115

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Mattresses	NA	NA	24 x \$100 = \$2,400	Unsanitary to repair mattresses : Texas Juvenile Justice Department's standards state that mattresses must be replaced if ripped or have holes
2	Task chairs	NA	NA	2 x \$380 = \$760	Damaged -- too costly to repair
3	Executive High-back chairs	NA	NA	3 x \$245 = \$735	Damaged -- too costly to repair
4					
5					
6					
7					
8					
				Total = \$3,895	

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Juvenile – Marzelle Hill Center	Budget No.	5115
Title of PIR	Desktop Computer Request	Request Type	H
PIR #	_____ (assigned by Data Services)	Possible Funding Source	

Description of Need and Justification

Computers – The Marzelle Hill Center is requesting one new computer for the superintendent’s office located within that facility. The superintendent currently has a laptop computer, on loan, from Techshare; however, that loaner is currently not working properly. A desktop computer would be more user friendly for meeting her business needs and work requirements. When gathering and distributing paperwork interdepartmentally, county-wide and state-wide, the new computer would aide in timely access to data to evaluate youth under her care; and the overall disbursement of pertinent information to expedite a resolution of care in that particular case. The new computer will allow the superintendent to be more efficient in her day-to-day processing of reports, compiling statistical data, making Kronos entries and providing investigative updates to TJJD.

Standard Desktop Computer \$1,025 (to include the added cost of MS Office licenses)

Expected Benefits

A desktop computer is essential to the overall business operation of the Hill Center. The superintendent relies on fast and accurate information in critical situations. Being able to track the progress and the behaviors of residents more accurately and efficiently would expedite the release of youth back into the community. Although this computer will be housed at the Hill Center, the superintendent must continue to monitor the standard operation procedures of the detention center simultaneously.

Department Head Signature	_____	Priority	_____
Department Contact Person	Bill Edwards	Phone	214-698-2222
Received by Office of Budget and Evaluation	_____	Rec'd by Data Services	

Scoring

Cost Savings	_____	Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION,
MISCELLANEOUS**

Department	Marzelle Hill Center	Budget No	5115
Brief Title of PIR	3 Portable Radios		
Estimated Cost	\$2,400	Department Priority	
Brief Summary of Request			
<p>3 Additional Radios – In keeping with the enhancement of safety and security at the Hill Center, the three additional radios will allow for better communication amongst staff anywhere in the building. Currently, the Hill Center does not have a duress system to summon additional help in emergency situations. Therefore, the additional radios will allow both supervisors and the assistant superintendent to have a radio and respond immediately as they are often in different parts of the building throughout the day. New safety and security measures at the Hill Center now require male residents to be split up when the population is over 24, and constant communication is vital during these times.</p>			
Discussion of Need			
<p>150 MHZ Radios - 3 @ \$800 each = \$2,400 Includes: Battery, belt carrier and charger</p>			
Staff Review and Comment			

Dallas County Juvenile Department
Letot and RTC Center - 5116 Budget
FY2016

Expense Code	Letot and RTC Center	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	1,899,327	1,991,813	2,283,342	3,719,453	1,436,111
1025	Supplemental Pay	1,128	(1,128)	-	-	-
1050	Salaries - Overtime	236	4	-	-	-
1060	Salaries - Extra Help	29,260	41,321	120,000	372,984	252,984
1080	Mileage Reimbursement	3,033	4,683	3,200	10,700	7,500
1090	Salary Lag	-	-	(57,083)	(50,883)	6,200
1111	FICA	113,078	119,348	144,357	284,538	140,181
1112	Medicare	26,446	27,912	33,761	53,932	20,171
1120	Sick Leave Payoff	63	293	-	-	-
1140	Insurance -Employer	356,772	416,831	612,000	737,200	125,200
1150	Fringe Benefits Retirement-Employ	205,075	231,442	262,585	427,737	165,152
1190	Workers Compensation- County	20,750	24,367	-	-	-
SALARIES AND BENEFITS TOTAL		2,655,166	2,856,885	3,402,162	5,555,661	2,153,499
OPERATING EXPENSES						
2090	Property Less than \$5000	-	258	-	4,983	4,983
2093	Computer Hardware	-	-	-	3,500	3,500
2095	Computer Software	-	-	-	500	500
2150	License & Permit Fees	-	-	350	704	354
2155	Notary/Bonds Fees	-	-	-	144	144
2160	Office Supplies	8,795	6,467	7,827	24,652	16,825
2170	Postage	478	386	500	1,250	750
2180	Printing / Imaging Expense	218	33	530	1,324	795
2440	Classroom Training	1,000	1,843	1,000	1,178	178
2460	Training Fees	3,158	1,833	2,000	3,200	1,200
2540	Groceries	38,816	46,594	45,000	109,123	64,123
2545	Household Utensils	4,958	4,881	5,000	21,750	16,750
2550	Detention Supplies	6,423	4,114	5,000	18,500	13,500
2590	County Auto Maintenance	156	289	3,500	7,000	3,500
2640	Maintenance/Labor on Building	45	2,283	2,000	5,000	3,000
2720	Janitorial Supplies	2,239	3,351	3,000	12,250	9,250
2920	Drug & Medical Supplies	83	565	1,000	2,640	1,640
2960	Training Supplies	-	-	1,500	3,750	2,250
2970	Uniforms	-	-	-	13,750	13,750
3095	Fuel	3,061	2,665	3,100	6,350	3,250
5050	Juvenile Groceries	5,500	5,711	8,370	25,643	17,273
5080	School/Recreation Expense	-	-	400	1,000	600
5590	Other Professional Services	-	-	-	480	480
7020	Equipment Rental	3,065	2,850	4,017	9,881	5,864
8610	Special Equipment	-	-	-	2,400	2,400
OPERATING EXPENSES TOTAL		77,995	84,123	94,093	280,952	186,859
Totals		2,733,161	2,941,008	3,496,255	5,836,613	2,340,358

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Letot Center	Budget No	5116
Brief Title of PIR	Steel Storage Cabinet		
Estimated Cost	\$1344.00	Department Priority	

Brief Summary of Request

As a residential facility for children ages 10 through 16, Letot Center needs to provide an environment rich with opportunities for learning and growth. The Letot Center also provides each youth with individual personal storage space for hygiene products, underwear, and clothing items.

Discussion of Need

Per Texas Department of family and Protective Services Minimum Standards, we must have “personal storage space in the child’s bedroom for each child’s clothing and belongings.” The current cabinets have bent shelving and rust areas on some surfaces. These cabinets could pose risk of harm to children in care.

Staff Review and Comment

REQUEST FOR PROFESSIONAL SERVICES

Department Letot Center

Budget No. 5116

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
Licensed Barber	A professional barber is needed to provide haircuts to male residents in the juvenile justice system placed at Letot Center basic haircut edge-up, and cut any length of hair and any type of hair. This is needed for appropriate hygiene and appearance.	-	\$480

Process Improvement Consulting Request

Estimated Cost per Hair cut - \$5

8 cuts per month x \$5 = \$40 x 12 months for the year

Total = \$480.00

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Letot Center	Budget No 5116
Brief Title of PIR	2 Bookcases - Male Unit	
Estimated Cost	\$588.00	Department Priority

Brief Summary of Request

As a residential facility for children ages 10 through 16, Letot Center needs to provide an environment rich with opportunities for learning and growth. To this effect, we receive donations of books, magazines and table games for residents, and also buy needed items with donated money. Currently in the Male Unit we have an old, donated entertainment center to house these items, resulting in insufficient space and inefficient use of space. Two bookcases would provide more efficient use of space and present a more professional appearance to the many tours that we offer to prospective donors and interested agencies.

Discussion of Need

Staff Review and Comment

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION,
MISCELLANEOUS**

Department	Letot Center	Budget No	5116
Brief Title of PIR	9 - Desk Chairs for Secretaries and Staff		
Estimated Cost	\$3,051.00	Department Priority	
Brief Summary of Request			
9 Desk Chairs: Task Asynchronous w/Arm Seat Glide, (HON 7808)			
Discussion of Need			
For many years Letot Center has received used furniture donations from law firms and others in the community, decreasing or eliminating the need for furniture funded by Dallas County. Because all the donated furniture has been in use for a number of years, and many pieces come in with some malfunction, all have a much shorter expected life than if we acquired them when new. Presently we have a variety of chairs that are missing arm rests, tilt backwards excessively, cannot be adjusted for height, and a variety of other issues.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Letot Center	Budget No	5116
Brief Title of PIR	2 Portable Radios		
Estimated Cost	\$1,600	Department Priority	
Brief Summary of Request			
<p>2 Additional Radios – As part of ensuring the safety and security of our residents and staff, employees in the Intake-Orientation and Residential Units use portable radios to communicate with each other. Because both of these units offer residential services, staff and residents spend time in different parts of the building, such as classrooms, cafeteria, gym, and others. Staff need to have a portable communications network so that everyone is connected all the time. This communication network needs to include the administrators, who frequently report to a particular area to assist with any need, including among others: restraining out-of-control residents, assisting during transportation within the building, relieving a staff member for a break, supervision during meals, etc.</p> <p>At present the three administrators share one radio, although their schedules overlap on most days. Two additional radios would allow each of three administrators to have an assigned radio and have immediate communication with staff anywhere in the building.</p>			
Discussion of Need			
<p>150 MHZ Radios - 2 @ \$800 each = \$1,600 Includes: Battery, belt carrier and charger</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Letot Center</u>	Budget No. <u>5116</u>
Title of PIR	<u>One Laptop with case and dock bundle – Residential Request Type Laptop</u>	
PIR #	(assigned by Data Services)	Possible Funding Source
Description of Need and Justification		
<p>As a residential Facility, Letot Center has to provide residents with all their basic needs, including medical, dental and psychiatric services. Some of our residents are court-ordered, and most return to court on a regular basis for hearings. Meeting these needs results in Probation Officers and Supervisors accompanying children to professional appointments away from Letot Center. These trips include, but are not limited to: court hearings at Henry Wade Juvenile Justice Center (HWJJC), medical clinic at HWJJC, dental clinic at HWJJC, Parkland Hospital, private physicians, and hair care at private salons. Combined, staff spend an average of 20 hours a week on these visits. At a minimum, we have these visits in one week: 2 dentist visits, at 1.5 – 2 hours each (3 - 4 hours a week) and a Friday Clinic visit at 1.5 – 2 hours each, for a minimum of 4.5 to 6 hours. Because we usually have court hearings and psychiatry visits, the weekly average time spent waiting for residents' professional appointments is 20 hours</p>		
Expected Benefits		
<p>We are requesting a laptop to be shared by 8 staff members when they accompany residents to professional visits. This would allow them to use the time efficiently as they continue to perform work duties while away from the office. They can read and reply to e-mail, work on case-planning documents, perform Internet search for resources to share with clients, work on special projects (memos, policy revision, program design, schedule, etc.), write Incident Reports, prepare chronological notes to load unto TechShare (case database software) upon return to the office, and others</p>		
Department Head Signature	_____	Priority _____
Department Contact Person	_____	Phone _____
Received by Office of Budget and Evaluation		Rec'd by Data Services
Scoring		
Cost Savings	_____	Improved Management Controls _____
Cost Avoidance	_____	Multi-Use Systems _____
Legal Requirements	_____	Cost Recapture _____
Service to the Public	_____	Critical System Upgrade _____
Form H		FY2016

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Letot Center</u>	Budget No. <u>5116</u>
Title of PIR	<u>One Laptop with case and dock bundle - Intake</u>	Request Type <u>Laptop</u>
PIR #	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

As a facility that provides intake and residential services, several Letot Center units work 24 hours a day, every day. Because we work with children ages 10 – 16, the appropriate number of staff members must be present and directly supervising residents at all times. This includes sleeping hours, when no program activity is taking place. A staff member supervises residents in the Orientation Unit, remaining in the area at all times. Aside from observing the residents and making notes on their activity on intervals not to exceed 15 minutes, the employee can do very few tasks without leaving the dorm area

Expected Benefits

We are requesting a laptop to be shared by Intake/Orientation staff assigned to the night shift. The laptop would allow the night staff to help the unit to move toward a paperless operation and to lessen the load of day staff. They can prepare documentation that is either done by hand or done by day staff with access to a desktop computer. Some of the projects with which they could help include: intake Log, Average Daily Population Log, Inventory requests, Statistics, medical forms, and others

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Dallas County Juvenile Department
Youth Village Center - 5117 Budget
FY2016

Expense Code	Youth Village Center	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
#	SALARIES AND BENEFITS					
1020	Salaries - Assistant	2,284,799	2,259,635	2,350,231	2,350,231	-
1025	Supplemental Pay	1,296	(1,296)	-	-	-
1050	Salaries - Overtime	19	-	-	-	-
1060	Salaries - Extra Help	140,286	94,177	150,000	204,904	54,904
1080	Mileage Reimbursement	6,577	2,976	8,000	8,000	-
1090	Salary Lag	-	-	(58,756)	(58,756)	-
1111	FICA	141,917	137,315	155,014	158,418	3,404
1112	Medicare	33,190	32,114	36,253	37,049	796
1120	Sick Leave Payoff	397	97	-	-	-
1140	Insurance -Employer	454,418	493,677	510,000	501,500	(8,500)
1150	Fringe Benefits Retirement	258,444	267,269	270,277	287,527	17,250
1190	Workers Compensation- County	31,054	35,208	-	-	-
	SALARIES AND BENEFITS TOTAL	3,352,397	3,321,173	3,421,019	3,488,873	67,854
	OPERATING EXPENSES					
2090	Property Under \$5000	-	-	-	1,424	1,424
2093	Computer Hardware	-	-	-	1,750	1,750
2095	Computer Software	-	-	-	250	250
2150	License & Permit Fees	-	-	-	300	300
2155	Notary Fees	-	-	-	80	80
2160	Office Supplies	6,762	7,659	7,007	6,500	(507)
2170	Postage	794	838	1,100	1,000	(100)
2180	Printing / Imaging Expense	11	-	100	100	-
2440	Classroom Training	500	1,464	740	990	250
2540	Groceries	203,612	239,296	180,000	186,940	6,940
2545	Household Utensils	7,456	2,395	6,521	5,500	(1,021)
2550	Detention Supplies	1,917	2,008	3,729	7,278	3,549
2590	County Auto Maintenance	5,297	3,682	5,000	5,000	-
2640	Maintenance/Labor on Building	795	4	1,553	1,798	245
2690	Hardware & Electrical Supplies	-	-	250	250	-
2720	Janitorial Supplies	9,259	9,095	8,225	8,000	(225)
2760	Ground Maintenance	-	-	1,500	1,500	-
2920	Drug & Medical Supplies	301	376	1,500	1,500	-
2960	Training Supplies	500	407	2,093	1,000	(1,093)
3095	Fuel	6,161	5,877	7,500	9,634	2,134
5050	Juvenile Groceries	31,034	24,199	38,631	39,237	606
5080	School/Recreation Expense	175	-	1,000	1,000	-
5590	Other Professional Fees	3,000	2,525	4,675	4,320	(355)
7020	Equipment Rental	-	1,775	3,539	2,700	(839)
8410	Furniture and Equipment	-	-	-	2,000	2,000
	OPERATING EXPENSES TOTAL	277,573	301,599	274,663	290,051	15,388
	Totals	3,629,970	3,622,772	3,695,682	3,778,924	83,242

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Youth Village	Budget No	5117
Brief Title of PIR	Laptop with case and dock bundle		
Estimated Cost	\$2,000	Department Priority	
Description of Need and Justification:			
<p>The Youth Village facility is in need of a laptop to utilize at the receptionist area being that the desktop is no longer functional. IT has been called many times, to no avail. The line needed to get the computer functioning properly is costly and it hasn't been dropped after repeated request. The receptionist is sharing an office with a Probation Officer and having to keep watch out of the windows to see if visitors are coming.</p>			
Expected Benefits			
<p>Lap top will provide for more efficient reports, other documentations, and enhance overall operations. Employees may also use for training webinars.</p>			
Department Head Signature _____		Priority _____	
Department Contact Person _____		Phone _____	
Received by Office of Budget and Evaluation		Rec'd by Data Services	
Scoring			
Cost Savings	_____	Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____
Form H		FY2016	

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile/Youth Village	Budget No	5117
Brief Title of PIR	Guest Chairs		
Estimated Cost	\$2,216 (8)	Department Priority	

Brief Summary of Request:
Guest Chair Pillow-Soft (Series 2190) 4-Leg Frame (Hon 2194) (\$277 each)

Discussion of Need: These chairs are needed for Youth Village Conference room. The chairs that are currently being used are ones that have been donated by other organizations or other departments within the County. The chairs are all broken and worn out and would be more costly to try to repair than to purchase new ones.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile/Youth Village	Budget No	5117
Brief Title of PIR	Folding Tables (Activity)		
Estimated Cost	\$1,208	Department Priority	

Brief Summary of Request:
 36"X 72" Activity Tables (Hon ESR3672L) 8 each @ \$151 = \$1,208

Discussion of Need: The Youth Village and Medlock facilities do not have tables that are suitable for any large campus event. (Such as Juvenile Board meetings, Holiday Celebrations, Staff Events, etc.) These are borrowed from other facilities or one of the local churches, and often times they are broken or mismatched. Both facilities would benefit from the purchase of tables as they can be utilized by both campuses and eliminate the need for borrowing tables and sometimes having to reschedule events due to tables being unavailable on specific days.

Staff Review and Comment

Dallas County Juvenile Department
 Medlock - 5118 Budget
 FY2016

Expense Code	Medlock	2013 Actuals	2014 Actuals	2015 Current Budget	2016 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	2,642,209.99	2,685,864.08	2,753,536	2,350,231	(403,305)
1025	Supplemental Pay	1,368.00	(1,368.00)	-	-	-
1060	Salaries - Overtime	-	-	-	-	-
1050	Salaries - Extra Help	124,299.38	120,983.38	150,000	204,904	54,904
1080	Mileage Reimbursement	4,789.85	4,585.71	5,000	8,000	3,000
1090	Salary Lag	-	-	(74,229)	(58,756)	15,473
1111	FICA	163,063.37	164,881.74	180,020	158,417	(21,603)
1112	Medicare	38,135.79	38,561.12	42,102	37,049	(5,053)
1120	Sick Leave Payoff	651.16	-	-	-	-
1140	Insurance -Employer	450,549.98	554,633.11	603,500	501,500	(102,000)
1150	Fringe Benefits Retirement-Employ	292,768.25	317,954.62	316,656	287,527	(29,129)
1190	Workers Compensation- County	31,704.85	38,223.07	-	-	-
SALARIES AND BENEFITS TOTAL		3,749,540.62	3,924,318.83	3,976,585	3,488,872	(487,713)
OPERATING EXPENSES						
2050	Conference/Staff Development Expense	186.01	-	-	-	-
2090	Property less than \$5000	-	1,349.80	-	3,662	3,662
2093	Computer Hardware	-	-	-	1,750	1,750
2095	Computer Software	-	-	-	250	250
2150	License & Permit Fees	-	-	52	52	-
2155	Notary/Bonds Fees	-	-	-	-	-
2160	Office Supplies	7,452.64	7,651.18	8,161	8,160	(1)
2170	Postage	166.64	294.58	1,000	1,000	-
2180	Printing / Imaging Expense	-	33.00	100	100	-
2440	Classroom Training	2,253.68	826.99	800	990	190
2545	Household Utensils	2,500.00	3,659.58	3,363	4,000	637
2550	Detention Supplies	13,036.42	8,421.54	13,000	11,879	(1,121)
2590	County Auto Maintenance	534.34	201.51	500	500	-
2640	Maintenance/Labor on Building	44.88	44.88	150	198	48
2720	Janitorial Supplies	8,988.55	8,944.37	10,990	11,000	10
2760	Ground Maintenance	-	123.15	1,000	1,000	-
2960	Training Supplies	1,028.80	702.20	1,928	1,700	(228)
3095	Fuel	2,407.41	1,943.65	3,000	3,300	300
5050	Juvenile Groceries	1,628.50	981.10	3,519	3,500	(19)
5080	School/Recreation Expense	590.63	91.68	1,000	1,000	-
5590	Other Professional Fees	4,500.00	2,448.00	6,125	5,760	(365)
7020	Equipment Rental	4,060.62	2,828.88	5,736	4,500	(1,236)
8410	Furniture and Equipment	-	-	-	15,600	15,600
OPERATING EXPENSES TOTAL		49,379.12	40,546.09	60,423	79,901	19,478
Totals		3,798,919.74	3,964,864.92	4,037,008	3,568,773	(468,235)

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Juvenile/Medlock	Budget No	5118
Brief Title of PIR	Laptop with case and dock bundle		
Estimated Cost	\$2,000	Department Priority	
Description of Need and Justification			
The Medlock facility is in need of a laptop in order to meet Tech Share requirements for Medlock and Youth Village and also to be used during training at Medlock and Youth Village.			
Expected Benefits			
It will enhance the overall facility operations and can also be utilized for online training webinars for staff.			
Department Head Signature		Priority	
_____		_____	
Department Contact Person		Phone	
_____		_____	
Received by Office of Budget and Evaluation		Rec'd by Data Services	
_____		_____	
Scoring			
Cost Savings	_____	Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Juvenile/Medlock	Budget No	5118
Brief Title of PIR	Portable Facility Radios		
Estimated Cost	\$15,600	Department Priority	
Brief Summary of Request: Portable Radios			
800MHZ with battery, belt carrier and charger (Bailiffs, Security, Detentions only)			
12 each @ \$1,300 = \$15,600			
Discussion of Need: The radios that are currently in use were left in 2005 by Correctional Service Corporation when the county took over the facility. The radios are needed to maintain safety and security in all areas of the facility. To not have working radios is a safety hazard for staff and residents.			
Staff Review and Comment			

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	Juvenile/Medlock	Budget No	5118
Brief Title of PIR	Guest Chairs		
Estimated Cost	\$3,878	Department Priority	
Brief Summary of Request:			
9+ Guest Chair Pillow-Soft (Series 2190) 4-Leg Frame (HON 2194)			
Discussion of Need: There have never been chairs purchased for the reception area or for staff in the dorm areas. The chairs being used are chairs that were left throughout the building by Correctional Service Corporation in 2005 or donated by other facilities.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Letot Center	Budget No	5116
Brief Title of PIR	9 Portable Two-Way Radios		
Estimated Cost	\$7,200	Department Priority	
Brief Summary of Request			
<p>9 Two-way Radios – In keeping with the enhancement of the safety and security at the Letot Residential Treatment Center, these radios will allow for better and faster communication amongst staff while they are in various locations within the building. It is essential that the lines of communication are open, via portable radios, with all pertinent units within the facility. The radios will allow for direct care staff, clinical staff, administration, and the receptionist to respond immediately for routine needs or critical incidents, as they are often in different areas of the building throughout their shift. Additionally, the radios will allow for staff members to summon additional help in emergency situations.</p>			
Discussion of Need			
<p>150 MHZ Radios - 9 @ \$800 each = \$7,200 Includes: Battery, belt carrier and charger</p>			
Staff Review and Comment			



Dallas County
Office of Budget and Evaluation

June 8th, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Shahrzad Rizvi, Budget and Policy Analyst
Subject: Auto Service Center FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Auto Service Center has submitted the following requests:

1. upgrade to a smartphone
2. automotive scanner, alignment and tire pressure software upgrade;
3. and a request to replace two impact wrenches.

Auto Service Center's request for an upgrade from a flip phone to a smart phone with internet access in order to respond to e-mails and phone messages when not in the office.

The automotive software upgrade is a recurring cost for the department, but not annually. The upgrades are required so the scanner software used to troubleshoot vehicles in our fleet can recognize new vehicles added as we replace older models. The request also includes repairing and upgrading the alignment and tire pressure monitor software. The alignment and tire pressure monitor help increase tire longevity.

Equipment replacement request includes two 1/2" Impact wrenches which are at the end of their useful life.

FINANCIAL IMPACT

The estimated recurring cost of the smartphone upgrade is \$500. The estimated one-time cost of the software upgrades is \$5,000. The estimated one-time cost to replace old impact wrenches is \$600.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. authorizing the upgrade of the automotive software scanners as they will be needed for the department to service the new fleet additions;
2. not authorizing the upgrade to a smartphone as the fleet can be managed with the current voice plan.
3. authorizing the upgrade of alignment software and tire pressure monitoring software to increase tire longevity of the fleet.

4. authorizing the replacement of the requested equipment as they are needed for the department to continue maintenance on the County's fleet.

These recommendations have an estimated increase allocation of \$6,350.

AUTOMOTIVE SERVICE CENTER

1027

Form G PIR – Data phone service

Form G PIR – Automotive Software Scanner Upgrades

Form D PIR – Replacement Equipment Request

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Automotive Service Center</u>	Budget No <u>1027</u>
Brief Title of PIR	<u>Data phone service</u>	
Estimated Cost	<u>\$750.00 a year</u>	Department Priority _____
Brief Summary of Request		
<p>-Upgrade from a Samsung Rugby 111 flip phone for a Data phone with Internet access.</p>		
Discussion of Need		
<p>To respond and have access to Dallas County Emails and phone messages when not in office.</p>		
Staff Review and Comment		
Empty space for staff review and comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Automotive Service Center</u>	Budget No <u>1027</u>
Brief Title of PIR	<u>Automotive Software Scanner Upgrades</u>	
Estimated Cost	<u>\$5,000</u>	Department Priority _____
Brief Summary of Request		
<ul style="list-style-type: none"> -software upgrades for automotive scanners (pro-link), vcm, and snap-on) -Alignment machine repair and upgrade -Tire pressure monitor software upgrade 		
Discussion of Need		
<p>To upgrade software needed for upcoming new vehicles in Dallas County Fleet. To repair and upgrade Alignment machine needed for new vehicles in fleet.</p>		
Staff Review and Comment		

Form G

FY2016

REPLACEMENT EQUIPMENT REQUEST

Department <u>Automotive Service Center</u>		Budget No. <u>1027</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	2-1/2 Air Impacts	5		600	to replace old worn out air impacts
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D



Dallas County
Office of Budget and Evaluation

June 8, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Shahrzad Rizvi, Budget and Policy Analyst
Subject: Building Security FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, Building Security has submitted the following requests:

1. addition of one (1) Training and Standards Lieutenant (G67);
2. addition of four (4) Monitor Dispatcher position (G6);
3. reclassification of Lieutenant – Screening and Support;
4. reclassification of Sergeant – Shift Supervisor;
5. upgrade of access control systems;
6. service and repair of current access control system (Cisco) ;
7. service and repair of legacy access system (Velocity);
8. service for X-Ray devices;
9. replacement of an X-Ray Device;
10. smartphones for supervisors;
11. additional portable radios;
12. body camera video system;
13. new uniforms for new positions;
14. and soft body armor;

Building Security has experienced a growth of responsibility above and beyond the management of security guards to include the management of video observation systems, surveillance systems, and access controls. In FY2015 Commissioners Court approved the conversion of department staff to the Law Enforcement Salary Schedule.

The Department requests the addition of one (1) Training and Standards Lieutenant position to ensure that the department's 48 Peace officers and Security guards maintain their CLE and renewal requirements a requirement for this position will be to hold instructor credentials for TCOLE courses. This position will also assist in recruitment, hiring and internal investigations.

The department requests one (1) Lieutenant – Screening support position and three (3) Sergeant-Shift Supervisor positions be reviewed for reclassification.

The department requests a Body Camera Video System consisting of 25 cameras to be worn by peace officers and select security officers in the busiest posts.

The department request additional portable radios and accessories due to the increase in staffing and adoption of 10 hour shifts that increase shift overlap.

The department requests six (6) smartphone plans for 3 Sergeants and 3 Corporals.

The department requests additional funding to transition from the current building security uniforms to a new uniform that has a more professional appearance.

The department also requests soft body armor for all Building Security personnel. Currently, security guards are not outfitted with body armor as it is not a requirement.

FINANCIAL IMPACT

The estimated annual recurring cost to add a Training and Standards Lieutenant position is \$69,134. The estimated annual recurring cost to add four (4) Monitor and Dispatch positions is \$170,012. The estimated annual recurring cost to reclassify the Lt. Screening & Support position is \$9,442. The estimated annual recurring cost to reclassify three (3) Sgt. Shift Supervisor positions is \$58,308. The estimated annual recurring cost to reclassify the Screening and Support Lieutenant is \$9,441. The estimated one-time cost to upgrade the Access Control System is \$315,000. The estimated recurring cost for service and repair of the Cisco access control system is \$47,525. The estimated recurring cost for service and repair of the legacy (Velocity) access control system is \$18,500. The estimated cost to replace an X-Ray machine is \$32,500. The estimated recurring cost for an X-Ray service contract is \$30,600. The estimated one-time cost for a Body Camera Video System is \$3,500. The estimated cost of additional portable radios is \$6,500. The estimated recurring cost for smartphones for supervisors is \$5,040. The estimated cost of the new security uniforms is \$350. The estimated cost of the soft body armor is \$21,744. The total cost for all requests is \$466,865.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. not authorizing the lieutenant for Training and Standards position;
2. authorizing the addition of 4 monitor & dispatcher positons;
3. authorizing the reclassification review of Lieutenant – Screening and Support;
4. authorizing the reclassification review of Sergeant – Shift Supervisor;
5. directing the upgrade of access control systems to the capital program;
6. authorizing the service and repair of current access control system (Cisco) ;
7. authorizing the service and repair of legacy access system (Velocity);
8. authorizing the service for X-Ray devices;
9. authorizing replacement of an X-Ray Device;
10. not authorizing smartphones for supervisors as they were authorized in FY2015;
11. directing additional portable radios to Telecommunications Services;

12. not authorizing body camera video system as it may be predicated on a county-wide discussion;
13. authorizing new uniforms for new positions;
14. and not authorizing soft body armor as it is not a requirement;

These recommendations have an estimated annual recurring cost of \$237,760 and an estimated one-time cost of \$129,475 for a total cost of \$367,235 in FY2016.

SECURITY

3340

- Form G PIR Capital, Equipment, Renovation, Misc – Access Control System Upgrade
- Form G PIR Capital, Equipment, Renovation, Misc – Replacement X-ray Device
- Form D Replacement Equipment Request – X-Ray Device
- Form G PIR Capital, Equipment, Renovation, Misc – Soft Body Armor and Carriers
- Form G PIR Capital, Equipment, Renovation, Misc – Additional Portable Radios
- Form G PIR Capital, Equipment, Renovation, Misc – Smart Phones for Supervisors
- Form G PIR Capital, Equipment, Renovation, Misc – Body Camera Video System
- Form F PIR Reclassification – Lieutenant – Screening and Support
- Form F PIR Reclassification – Sergeant – Shift Supervisor
- Form E PIR Additional Staff – Monitoring and Dispatch Staff
- Form G PIR Capital, Equipment, Renovation, Misc – Uniforms for New Dispatchers
- Form E PIR Additional Staff – Training and Professional Standards Lieutenant
- Form G PIR Capital, Equipment, Renovation, Misc – Sology Service and Repair Contract
- Form G PIR Capital, Equipment, Renovation, Misc – Service Contract for X-Ray Devices
- Form G PIR Capital, Equipment, Renovation, Misc – IAS Velocity Maintenance and Service



Office of Fire and
Security Services



Dignity, Pride, and Service

FY 2016 Budget Documents

**PIR – CAPITAL, EQUIPMENT &
MISCELLANEOUS**

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Office of Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Access Control Systems Upgrade</u>	
Estimated Cost	<u>\$315,000.00</u>	Department Priority <u>HIGH</u>
Brief Summary of Request		
<p>Upgrade of all remaining County buildings to a common Access Control Platform, CPAM while concluding the use of the Velocity system.</p>		
Discussion of Need		
<p>Currently the County utilizes two separate Access Control Systems to manage and administrate access control for our properties. The more current system is the Cisco Physical Access Management system, known as CPAM.</p> <p>The Frank Crowley Building, among others, is primarily Velocity. This system is antiquated, and susceptible to database issues that can, and have, caused the server to malfunction or crash, which interrupts and impacts our operations, potentially significantly.</p> <p>After a near catastrophic failure of the Frank Crowley Building in 2013, the last available upgrade to the Velocity system was purchased and installed, with the understanding that it would stabilize the Velocity system, but would not solve the underlying issues, and the systems remains fragile. Please see the attached PIR narrative documents.</p>		
Staff Review and Comment		
Empty space for staff review and comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Access Control System CPAM Upgrade (see attached PIR narrative)
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	0
	Total 0
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
	Total 0
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total 0
Less Additional Revenue Source	
	Grand Total \$315,000



Dallas County Office of Fire and Security Services

FY 2016 BUDGET SUPPORT DOCUMENTS

SUBJECT: PIR – Access control systems upgrade

Dallas County Office of Fire and Security Services Access Control upgrade Proposal

INTRODUCTION

The Department utilizes two separate systems currently to manage Access and Identity Control. The older of the two systems is the Velocity System, the newer system is the Cisco Physical Access Management (CPAM) System. Moving all County Access Control Systems to a common platform would be a highly prudent and valuable effort.

PURPOSE

To enhance the efficiency and reliability of the Access / Identify Control Systems, to control costs, maximize flexibility, and to insure a high level of service continues to be provided to the Employees of Dallas County.

PROBLEM STATEMENT

The Velocity system is in use in the following County Buildings;

- Frank Crowley (with exception of 8th and 11th floor)
- Administration (with exception of 2nd floor card readers)
- Health and Human Services
- Henry Wade Juvenile Justice Center (approx.. 60% remains on Velocity)
- Records Building (with the exception of the Tax Offices)
- Sheriff Parking areas
- Sheriff's South Polk facility

The Velocity system is entirely out of date, and while marginally supported currently, it is anticipated that all systems support for the maintenance and repair of the Velocity system will end, making it both difficult and highly expensive to maintain and repair.

We've had significant instances of the Velocity systems crashing . The current vendor as well as our prior Systems Officer has advised that it is highly likely that the Velocity System will continue to suffer periodic crashes, and is quite likely to suffer a catastrophic crash that may well shut that system down entirely.

SOLUTION

The primary Access Control System we now utilize is the aforementioned CPAM system. It is appropriate to move all Access and Identity Control Systems onto one common platform. Additionally, the CPAM System is also linked to the Video Systems Operations Management (VSOM) system with controls our

cameras. This linkage is highly valuable in coordinating access issues and alarms with camera coverage and recording, when appropriate.

Due to the wide disparity in the basic systems operations, it will be possible to begin installations of CPAM readers, while continuing to operate the Velocity system. It is expected that migration of all remaining buildings onto the CPAM platform can be accomplished in a 12 month period of time, or less.

COSTS

The anticipated cost to move all remaining primary buildings as listed previously onto the CPAM system is \$249,704.16. Additionally, to facilitate this upgrade it will be necessary to include increased IT infrastructure, to include an increased number of switches, power supplies, uplink modules, cabling and related items costing approximately \$65,000. Total for this project is anticipated to be approximately \$315,000.00 See attached breakdown sheet on the specific buildings and costs.

BENEFITS

The movement of all County Access and Identity controls onto one common platform assures for an efficient system that is current, up to date and well supported.

By transitioning to the CPAM system, we also get the added benefit of being able to significantly clean up the database servers that maintain our Access and Identity information. This basic maintenance of the Velocity system was neglected for many years, and has resulted in the situation we find ourselves in currently.

Additionally, as it will be necessary to review and reissue many of the Access Control Cards as buildings come online with CPAM, it provides the additional benefit of allow us to review has access to controlled areas such as Judges Parking, Judges Elevators, and other sensitive areas that have been allowed to expand unnecessarily over the past several years.

RISKS

The most significant risk at this time is the possibility of the Velocity system suffering a catastrophic failure, and being unable to be recovered. It is highly unlikely that the current CPAM system will become antiquated or unserviceable, as it remains a commonly used Access and Identity control system.

OPTIONS

We could continue to operate as we now exist, and hope that the Velocity system remains operational. However, all indications are that the system will, if not replaced, suffer a major, even catastrophic failure that will result in all Velocity readers being unable to provide access.

It would be possible to break out specific buildings for different Fiscal Year efforts. Again, the risk is present that the Velocity system will not remain viable or serviceable through 2016.

CONCLUSION

We are confident that the migration of all County Access and Identity Control Systems to the CPAM platform is a prudent and appropriate expense and effort.

Jeffrey McNair

From: Victor Newsom
Sent: Wednesday, March 04, 2015 1:45 PM
To: Jeffrey McNair
Cc: Network Team
Subject: RE: Conversion quote

Jeff,

To support this project you would need the following items and the approximate cost should range from \$55-65,000 for everything.

- (6) Network Switches with dual power supplies
- (6) Fiber Uplink Modules
- (6) SFP's
- (6) 6ft Fiber Jumper Cables with LC to LC Connectors
- (87) 3ft CAT5e cables

Victor Newsom | Network Engineer
Dallas County | Information Technology
509 Main St. Dallas, TX 75202
O: 214.413.4205
E: victor.newsom@dallascounty.org

From: Jeffrey McNair
Sent: Tuesday, March 03, 2015 6:49 PM
To: Victor Newsom
Cc: Mark Damron (mdamron@sologysolutions.com); Network Team
Subject: Re: Conversion quote

Look I need a best guess answer as to how many switches we need and I do not have anything to do with the sheriffs department or the Polk street facility. I need to have a best estimate to my chief tomorrow to go into the budget for next year ASAP. Vic, it does not have to be perfect but adequate to rough out a plan to accomplish next year at best. Thanks.

Jeff

Sent from my iPad

On Mar 3, 2015, at 4:23 PM, Victor Newsom <Victor.Newsom@dallascounty.org> wrote:

Jeff/Mark,

1. Will there be any drops needed for the basement level of FCCB?
2. Do you have floor plans or further details on the gateway locations for Henry Wade, Records Bldg, South Polk, and Sheriff Parking Lot?



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Email: mdamron@sologysolutions.com

Web: www.sologysolutions.com

We have prepared a quote for you

Dallas County CPAM Expansion

Quote #130645

Version 3

DIR-TSO-2542

Dallas County



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Name: 972-792-9300
 Fax: 972-792-9301
 Email: mdamron@sologysolutions.com
 Web: www.sologysolutions.com

Prepared For
 Dallas County
 Robert DeGroot
 509 Main Street 6th Floor
 Dallas, TX 75202
 Robert.DeGroot@dallascounty.org
 (214) 653-7976

Prepared By
 Mark Damron
 Phone: 972-792-9300
 Email: mdamron@sologysolutions.com

Valid For: 30 Days
 Warranty: 30 Days

DIR Contract # DIR-TSO-2542

Administration Building		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	1	\$527.25
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	1	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	1	\$65.74
Other Materials					
	Enclosure		\$269.99	1	\$269.99
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	1	\$189.40
Professional Services					
	Professional Services		\$2,931.28	1	\$2,931.28
Administration Building Subtotal					\$3,983.66

Frank Crowley Courts Building		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	72	\$37,962.00
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	72	\$0.00
CIAC-PAME-M128=	Cisco PAM 128 Module License	\$5,000.00	\$2,775.00	1	\$2,775.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	72	\$4,733.28
CON-SAS-PAMM128	SW APP SUPP Cisco PAM 128 Module	\$750.00	\$648.75	1	\$648.75
Other Materials					



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Frank Crowley Courts Building		List Price	Price	Qty	Extended
	Enclosure		\$269.99	36	\$9,719.64
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	8	\$1,515.20
	16 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$207.30	6	\$1,243.80
Professional Services					
	Professional Services		\$144,234.30	1	\$144,234.30
Frank Crowley Courts Building Subtotal					\$202,831.97

Health & Human Services		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	3	\$1,581.75
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	3	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	3	\$197.22
Other Materials					
	Power Supply		\$228.19	1	\$228.19
	Reader		\$179.59	2	\$359.18
	REQUEST TO EXIT		\$73.93	2	\$147.86
	Double Maglock		\$685.71	1	\$685.71
	Door Position switch recessed 3/4		\$6.43	3	\$19.29
	2 Button transmittor - Wireless		\$34.79	1	\$34.79
	Channel receiver - Wireless		\$58.21	1	\$58.21
	Electric Strike		\$313.16	1	\$313.16
	Faceplate		\$23.37	1	\$23.37
	Enclosure		\$269.99	2	\$539.98
Permits					
	Magnetic Lock Permit		\$500.00	1	\$500.00
Professional Services					



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Health & Human Services		List Price	Price	Qty	Extended
	Professional Services		\$6,925.30	1	\$6,925.30
Health & Human Services Subtotal					\$11,614.01

Henry Wade Juvenile Justice Center		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	4	\$2,109.00
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	4	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	4	\$262.96
Other Materials					
	Enclosure	\$111.99	\$269.99	2	\$539.98
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	1	\$189.40
Professional Services					
	Professional Services		\$7,853.32	1	\$7,853.32
Henry Wade Juvenile Justice Center Subtotal					\$10,954.66

Records Building		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	4	\$2,109.00
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	4	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	4	\$262.96
Other Materials					
	Enclosure		\$269.99	2	\$539.98
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	1	\$189.40
Professional Services					
	Professional Services		\$7,853.32	1	\$7,853.32
Records Building Subtotal					\$10,954.66

Sheriff Parking Lot		List Price	Price	Qty	Extended
Access Control Materials					



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Sheriff Parking Lot		List Price	Price	Qty	Extended
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	1	\$527.25
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	1	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	1	\$65.74
Other Materials					
	Enclosure		\$269.99	1	\$269.99
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	1	\$189.40
Professional Services					
	Professional Services		\$1,568.81	1	\$1,568.81
Sheriff Parking Lot Subtotal					\$2,621.19

South Polk		List Price	Price	Qty	Extended
Access Control Materials					
CIAC-GW-K9	Cisco Physical Access Gateway	\$950.00	\$527.25	2	\$1,054.50
CIAC-GW-SW-1.0-K9	Cisco Physical Access Gateway Software Version 1.0		\$0.00	2	\$0.00
SMARTnet					
CON-SNT-GWK9	SMARTNET 8X5XNBD Cisco Physical Access	\$76.00	\$65.74	2	\$131.48
Other Materials					
	Enclosure		\$269.99	1	\$269.99
	8 Output Power Supply/Charger - 12VDC @ 4 amp or 24VDC @ 3 amp		\$189.40	1	\$189.40
Professional Services					
	Professional Services		\$5,098.64	1	\$5,098.64
South Polk Subtotal					\$6,744.01



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Recap	Amount
Administration Building	\$3,983.66
Frank Crowley Courts Building	\$202,831.97
Health & Human Services	\$11,614.01
Henry Wade Juvenile Justice Center	\$10,954.66
Records Building	\$10,954.66
Sheriff Parking Lot	\$2,621.19
South Polk	\$6,744.01
Total	\$249,704.16

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



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Web: www.sology.com

Assumptions

- All networking equipment except security components are outside of scope.
- PoE switches are available for security end devices.
- Cabling will be completed by a 3rd party and is not part of this quote.
- Pricing for Professional Services are best-effort estimates only. Actual pricing will be finalized as part of a mutually agreeable Statement of Work.
- Existing door hardware is functional and can be utilized except for two doors at HHS.
- Sheriff Parking lot is an estimate. Verification of panel location and connectivity is required.
- Pricing is based on a minimum of 30 doors included in the project.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Fire and Security Services	Budget No 3340
Brief Title of PIR	Replacement X-ray Device	
Estimated Cost	\$32,500	Department Priority
Brief Summary of Request		
One L3 PX6.4 X-ray screening device and the attached roller table.		
Discussion of Need		
<p>Currently the County operates 11 X-ray screening devices at the ingress screening points. Four of the current machines are 15 years old, or older. The expected life span of the X-ray devices is 9 years, per the manufacturer. These older machines are no longer capable of being serviced or repaired on a service contract, due to their age. Previously there had not been a replacement plan or schedule made to address these aging machines. Replacement of the oldest current machine in-service with a new device keeps us on schedule to replace the oldest and most unreliable machines on a consistent basis.</p>		
Staff Review and Comment		

REPLACEMENT EQUIPMENT REQUEST

Department Fire & Security Services Budget No. 3340

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	X-ray device	15+	Serial # 58504	\$32,500	Device no longer will be repaired under service contract due to age and condition, is well past life span.
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Soft Body armor and carriers</u>	
Estimated Cost	<u>\$7,380.00</u>	Department Priority <u>HIGH</u>
Brief Summary of Request		
<p>Funding requested for Level II soft body armor and a carrier for both panels. One set for each Peace Officer on the department.</p>		
Discussion of Need		
<p>The 'best practice' in law enforcement is to issue soft body armor panels and carriers to all sworn, law enforcement responders. Our personnel are first responders to a variety of alarms, to include intrusion, burglary and panic alarms. With the inclusion of peace officers within the department, it is appropriate to outfit them with soft body armor.</p> <p>Given the nature of the construction of soft body armor panels, the armor is not conducive to being shared, rather it is appropriate to issue one set with a carrier to an individual officer.</p>		
Staff Review and Comment		
Empty space for staff review and comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Soft body armor & carriers for peace officer personnel
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	0
	Total <u>0</u>
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	Soft body armor & carrier
	Total <u>\$614 per ofc.</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total <u>0</u>
Less Additional Revenue Source	
	Grand Total \$7,380

Form E1

FY2016

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Additional Portable Radios</u>	
Estimated Cost	<u>\$6,500 total</u>	Department Priority _____
Brief Summary of Request		
Five additional portable radios with battery, belt carrier and charger. \$1,300 per radio.		
Discussion of Need		
With the increase in staffing since 2013/14, and the adoption of 10 hour shifts that increase shift overlap, it is necessary to increase the total number of available portable radios to insure that there are an adequate number of radios for all working personnel.		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Office of Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Smart Phone cell phones for supervisors</u>	
Estimated Cost	<u>\$5,040 for six 'smart' cell phones</u>	Department Priority _____
Brief Summary of Request		
<p>3 I-phone 'smart phones' for the Sergeants</p> <p>3 I-phone 'smart phones' for the Corporals</p>		
Discussion of Need		
<p>First level supervision is a vital component to the overall successful operation of the department. Communication is critical to that end, and the current supervisors do not have the ability to check, read or respond to email immediately when not at their desks.</p> <p>As the department transitions to a four 10 hour day work week, it is nearly as important that the Corporals have the smart cellular phones, as it is the for the Sergeants.</p>		
Staff Review and Comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Smart cellular phones for Department Supervisors
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	0
	Total <u>0</u>
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	Plan @ \$840 per phone
Other	6 (six) phones
	Total <u>\$5,040</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total <u>0</u>
Less Additional Revenue Source	
	Grand Total \$5,040

Form E1

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Office of Fire and Security Services	Budget No 3340
Brief Title of PIR	Body camera video system	
Estimated Cost	\$3,500	Department Priority
Brief Summary of Request		
<p>25 (twenty-five) body worn video / audio camera devices. These would be worn by the Departments Peace Officers, as well as selected Security Officers at our busiest posts who have a high level of citizen contacts during a given shift.</p>		
Discussion of Need		
<p>The use of body cameras is already considered a 'Best Practice' for law enforcement and security entities that have regular contact with the public. Soon it may become an 'Industry Standard' for all uniformed, armed personnel to wear a body camera. The benefits of the Body Camera are immediately evident, particularly when considering complaints against personnel for disrespect, language, use of force, or other instances in which the presence of the camera is beneficial in seeking to find evidence in a given situation.</p>		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Body worn video camera system
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	0
	Total 0
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	25 Body Cameras
	Total \$140 ea.
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total 0
Less Additional Revenue Source	
	Grand Total \$3,500

STAFF AND PERSONNEL

RECLASSIFICATION

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Fire and Security Services	Budget No. 3340
Position Title	Lieutenant - Screening and Support	Position No. 1264
Current Grade	Job Code	Department Priority
A		

Description of Changes in Work Being Performed

This position will move from the exempt schedule, to the law enforcement schedule. Lt. Hamilton will be completing the Basic Peace Officer Certification Course in mid October, and will be eligible for licensing as a Peace Officer at that time. At that time her duties will expand to include law enforcement functions and responsibilities.

Reason/Authority for Change (see Budget Manual)

This matter has previously been briefed to the Court in Executive Session, and has been reviewed by HR and the Civil Service Commission, which addressed a related portion of the transition and enhancement plan on 2/17/2015. At that time it was noted that this position would not transfer to the LE schedule until FY2016.

Departmental Cost Worksheet

Current Grade	A	Proposed Grade	57
Salary	40582	Salary	48506
FICA (7.65%)	3104.52	FICA (7.65%)	3710.70
Retirement (11.5%)	4666.93	Retirement (11.5%)	5578.19
Total	48353.45	Total	57794.89
			Total Annual Impact \$ 9,441.44

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Fire and Security Services	Budget No. 3340
Position Title	Sergeant - Shift Supervisor	Position No. 4982, 0948, 0945
Current Grade	08	Job Code 9013100
		Department Priority

Description of Changes in Work Being Performed

Currently one Sergeant, T. Soward, is attending the Basic Peace Officer Certification Course, and has an anticipated graduation in mid October. Two other peace officers have been hired to fill the remaining two Shift Supervisor positions, and both will have completed their probationary period (six months) in August. All three will move to the LE salary schedule when they have either completed the Academy, or completed their probationary period.

Reason/Authority for Change (see Budget Manual)

This matter was previously briefed to the Commissioners Court in an Executive Session in mid 2014. At that time the 'top down' move to include peace officer positions within the Department was approved. On February 17th, 2015 the second shift of personnel from the Security salary schedule to the LE schedule occurred (the first was moving the Chief and Asst. Chief positions to the LE schedule in 2014). At that time it was noted that the remaining supervisory positions would move to LE schedule 'at a later date'.

Departmental Cost Worksheet

Current Grade	08	Proposed Grade	56	
Salary	35214	Salary	51526	
FICA (7.65%)	2693.87	FICA (7.65%)	3941.74	
Retirement (11.5%)	4049.60	Retirement (11.5%)	5925.49	
Total	41957.47	Total	61393.23	
				Total Annual Impact \$ 19,435.76

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Shift Supv. / Sergeant Reclassification - 3 positions	
Staff Cost		
Grade	56	
Salary	51526	
FICA @ 7.65%	3941.74	
Retirement @ 11.5%	5925.49	
Insurance @ \$8,500	8500.00	
	Total	19,435.76 per position
Related Equipment		
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
	Total	0
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	0
Less Additional Revenue Source		
	Grand Total	\$58,307.28



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Date: February 05, 2015
To: Civil Service Commission
From: Urmit Graham, MS, SPHR, Interim Director of Human Resources/Civil Service
Subject: Building Security – Security Positions Placement on the Law Enforcement Schedule

Background:

As part of the FY2015 Budget process and continuing into FY2016 and possibly FY2017 (a multi-year plan), Commissioners Court approved the transitioning of the Security Department onto the Law Enforcement schedule using a top down approach. The Chief Security Officer (job grade 69) and the Assistant Chief of Security (job grade 68) were placed in September 2014. The purpose of the briefing is to request approval to create additional law enforcement positions and associated job descriptions with placement of the employees in these positions once the required Texas Commission on Law Enforcement (TCOLE) requirement has been obtained by the selected incumbents and Commissioners Court has approved the transition.

Law Enforcement positions to be created include:

- Security Lieutenant - Ops/Systems (1 position)
- Security Sergeants - Shift Supervisor (3 positions)
- Security Peace Officer – Lead/Corporal (3 positions)

The Security Lieutenant - Support/Screening (1 position), will be submitted at a later date.

Currently Commissioners Court has approved the transition of one (1) Lieutenant and three (3) Security Peace Officer positions for employees who currently hold their TCOLE Peace Officer License. The other Lieutenant position and the three (3) Sergeant positions will be filled pending TCOLE licensing requirement and Commissioners Court approval.

Internal Review:

Security Lieutenant – Ops/Systems – 1 pos. (with the deletion of pos. 3863, job grade A, upon incumbent obtaining a TCOLE license as a Certified Peace Officer)

This position reports to the Chief/Assistant Chief of Security and performs direct oversight and management of Operations and Systems to include but not limited to staff (licensed peace officers and level three security officers) and/or additional Systems personnel; security Systems within Dallas County including CCTV, access control, electronic badging systems, intrusion and burglar alarms, and panic alarms; operation, repair, and assessment of these systems and upgrades. Maintains positive vendor relations as required, and/or acts as the ID badging officer for the County or supervises subordinate badging or systems staff. Exercises law enforcement supervision and/or authority as required to insure peace and order in County operations and make command decisions in the absence of the Chief/Assistant Chief of Security. This position is required to be a TCOLE Certified Peace Officer. This position is recommended at job grade 67.

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Security Sergeant –Shift Supervisor – 3 pos. (with the deletion of pos. 4982, 0945, 0948; gr. 08, upon incumbents obtaining a TCOLE license as a Certified Peace Officer)

This position reports to the Security Lieutenant and supervises certified law enforcement officers, security guards and/or civilians in the performance of protective and regulatory duties related to the safeguarding of Dallas County Property. Oversees the performance of security duties in and around County property, assists in controlling disturbances on County Property, takes necessary action to prevent injury and loss of property, and reports all circumstances to proper authorities. Supervises and trains shift staff to respond to fire alarms, bomb threats, medical emergencies, burglar alarms and other calls for service. This position is required to be a TCOLE Certified Peace Officer. This position is recommended at job grade 66.

Security Peace Officer (Corporal) – 3 positions (with the deletion of pos. 0355, 0949, 0356; gr. 06 upon incumbent obtaining a TCOLE license as a Certified Peace Office)

Reporting to the Shift Supervisor, this position performs licensed peace officer tasks in accordance with State and local laws and the policies and procedures of the Security Department in order to provide security for Dallas County employees, property and the general public. May provide leadership to security guards and/or security screening personnel. Assists in controlling disturbances on County property, takes necessary action to prevent injury to persons and/or property damage. Reports all circumstances to supervisor. Logs all events and informs next shift. This position is required to be a TCOLE Certified Peace Officer. This position is recommended at job grade 65.

Job Description Modifications - Changes to Employee Classification:

In order to maintain consistency with other Law Enforcement positions to which these positions relate (primarily Deputy Constable), the Human Resources/Civil Service Department recommends the positions in the Security Department requiring license as a certified peace office be classified as Category "A" as defined in the Dallas County Code, 86-1. Definitions; with no written or physical agility testing required due to the lower grade level for like position (Lieutenant, Sergeant, Corporal, etc.) on the law enforcement scale.

Creation of Job Grade 65, on Law Enforcement Salary Schedule:

The HR Department further recommends the creation of a job grade 65 salary range on the Law Enforcement Schedule for the classification of the Security Peace Officer (Corporal) position. Personnel actions related to promotions/demotions will be consistent with the job grade 66 to 67 and 67 to 68 in accordance with the Law Enforcement Step plan of 5% per grade and closest highest/lowest step respectively.

Administration of Personnel Actions:

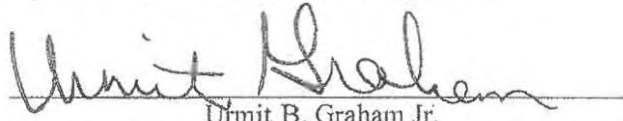
The HR Department finally recommends that all Personnel Actions related to the plan (initial placement, new hire, promotion, demotion, transfers, steps, etc.) for Security TCOLE Certified Peace Officer in accordance with current established Law Enforcement Pay Plan guidelines, and the incumbents' TCOLE peace officer certification and experience.

Proposed Position	#Pos	Pos#	Gd	Salary	Benefits	Salary & Benefits
Security Lieutenant – Ops/Systems	1	TBD	67	\$48,506	\$17,789	\$66,295
Security Sergeants – Shift Supervisor	3	TBD	66	\$135,906	\$51,526	\$187,432
Security Peace Officer – Corporal	3	TBD	65	\$126,393	\$49,704	\$176,097
Total Cost	7			\$310,805.00	\$119,019.00	\$429,824.00
Deleted Position <i>once certification obtained</i>	#Pos	Pos#	Gd	Salary	Benefits	Salary & Benefits
Security Systems Officer	1	3863	A	\$40,582	\$16,271	\$56,853
Guard Supervisor	3	4982, 0945, 0948	08	\$105,642	\$45,730	\$151,372
Security Guard	3	0355, 0949, 0356	06	\$92,412	\$43,197	\$135,609
Total Savings	7			\$238,636.00	\$105,198.00	\$343,834.00
Total FY15/16 Annual Cost–Placement Security Personnel On LE Schedule						\$85,990
FY2015 Annual Cost						\$42,995
Funding Source: General Fund						

Recommendation

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the attached job descriptions, job grades, and Category Classification of the various Security Peace Officer positions as outlined above, including the creation of a job grade 65 on the Law Enforcement Salary Schedule with all Personnel Actions related to the Law Enforcement Pay Plan (initial placement, new hire, promotion, demotion, transfers, steps, etc.) of Security TCOLE Certified Peace Officer be in accordance with current established Law Enforcement Pay Plan guidelines, and the incumbents' TCOLE peace officer certification and experience.

Recommended by:


 Urmit B. Graham Jr.
 Interim Director of Human Resources/Civil Service

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Records Building

Dallas, Texas
Equal Opportunity Employer

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CIVIL SERVICE MEETING

February 16, 2015

9:15 AM

Proposed Job Title: Technical Support Analyst/Trainer	Pos #: TBD	Gd: GM	1 position	"CIVIL SERVICE"
Salary: \$59,147 + \$19,832	(Benefits)	\$ 78,979		DATE APPROVED:
	Cost:	\$ 688,918		FEB 16 2015
Deletions: Contract COBOL Developers	2 positions			
	Estimated annual savings from contract deletions:	\$ (257,286)		"CIVIL SERVICE"
Funding Source: Major Technology Fund	Total Cost:	\$ 431,638		DATE APPROVED:

IT Services - Creation of Lead Technical Positions

Pages 33 - 53

The Human Resources/Civil Service Department recommends the Civil Service Commission approve:

- * the proposed job descriptions for the following lead positions in the Information Technology (IT) Services Department with no change in job grade:
- * Lead Senior Oracle DBA, grade OM
- * Lead Senior Oracle Application-Database Developer, grade NM
- * Lead Senior SQL DBA, grade NM
- * Lead Senior Developer, grade LM
- * Lead Senior Systems Analyst, grade KM
- * Lead Technical Support Analyst-Trainer, grade GM
- * And the payment of supplemental pay up to 10% of the monthly salary for the employees selected to fill each lead position in the IT Department.

Financial Impact: The CIO's proposal includes supplemental pay of up to 10% of the employee's base salary. The anticipated financial impact is \$4,351 to \$4,786 per month (\$52,211 to \$57,431 annualized).

Funding Source: Major Technology Fund - Unallocated Reserves to the applicable IT Salary Budget Lines

IV. CCCS - Records Management - Reclassification

Pages 1 - 31

Current Job Title: Records Management Officer	Pos #: 1222	Gd: H	1 position	"CIVIL SERVICE"
Salary: \$61,357 + \$20,255	(Benefits)	\$ 81,612		DATE APPROVED:
Proposed Job Title: same	Pos #: 1222	Gd: J	1 position	FEB 16 2015
Salary: \$72,051 + \$22,303	(Benefits)	\$ 94,354		
Funding Source: General Fund	Cost:	\$ 12,742		

V. CCCS-Building Security - Placement on Law Enforcement Salary Schedule

Pages 1 - 32

Currently Commissioners Court has approved the transition of one (1) Lieutenant and three (3) Security Peace Officer positions for those who currently hold a TCOLE Peace Officer license. The remaining Lieutenant and three (3) Sergeant positions will be addressed pending TCOLE licensing and Commissioners Court approval.

Proposed Job Title: Security Lieutenant	Pos #: TBD	Gd: 67 57	1 position	"CIVIL SERVICE"
Salary: \$48,506 + \$17,789	(Benefits)	\$ 66,295		DATE APPROVED:
Deleted Job Title: Security Systems Officer	Pos #: 3863	Gd: A	1 position	FEB 16 2015

CIVIL SERVICE MEETING

February 16, 2015

9:15 AM

"CIVIL SERVICE"

DATE APPROVED:
FEB 16 2015

Salary:	\$40,582	+	\$16,271	(Benefits)	\$ 56,853
				Cost:	\$ 9,442
Proposed Job Title:	Security Sergeant Shift Supervisor		Pos #: TBD	Gd: 66 56	3 positions
Salary:	\$135,906	+	\$51,526	(Benefits)	\$ 187,432
Deleted Job Title:	Guard Supervisor		Pos #: 4982; 0945; 0948	Gd: 08	3 positions
Salary:	\$105,642	+	\$45,730	(Benefits)	\$ 151,372
				Cost:	\$ 36,060
Proposed Job Title:	Security Peace Officer - Corporal		Pos #: TBD	Gd: 65 55	3 positions
Salary:	\$126,393	+	\$49,704	(Benefits)	\$ 176,097
Deleted Job Title:	Security Guard		Pos #: 0355; 0949; 0356	Gd: 06	3 positions
Salary:	\$92,412	+	\$43,197	(Benefits)	\$ 135,609
				Cost:	\$ 40,488
TOTAL Annualized Cost of Current Conversions:					\$ 85,990
FY2015 - Cost for 6 months:					\$ 42,995

The Human Resource/Civil Service Department further recommends the Civil Service Commission approve:

- * Creation of job grades ~~65~~ 55, 56, 57, 58, 59 on a the "Security" Law Enforcement Salary Schedule;
- * All Personnel actions related to the Law Enforcement Pay Plan (initial placement, new hire, promotion, demotion, transfers, steps, etc.) of Security TCOLE peace officers be in accordance with current established Law Enforcement Pay Plan guidelines and the incumbents TCOLE peace Officer certification and experience.
- * "One grade 56 position will be graded at '66' to accommodate the transfer of one (1) current gr. 66 emp
- * Grade 55 positions will not be required to take the Physical agility Test, written law enforcement exam,
- * Grade 55 positions will be required to take the Law Enforcement Physical Exam (L-3), polygraph, and psychiatric exam.

Funding Source: General Fund

VI. The Human Resources/Civil Service Department recommends the Civil Service Commission approve 1) the proposal presented by the HAY Group to conduct a comprehensive review of the County's Compensation System in compliance with the work items selected by the Commission and 2) to enter into contract. Pages 1 - 5

NEW POSITIONS

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Fire and Security Services	Budget No 3340
Brief Title of PIR	Monitoring and Dispatch Staff	
Approx. Net Cost	\$170,012.12	Department Priority _____

Brief Summary of Request

In 2014 the Commissioners Court approved the hiring of two dispatchers for FY2015, and four additional dispatchers in FY2016, to support the monitoring and dispatch center.

Discussion of Need

The Monitoring and Dispatch center must be staffed on a 24-7-365 basis. To accomplish this utilizing our own staff requires 4 additional dispatchers, to be added to the 2 dispatchers that we currently have on staff.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Dispatcher positions - Four Dispatchers</u>	
Estimated Cost	<u>\$1,400 - Uniforms for 4 Dispatchers</u>	Department Priority _____
Brief Summary of Request		
Four additional dispatcher positions previously authorized in 2014 for the FY2016 budget.		
Discussion of Need		
Basic uniform items to outfit 4 additional dispatcher personnel.		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Monitoring and Dispatch Staff - Uniforms, cost per dispatcher (4)
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	_____
	Total <u>\$ 0.00</u>
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	<u>\$ 350.00</u>
	Total <u>\$ 350.00</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total <u>\$ 0.00</u>
Less Additional Revenue Source	
	Grand Total 350

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Office of Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Training and Professional Standards Lieutenant</u>	
Approx. Net Cost	<u>\$69,134.85</u>	Department Priority _____

Brief Summary of Request
 One additional Peace Officer / Lieutenant position to fill the role of Professional Standards and Training.

Discussion of Need
 The Department will have 46 FTE's (not including this position) which includes Peace Officers, Licensed and armed Security Guards and Dispatchers on the Operations side. Additional to this are the Fire Marshal and Deputy Fire Marshals as well. Each group has unique licensing issues, and each is required to complete some number of Continuing Education hours on a yearly basis in order to maintain that license, then submit for that renewal. This position would insure that training hours are met and renewals sent, through the coordination and provision of both in-house and outside training resources. It would be a requirement that this position would be a Peace Officer, so as to be a licensed and certified as an instructor for both TCOLE and DPS PSB related courses.

Additionally, this position would be directly involved in assisting with the recruitment and hiring process, and would be the point of contact between the Department and HR. Finally, this position would be the initial investigator for policy violations and internal investigations.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Professional Standards and Training Lieutenant
<hr/>	
Staff Cost	
Grade	67
Salary	\$ 48,506.00
FICA @ 7.65%	\$ 3,710.70
Retirement @ 11.5%	\$ 5,578.15
Insurance @ \$8,500	\$ 8,500.00
	Total \$ 66,294.85
<hr/>	
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	\$ 2,000.00
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	\$ 840.00
Other	_____
	Total \$ 2,840.00
<hr/>	
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total \$ 0.00
<hr/>	
Less Additional Revenue Source	
	Grand Total 69134.85

**SERVICE AND MAINTENANCE
AGREEMENTS**

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Office of Fire and Security Services	Budget No 3340
Brief Title of PIR	Sology service and repair contract	
Estimated Cost	\$47,525	Department Priority
Brief Summary of Request		
Service, maintenance and repair of all CPAM based access control and camera platforms.		
Discussion of Need		
All Dallas County digital cameras and the majority of the Access Control Systems are operated on the Cisco Physical Access Management (CPAM) platform. The County has had an ongoing yearly service, maintenance and repair agreement with Sology to insure that these critical systems remain operational.		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Office of Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>Service Contract for X-ray devices</u>	
Estimated Cost	<u>\$30,600</u>	Department Priority _____
Brief Summary of Request		
Continuation of prior service contract with L-3 for service, maintenance and repair of the County owned X-ray screening machines.		
Discussion of Need		
The County operates 11 X-ray screening devices at various posts, and has each year had a service agreement with L-3 for that express purpose. These machines are an integral part of the screening effort, and are sensitive devices.		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Office of Fire and Security Services</u>	Budget No <u>3340</u>
Brief Title of PIR	<u>IAS Velocity Maintenance and Service</u>	
Estimated Cost	<u>\$18,500</u>	Department Priority _____
Brief Summary of Request		
<p>Those buildings not fully integrated to the CPAM platform are currently on the Velocity platform, which is serviced and maintained by IAS (Integrated Access Systems). This is a continuation of the prior service agreement at an extended overall cost.</p>		
Discussion of Need		
<p>We do seek to begin a transitional plan to move more buildings over to CPAM; however, even with the adoption of such a plan, we will still have at least an additional year that other buildings that remain on the Velocity system will need to be serviced, maintained or repaired. Based on the increased need for that in the past year, we've modified the overall total amount to more realistically reflect the anticipated need.</p>		
Staff Review and Comment		
Empty space for staff review and comment		
Form G		FY2016

FACILITIES FY16 1022 BUDGET REQUESTS

Cost	Location	Description/Need
PIR'S (Capital, Equipment, Renovation, Misc)		
\$200,000.00	Medlock	Replace Security Controls
\$200,000.00	North Tower	Replace Hot Water Generators
\$1,900,000.00	North Tower	Replace AHU 1-4 w/ "Fan Wall"
\$250,000.00	LS West Tower	Replace Chiller # 4
\$755,000.00	LS West Tower	Replace AHU 1 & 2 w/ "Fan Wall"
\$280,000.00	NT/WT/ST	Replace hot water supply line from NT to all bldgs
\$40,000.00	FCCB	Replace Hot Water Controls
\$35,000.00	FCCB	Wet Seal Atrium Glass 11th Floor
\$100,000.00	FCCB	Replace spline ceiling on 1st & 2nd Flr
\$60,000.00	LS Kitchen	Up-Grade Dock Coolers
\$27,000.00	LS West Tower	XFER Pumps for Cooling Tower
\$113,000.00	LS West Tower	Replace Commend I/C on 1st Flr
\$50,000.00	Facilities Department	Tool Upgrades and Replacement for Department
\$15,000.00	Facilities Department/SS	Genie Electric Lift
\$4,000.00	Facilities Department/SS	Heavy Duty Trailer
\$45,000.00	Facilities Department/SS	Towable Boom Lift
\$75,000.00	Facilities Department/SS	Replace Boom Lift w/ New (Must have Trailer. Compare to towable Boom Lift)
\$15,000.00	Facilities Department/SS	Test Eqpt
\$6,000.00	Facilities Depart/Supply	New Electric Pallet Jack
\$60,000.00	Wilmer/FCCB	4 "Mule" Utility Vehicle for FCCB, Wilmer, GA, HWJJC
\$300,000.00	Wilmer	New Roof @ Wilmer Admin and 2 Cottages
\$200,000.00	R&B 1	New Roof
\$325,000.00	OC Sub	New Roof
\$425,000.00	SDGC	New Roof
\$184,000.00	Facilities Department (J)	8 New Vehicles
\$80,000.00	LS West Tower	Cooling Tower Solids Separator
\$350,000.00	HWJJC	Replace Single Cell Door Locks Only
\$1,500,000.00	HWJJC	Replace Single Cell Door Locks & Duress System
\$225,000.00	HWJJC	Add (4) Additional Padded Rooms
\$175,000.00	Cook Chill	Refurbish Existing Cooling Tower
\$353,000.00	FCCB Parking Garages	Replace Software for Parking Garages
\$100,000.00	Parking Garages	Add Cameras
\$8,447,000.00	Total	
STAFF REQUEST		
\$100,000.00	Facilities Department	Training & Licensing Budget
\$5,000.00	Facilities Department	"DDA" Fund for Department
\$125,000.00	Facilities Department	Consulting Fee's
\$80,000.00	Facilities Department	Shift Differential Pay for Shift Workers
\$310,000.00	Total	
\$95,189.16	Facilities Department	(2) Grade 7's for Supply Division - NEW
\$119,946.16	Facilities Department	(2) QA Inspector's - Bldg Mechs -NEW
\$59,973.08	Facilities Department	(1) Lead Plumber - NEW @ LEW STERRETT
\$59,973.08	Facilities Department	(1) Lead Electrician - NEW @ LEW STERRETT

\$161,964.34	Facilities Department	(3) Building Mechanics - NEW POSITIONS
\$142,258.71	Facilities Department	(3) Maintenance Techs @ GA
\$81,092.24	Facilities Department	(1) Janitorial Compliance Inspector Grade 10 - New Position
\$85,152.08	Facilities Department	(1) Safety Inspector
\$65,298.08	Facilities Department	Grade D Analyst
\$4,990.86	Facilities Department	Q/A Jail Inspector Supervisor Re-Class F to G
\$5,128.35	Facilities Department	Skilled Support Supervisor Re-Class G to H
\$4,990.86	Facilities Department	Contract Compliance Managers Re-Class Grade F to G
\$12,870.21	Facilities Department	Facilities Maintenance Manager Re-Class K to M
\$898,827.21	Total	
REPLACEMENT EQUIPMENT		
\$24,150.00	Facilities Department	RL129 - Replace w/ F-150
\$330,000.00	Facilities Department	Emergency Generator @ HHS
\$175,000.00	Facilities Department	Cook Chill - Replace 8 RTU's
\$100,000.00	Facilities Department	ATS for new Generator @ GA
\$125,000.00	Facilities Department	Replace & Relocate AHU # 16 @ GA
\$1,000,000.00	Facilities Department	Replace Records Bldg Roof
\$100,000.00	Facilities Department	Replace Large Exhaust Fans in Kennedy Garage
\$50,000.00	Facilities Department	Replace Switch Gear in Admin Basement
\$350,000.00	Facilities Department	Remodel 9 Restrooms in Admin Bldg
\$2,254,150.00	Total	
PIR (Computer Hardware & Software)		
\$30,800.00	Facilities Department	40 iPads - Use w/ FAMIS & Inspectors
\$7,500.00	Facilities Department	AutoCad Update
\$38,300.00	Total	
JANITORIAL REQUESTS		
\$171,000.00	Facilities Department	Amend Contract to Add Sweeping & Pwr Wash for Garages
\$694,000.00	Facilities Department	Janitorial 5 Day & Additional Day Porters
\$865,000.00	Total	
FACILITIES MISCELLANEOUS		
\$150,000.00	Facilities Department	Master Facilities Plan
\$15,000.00	Facilities Department	Employment Recruiting
\$250,000.00	Facilities Department	Minor Bldg Repairs @ FCCB
\$90,000.00	Facilities Department	Uniform Cleaning
\$85,000.00	Facilities Department	New Uniform Cost
\$20,000.00	Facilities Department	FCCB Directional Signage
\$500,000.00	Facilities Department	Un-Allocated Projects
\$1,110,000.00	Total	
\$13,923,277.21	Grand Total 1022	

FACILITIES FY16 1021 BUDGET REQUESTS

\$52,671.00	Facilities Department	Senior Secretary Grade 8 - New Position
\$5,850.17	Facilities Department	Fiscal Services Manager Re-Class Grade D to F
\$5,128.35	Facilities Department	Carolyn Thompson Re-Class Grade G to H
	Facilities Department	Graduate Interns (3)
\$92,413.00	Facilities Department	Planner/Estimator Grade F - New Position
\$156,062.52	Grand Total 1021	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>Fy2016</u>
Brief Title of PIR	<u>Hot water generators</u>	
Estimated Cost	<u>\$200.000.00</u>	Department Priority _____
Brief Summary of Request		
Replace 3 hot water generators.		
Discussion of Need		
<p>Replace (3) hot water generators that leak and have a hard time maintaining hot water for our jails and kitchen . Also replacement parts are to expensive and hard to get. By replacing the (3) generators with (4) new and improved generators we would be able to supply each jail and kitchen its own supply of hot water. These hot water generators have been in place since the North Tower was built. They are need of replacement.</p> <p><i>New hot water generators would allow each location to be isolated if repair work is needed. This would prevent shutting down hot water to the entire complex for repairs.</i></p>		
Staff Review and Comment		

Form G

FY2016

NORTH TEXAS SALES

3209 Galvez Avenue • Fort Worth, Texas 76117
 (800)684-1656 • ntsales@pvi.com




TO: Dallas County Jail
 ATTN: Danny Wright

QUOTATION

Date: February 18, 2015
 Quote: 8803 Rev. 1

ALL PRICES ARE FOB FACTORY

QTY	DESCRIPTION	PRICE EACH	TOTAL PRICE
4	PVI Model # CCX 160-90-15 15 psi Steam Recovery: 90 gpm @ 120 °F Rise ASME Rated Tank 150 psi Three Year Heat Exchanger Warranty First Year Service Policy Factory Authorized Start Up Includes Freight to Jobsite Complete With All Standard Equipment Plus <ul style="list-style-type: none"> • PRV – 100 psi to 15 psi steam 	\$40,195.00	\$160,780.00
2	Armstrong Rada Digital Brain Model # DMC-50 Lead Free Stainless Steel Valve Construction Complete Assembly Lead Free Compliant ASSE 1017, CSA B125 and CE Certified Operational Water Pressure of 10-150 psig Includes Freight to Jobsite	\$25,150.00	\$50,300.00
 Clayton McQuagge North Texas Sales			
CREDIT TERMS: NET 30 WITH APPROVED CREDIT		PLUS TAX	PLUS TAX

PLEASE MAKE PURCHASE ORDERS OUT TO PVI Industries. Price does not include tax or installation and is valid on order shipping through May 2015. Please allow 6-8 weeks for shipment after receipt of an approved purchase order.



Cobrex® Instantaneous Steam Water Heater

Performance by Model Number

160°F Domestic Hot Water Delivered

5 PSI INLET STEAM PRESSURE

Model No.	GPM Delivered (40°F to 160°F)	Inlet Steam	Product	Lbs/Hr	MBtuh	Steam Trap	Waterside
CCX 160-20-5	20	5	2	1250	1200	1-1/2	7 psi
CCX 160-30-5	30	5	2	1875	1800	2	
CCX 160-40-5	40	5	3	2500	2400	2	
CCX 160-50-5	50	5	4	3125	3000	1-1/2 (2 ea.)	
CCX 160-60-5	60	5	4	3750	3600	2 (2 ea.)	
CCX 160-75-5	75	5	6	4688	4500	2 (2 ea.)	10 psi

10 PSI INLET STEAM PRESSURE

Model No.	GPM Delivered (40°F to 160°F)	Inlet Steam Pressure (psi)	Product Configuration	Lbs/Hr Steam	MBtuh Output	Steam Trap Outlet Size NPT	Waterside ΔP
CCX 160-20-10	20	10	1	1259	1200	1-1/2	7 psi
CCX 160-30-10	30	10	2	1889	1800	1-1/2	
CCX 160-40-10	40	10	3	2518	2400	2	
CCX 160-50-10	50	10	4	3148	3000	1-1/2 (2 ea.)	
CCX 160-60-10	60	10	4	3778	3600	1-1/2 (2 ea.)	
CCX 160-75-10	75	10	6	4722	4500	2 (2 ea.)	10 psi
CCX 160-90-10	90	10	6	5666	5400	2 (2 ea.)	

15 PSI INLET STEAM PRESSURE

Model No.	GPM Delivered (40°F to 160°F)	Inlet Steam Pressure (psi)	Product Configuration	Lbs/Hr Steam	MBtuh Output	Steam Trap Outlet Size NPT	Waterside ΔP
CCX 160-20-15	20	15	1	1268	1200	1-1/2	7 psi
CCX 160-30-15	30	15	2	1903	1800	1-1/2	
CCX 160-40-15	40	15	3	2537	2400	1-1/2	
CCX 160-50-15	50	15	3	3171	3000	2	
CCX 160-60-15	60	15	4	3805	3600	1-1/2 (2 ea.)	
CCX 160-75-15	75	15	6	4757	4500	1-1/2 (2 ea.)	10 psi
CCX 160-90-15	90	15	6	5708	5400	2 (2 ea.)	

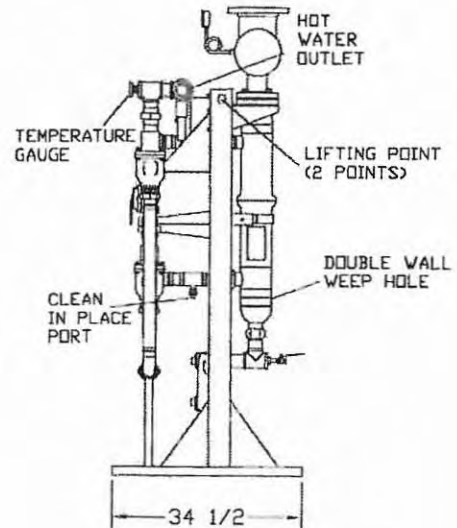
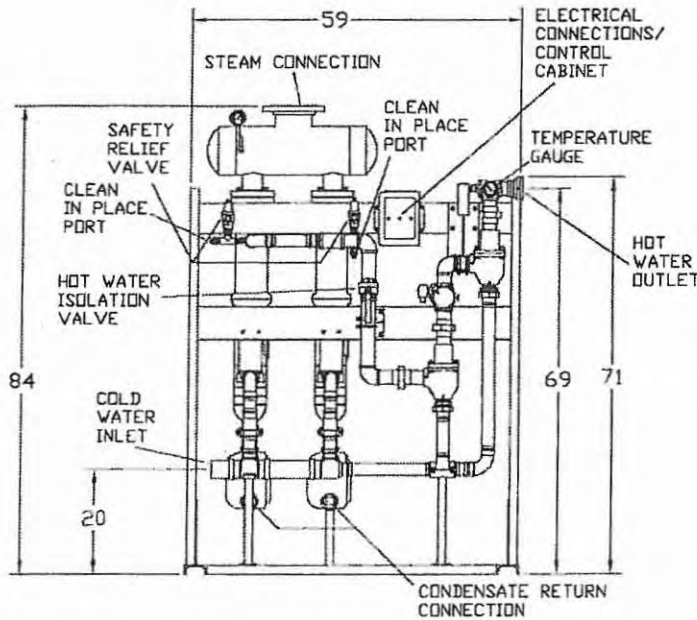
1
PRV?

COBREX[®]

Double Wall Instantaneous Steam-to-Water Heater

Dimensions for Dual Heat Exchanger High-Output Models (dual exchangers operate in tandem to meet recovery (not redundant))

Configurations 4 and 6



4 gpm minimum recirculation flow through CCX required
All dimensions are in inches.

Plumbing connections				
Product Configuration *	Cold Inlet NPT	Hot Outlet NPT	Steam Connection	Weight (lbs)
4	2"	2"	6"	825
6	3"	3"	6"	850

Electrical requirements: 120V, 60 Hz, 9 amps service to a single-point connection
* For product configuration, refer to performance documents PV8427, PV8428 and PV8429
For standard and optional equipment list, refer to form PV8426



PVI Industries, LLC
Engineered Water Heating Solutions[®]
www.pvi.com
Fort Worth, TX • 800-784-8326

PVI RESERVES THE RIGHT TO CHANGE THE DESIGN AND SPECIFICATION WITHOUT NOTICE.



Armstrong® Water Temperature Control - Recirculation Systems

Digital

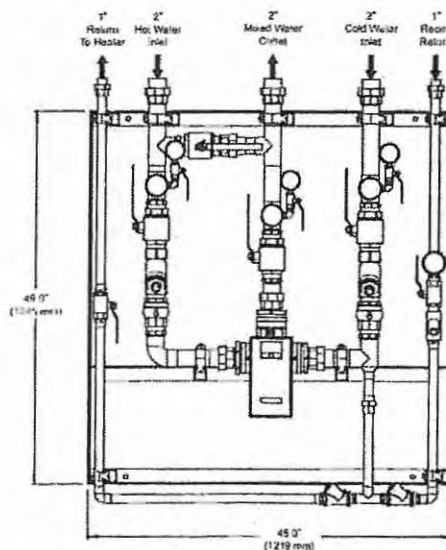
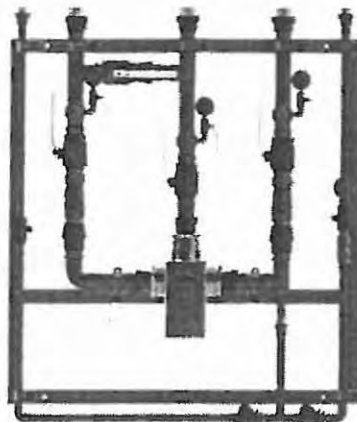
The Brain® Model DMC50

DMC50 is a fully Digital Mixing Center (DMC) designed specifically to be the primary water temperature controller in a continuously pumped circulating hot water system.

Digital technology provides enhanced water temperature control accuracy which resists zero system demand "Temperature Creep" without the use of a manual throttling valve or a temperature activated pump shut-off device (aquastat).

Operational Specifications (DRV40)

- +/-2°F water temperature control at points of use 25' downstream during demand
- +/-2°F water temperature control at the DRV during zero system demand "idling" periods
- 2°F minimum valve inlet to outlet temperature requirement (system recirculation temperature loss)
- Automatic shutoff of hot water flow upon cold water inlet supply failure
- Automatic shutoff of hot water flow in the event of a power failure
- Programmable set point range of 81-158°F (27-70°C)
- Programmable thermal disinfection mode
- Programmable 1st level hi/lo temp alarm display
- Programmable temperature error level for safety shutdown



Technical Specifications (DRV40)

- 100-240 V AC
- Polymer Electronics Enclosure
- Stainless Steel Valve Construction
- Complete Assembly Lead Free Compliant
- Maximum inlet HW supply temperature 185°F (85°C)
- Minimum Circulation Flow – 5 GPM/19 LPM
- Minimum System Draw Off - 0
- ASSE 1017, CSA B125 and CE Certified
- Operational water pressure of 10-150 psig
- Display in °C or °F
- Shipping weight ? lbs (? kg)

Connectivity (DRV40)

SPCO Relay Outputs – Relay which is energized during operation

LCD Display – Provides information on set point, delivered temperature, error codes and alert conditions.

RS485 Serial Port – Connects the DRV to either BrainScan or Modbus.

BrainScan® – BAS interface for Modbus, Bacnet™ or LonWorks™ plus operates as a web server.

Modbus – DRV can be configured to communicate directly with Building Automation Systems (BAS) using Modbus protocols.

For a submittal drawing, refer to D40811.

Recirculation Systems - Digital (gpm)							
Model	Pressure Drop (psi)				Minimum System Draw-Off	Maximum Flow @7.5 ft/sec.	C _v
	5	10	15	20			
DMC50	94	133	163	188	0	73	42

All dimensions and weights are approximate. Use certified print for exact dimensions. Design and materials are subject to change without notice.

Armstrong Hot Water Group, 221 Armstrong Blvd., Three Rivers, MI 49093 – USA Phone: 269-279-3602, Fax: 269-279-3130

armstronginternational.com

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Replace Air handler Unit 1,2,3 & 4 in North Tower</u>	
Estimated Cost	<u>\$1,900.000</u>	Department Priority _____
Brief Summary of Request		
<p>Replace ahu's 1,2,3 & 4 in North Tower with "fan wall" air handler units.</p>		
Discussion of Need		
<p>New ahu's would use multiple fan motors which allow for redundancy in case of motor failure . Also , fans will be operated by vfd's which would reduce operating costs. New ahu's run quieter , reducing ambient noise and vibration in the building.</p> <p>New fan wall setup will also reduce the risk of injury as the unit is made up of numerous small motors instead of one huge motor that weighs in excess of 500 lbs.</p>		
Staff Review and Comment		
Form G		FY2016

Proposal

March 4, 2014

To: Dale Lilley
Dallas County



6029 W. Campus Drive
Irving, Texas 75063
Ph: (972) 570-4700
Fax: (972) 570-4207

Project: Lew Sterrett Jail FW Retrofits

We are pleased to quote the following in accordance with TXMAS-13-56030 (FILTERS / EQUIP W/FILTERS) TXMAS-13-56080 (HVAC Other).

DESCRIPTION	QTY	TAGGING	TOTAL NET PRICE
AHU-1 Fanwall Retrofit	1	AHU-1 (200,000 CFM)	\$538,707
AHU-2 Fanwall Retrofit	1	AHU-2 (200,000 CFM)	\$538,707
AHU-3 Fanwall Retrofit	1	AHU-3 (100,000 CFM)	\$373,200
AHU-4 Fanwall Retrofit	1	AHU-4 (100,000 CFM)	\$373,200
			Discounts are available if more than 2 AHU's are retrofitted at once
Deduct for AHU-1 or AHU-2 standard ABB VSD's			\$85,570/AHU
Deduct for AHU-3 or AHU-4 standard ABB VSD's			\$49,100/AHU
			No taxes are included
TOTAL			TBD

Temtrol FanWall

TAG: AHU-1,2,3,4

Temtrol Fanwall (FW) Technology unit mounted fan array for 460V/3Ph/60HZ power and complete as follows:

- AHU-1, 2 – (2) banks of 15 fans each individually mounted in a mechanically fastened coplanar silencer package
- AHU-3, 4 – (1) bank of 15 fans each individually mounted in a mechanically fastened coplanar silencer package
 - AHU-3, 4 will be done individually
- FW cells with perimeter bolting flanges for connection in the field
- FW cell with integral backdraft dampers
- Motors manufactured by Baldor and with integral shaft grounding
- Motors field wired to Temtrol provided motor overload panel which is shipped loose for field installation
- ABB ultra low harmonic VFD package to be provided for remote mounting/wiring
- UVR UV lighting system to clean dirty coils (1 set of lamps)
- Start-Up and 1 day field support by Texas AirSystems, Inc.
- Performance and payment bonds
- Entire retrofit will carry a 1 year parts and labor warranty starting from the date of VSD startup
- Texas Air Systems project management

Current Lead time: 6 Weeks after approved submittals. Submittals are 10 working days.

Fan Wall Installation:

1. Furnish crane and rigging services to prep the roof and air handling mechanical room with materials.
2. Roof and mechanical room(s) will be utilized as a staging area throughout the project installation.
3. Furnish and install new access door on exterior of Fan Room. AHU-1 & AHU-2
4. Remove section of exterior wall of Fan Room. Wall will be repaired upon completion of project. AHU-3 & AHU-4
5. Blank off discharge plenum to allow operation of 1 Flakt Fan while work is being completed.
6. Demo Flakt Fans, motors, portions of interior walls as required.
7. Provide crane and rigging service to remove materials from roof and haul from project site.
8. Install Fanwall cubes in a staggered arrangement.
9. Furnish and install reinforcements and blank-off sections as required.
10. Contingency for fire sprinkler relocation has been included.

Electrical Installation:

1. Electrical Demolition:
 - Disconnect wiring as required for removal of (2) existing Fans and their associated VFDs and transformers. (Removal of equipment by Entech)
2. Equipment Connections:
 - Install (2) 150HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs. AHU-1 & AHU-2 Only
 - Install (2) 100HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs. AHU-3 & AHU-4 Only
 - Install (2) Overload Panels
 - Install conduit and wiring from VFDs to Overload Panels.
 - Install conduit and wiring from Overload Panels to (15) 10HP Motors. AHU-1 & AHU-2 Only
 - Install conduit and wiring from Overload Panels to (15) 11HP Motors. AHU-3 & AHU-4 Only
 - Install conduit and wiring for UV Light Package
3. Controls:
 - None.

Project Implementation:

Each Fanwall unit retrofit will take approximately 2-3 weeks to complete the installation. **AHU-3,4 could be done in one week if it is allowed to take down the hole Fanwall at one time.**

Clarifications:

1. Pricing is based on using REGULAR time. Rigging days will require OVERTIME and have been included as part of the proposal.
2. Painting, patching and cosmetic repairs is EXCLUDED.
3. Existing electrical switchboards, panels, conduits, feeders, and fusing are assumed to be adequate for new installation. Load analysis has not been performed to determine available power capacity and existing.
4. Controls not specifically detailed in the scope of work section of this proposal are EXCLUDED.
5. All work to conform to applicable codes; however Entech will not be responsible for existing code violations.
6. No upgrades to existing services (water, controls, electrical) are included in this scope of work, unless specifically described under "Scope of Work" section of this proposal.
7. Any and All asbestos on site shall be abated by owner prior to start of work.
8. Security guards to supervise work of AHU-1,2 (monitor roof doors to the mechanical/elevator room) are not included
9. Billing will be handled with 2 invoices – one invoice after the equipment ships and one invoice after the completion of the installation
10. AHU-1,2 will lose a little CFM in bypass mode, AHU-3,4 will lose a significant amount of CFM in bypass mode (91 Hz at design vs. 60 Hz in bypass)

NOT INCLUDED:

- **Controls** or any other item not specifically mentioned above
- Schneider VSD's (ABB ultra low harmonic VSD's are currently priced in)
- No Davis Bacon act wage provisions
- No engineering/stamping of drawing provisions are included
- No HUB/MWBE provisions are included

FOB Factory, FFA, tax not included

This quotation is subject to change without notice and void after 15 days.
-Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.
-F.O.B. Factory, FFA, Per Mutually Agreed Schedule. No material to be returned without written authorization.
-PAYMENT TERMS: Net 30 Days, Upon Receipt of Satisfactory Credit Information
-TAS equipment will be supplied based upon approved submittal data
-Retainage is not allowed. TAS is a material supplier, and will be supplying the entire purchase order value upon delivery of equipment
-Payment to TAS cannot be conditioned on receipt of payment from the owner by a contractor, construction manager, or customer
-TAS standard warranty, parts only, is for 12 months from start up date, not to exceed 18 months from ship date
-TAS is responsible and accountable only for the acts and omissions of TAS
-Insurance certificates and bonds can/will be provided upon request

TEXAS AIRSYSTEMS
INCORPORATED
By: Gene Lowery

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities Management</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Chiller replacement</u>	
Estimated Cost	<u>\$250,000.00</u>	Department Priority _____
Brief Summary of Request <u>Chiller #4 at Lew Sterrett West Tower jail.</u>		
<p>Discussion of Need <u>Chiller #4 is near the end of equipment lifecycle, installed in 1988 to provide chiller capacity to the central plant for the Frank Crowley Courts Building. The 1000 ton Trane unit requires the discontinued refrigerant R-11, obsolete controls and is the oldest chiller in the plant. A replacement unit will provide improved efficiency, add redundancy for the jail and Criminal Court Complex as chillers 1A and 1B will need to be replaced in 5 years.</u></p> <p style="margin-left: 40px;"><u>R-11 was discontinued in 1995</u> <u>Very harmful to ozone layer + respiratory system.</u></p>		
Staff Review and Comment		

FormG

FY2016

2

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Replace AHU 1+2 in LS.</u>	
Estimated Cost	<u>\$755,000</u>	Department Priority _____
Brief Summary of Request		
<u>Replace AHU 1+2 w/ "Fan Wall" AHU</u>		
Discussion of Need		
<p><u>New AHU's would use multiple fan motor which would allow for redundancy in case case of motor failure. Also, Fans would be operated by VFD's. which would allow for cost savings. New AHU's run quieter which would reduce ambient noise & vibration in the building. New Fan wall arraignment will also reduce the risk of injury as the unit is made up of numerous small motors instead of one huge motor that weighs in excess of 500 lbs.</u></p>		
Staff Review and Comment		
Form G		FY16

AHU
1 + 2

Proposal

March 4, 2014

To: **Joe Flores**
Dallas County



6029 W. Campus Drive
Irving, Texas 75063
Ph: (972) 570-4700
Fax: (972) 570-4207

Project: Low Sterrett Jail FW Retrofit II

We are pleased to quote the following in accordance with TXMAS-13-56030 (FILTERS / EQUIP W/FILTERS) TXMAS-13-56080 (HVAC Other).

DESCRIPTION	QTY	TAGGING	TOTAL NET PRICE
AHU Supply Fan and Return Fan Fanwall Retrofit BUDGET	1	AHU-1 (113,500 CFM RF and SF)	\$755,000
			No taxes are included
TOTAL			TBD

Temtrol FanWall

TAG: AHU-1,2,3,4

Temtrol Fanwall (FW) Technology unit mounted fan array for 460V/3Ph/60HZ power and complete as follows:

- (2) banks of 18 fans each individually mounted in a mechanically fastened coplanar silencer package
- FW cells with perimeter bolting flanges for connection in the field
- FW cell with integral backdraft dampers
- Motors manufactured by Baldor and with integral shaft grounding
- Motors field wired to Temtrol provided motor overload panel which is shipped loose for field installation
- ABB ultra low harmonic VFD package to be provided for remote mounting/wiring
- UVR UV lighting system to clean dirty coils (1 set of lamps)
- Start-Up and 1 day field support by Texas AirSystems, Inc.
- Performance and payment bonds
- Entire retrofit will carry a 1 year parts and labor warranty starting from the date of VSD startup
- Texas Air Systems project management

Current Lead time: 6 Weeks after approved submittals. Submittals are 10 working days.

Fan Wall Installation:

1. Mechanical room(s) will be utilized as a staging area throughout the project installation.
2. Furnish and install new access door on exterior of Fan Room.
3. Demo Flakt Fans, motors, portions of interior walls as required.
4. Provide crane and rigging service to remove materials from roof and haul from project site.
5. Install Fanwall cubes in a staggered arrangement.
6. Furnish and install reinforcements and blank-off sections as required.

Electrical Installation:

1. Electrical Demolition:
 - Disconnect wiring as required for removal of (2) existing Fans and their associated VFDs and transformers. (Removal of equipment by Entech)
2. Equipment Connections:
 - Install (4) 60 HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs.
 - Install (2) Overload Panels
 - Install conduit and wiring from VFDs to Overload Panels.
 - Install conduit and wiring from Overload Panels to (18) Fanwall Motors for each FW bank
 - Install conduit and wiring for UV Light Package
3. Controls:
 - None.

Project Implementation:

Each Fanwall bank (SF and RF) retrofit will take approximately 1 week to complete the installation.

Clarifications:

1. Pricing is based on using REGULAR time. Rigging days will require OVERTIME and have been included as part of the proposal.
2. Painting, patching and cosmetic repairs is EXCLUDED.
3. Existing electrical switchboards, panels, conduits, feeders, and fusing are assumed to be adequate for new installation. Load analysis has not been performed to determine available power capacity and existing.
4. Controls not specifically detailed in the scope of work section of this proposal are EXCLUDED.
5. All work to conform to applicable codes; however Entech will not be responsible for existing code violations.
6. No upgrades to existing services (water, controls, electrical) are included in this scope of work, unless specifically described under "Scope of Work" section of this proposal.
7. Any and All asbestos on site shall be abated by owner prior to start of work.
8. Security guards to supervise work are not included
9. Billing will be handled with 2 invoices – one invoice after the equipment ships and one invoice after the completion of the installation

NOT INCLUDED:

- **Controls** or any other item not specifically mentioned above
- Schneider VSD's (ABB ultra low harmonic VSD's are currently priced in)
- No Davis Bacon act wage provisions
- No engineering/stamping of drawing provisions are included
- No HUB/MWBE provisions are included

FOB Factory, FFA, tax not included

This quotation is subject to change without notice and void after 15 days.

-Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.

-F.O.B. Factory, FFA, Per Mutually Agreed Schedule. No material to be returned without written authorization.

-PAYMENT TERMS: Net 30 Days, Upon Receipt of Satisfactory Credit Information

-TAS equipment will be supplied based upon approved submittal data

-Retainage is not allowed. TAS is a material supplier, and will be supplying the entire purchase order value upon delivery of equipment

-Payment to TAS cannot be conditioned on receipt of payment from the owner by a contractor, construction manager, or customer

-TAS standard warranty, parts only, is for 12 months from start up date, not to exceed 18 months from ship date

-TAS is responsible and accountable only for the acts and omissions of TAS

-Insurance certificates and bonds can/will be provided upon request

TEXAS AIRSYSTEMS
INCORPORATED
By: Gene Lowery

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Hot water lines replacement</u>	
Estimated Cost	<u>280.000.00</u>	Department Priority _____
Brief Summary of Request		
<p>To replace domestic hot water supply lines from North Tower to West Tower and Frank Crowley. This will replace 6" and 4" supply lines ,and the 2" & 1" return lines. All lines will be replaced with stainless steel.</p>		
Discussion of Need		
<p>Copper lines are deteriorating to the point we can't solder In order to make the repairs. Copper lines are original to the building.</p>		
Staff Review and Comment		

Form G

FY2016



MIINC Mechanical Contractors
1960 W. Northwest Hwy., Suite A
Dallas, Texas 75220
Phone: 214-575-9600
Fax: 972-506-9111
www.miincpl.net

March 11, 2014

Dallas County Jail
133 N Riverfront Dr.
Dallas, Texas 75207
Attention: Terry Jones

Re: Dallas County Jail - Medical Modifications

Subj: MP-2

Gentlemen:

MIINCLP is pleased to offer our proposal for the following scope of work:

Replacement of domestic water (6" & 4" domestic hot, 2" and 1" domestic hot water return) in the basement of Lew Sterrett Justice Center. Water is a schedule 10 SS pipe and Victaulic system. We have included 4 - 8 hour evening/Saturday shutdowns for tie ins and replacement of portions of the piping which can only be done during shutdown. This pricing leaves a significant amount of piping abandoned in place. The only piping to be removed under this pricing is that required to physically install our work. No sales tax is included in this price.

Proposal Total: \$277,298

Please advise if you wish us to proceed with this work.

Respectfully,
MIINC LP

Geoffrey Sable
Sr. Project Manager

6

PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<i>Facilities</i>	Budget No	<i>FY2016</i>
Brief Title of PIR	<i>F.C. upgrade/replace Hot water controls</i>		
Estimated Cost	<i>\$ 40,000.00</i>	Department Priority	
Brief Summary of Request <i>Replace and up grade Hot water stations</i>			
Discussion of Need <i>upgrade controls to digital mixing valves to better maintain hot water temps. This is especially critical for the cafeteria.</i>			
Staff Review and Comment			

CINCO SOLAR
INCORPORATED

rada
CONTROLS

NORTH TEXAS SALES

PO BOX 7124 FORT WORTH, TX 76111
PHONE: 800-684-1656 ♦ FAX: 800-684-1657
E-MAIL: ntsales@pvi.com ♦ www.pvi.com

Riverside
HYDRONICS



October 17, 2014

Greg Cade
Frank Crowley Courts Building
133 N Riverfront Blvd
Dallas, TX 75207
Subject: Mixing Valves

Greg:

We recommend the following on the mixing valves installed at the Frank Crowley Courts Facility.

- The PRV on the outlet of the 320R mixing valve be removed for proper valve operation.
- The cold water supply should have the same PRV that is installed on the hot water supply.
- If the hot water supply does not go over 140° the 40R mixing valve can be removed for the kitchen.
- For more accurate temperature control on the two remaining zones. I recommend using a DRV40 digital mixing valve.

Thank you for the opportunity to be of service to you. If you have any further questions on this issue, please contact me at 1-800-433-5654 ext.170.

Sincerely,

Clayton McQuagge
Sales Representative

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department <u>Facilities</u>	Budget No _____
Brief Title of PIR <u>wet seal atrium + 11th fl. atrium glass</u>	
Estimated Cost <u>\$25,000.00</u>	Department Priority _____
Brief Summary of Request <u>wet seal glass dome atrium + 11th fl. atrium front glass</u>	
Discussion of Need <u>there are several leaks when it rains. this has damaged sheet rock on 11th fl. and causes slip hazards on 2nd fl.</u>	
Staff Review and Comment 	

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities Dept</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Replace Ceiling @ FCCB</u>	
Estimated Cost	<u>\$100,000</u>	Department Priority _____
Brief Summary of Request		
<u>Replace Splive Ceiling on 1st + 2nd Floor @ FCCB.</u>		
Discussion of Need		
<u>Ceiling is in need of replacement. Tile is missing + stained + does not present well to the public.</u>		
Staff Review and Comment		

Form G

FY2016

Quote

03/04/2015

To:
Dallas County
Daniel Cherry
Lew Sterrett
1111 W Commerce St
Dallas, TX 75208
214-962-5733 (Contact)

Project:
Dallas County - Lew Sterrett
Budget Quote

From:
ISI Commercial Refrigeration
Brian Monnat
1461 S Belt Line Rd
Suite 100
Coppell, TX 75063
(469)240-7272 7272 (Contact)

Job Reference Number: 254

Item	Qty	Description	Sell	Sell Total
1	2 ea	REFRIGERATION SYSTEM, REMOTE PREASSEMBLED RDI RDI Systems Model GM501-4 (460/3/60) 5 hp; 3 Phase Remote Refrigeration System, with Copeland Discus compressor, Outdoor, R404A, Medium Temperature, Flooded Controls with 1 year Parts on Condensing Unit. (1) air defrost timer included.	\$9,634.80	\$19,269.60
2	8 ea	REFRIGERATION COIL RDI RDI Systems Model EMB26-1302PR4DT (460V) 13,000 BTU Evaporator Coil. 2 fan, Electric Defrost. R404A Includes TXV, Solenoid and thermostat pre-installed.	\$1,866.00	\$14,928.00
3	2 ea	WARRANTY RDI 4 Year Extended Compressor Warranty	\$392.40	\$784.80
4	1 ea	INSTALLATION ISI Commercial Refrigeration Model No. D&I REFRIGERATION Service includes delivery to job site, uncrate equipment and remove crating materials form site, install legs and casters, install shelving and any other accessories included with the equipment, connect to utilities, start up and adjust the equipment to perform according to factory specifications. This quote is predicated on the existing utilities needed for the quoted equipment to be of correct size, type, voltage, available amperage, and location. Any additional material and/or labor required to accommodate this equipment installation will require additional fees over and above this quote. **INSTALLATION QUOTE FOR BUDGET PURPOSES ONLY - ACCURATE QUOTATION WILL REQUIRE SITE VISIT**	\$15,000.00	\$15,000.00
			Total	\$49,982.40

This proposal is valid for acceptance within 30 days or as long as current manufacturers price list is in effect.

Beaumont TACLA35912C * DALLAS TACLA20719C TECL 27294 * HOUSTON TA CLB29452C
Regulated by the Texas Department of Licensing and Regulation
PO Box 1257 Austin, Texas 78711 800 803-920 * 512 463-6599 * www.license.state.tx.us.com

Acceptance: _____ Date: _____

Printed Name: _____

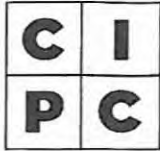
Project Grand Total: \$49,982.40

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities Management</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Pneumatic transfer pumps, LSWT cooling tower</u>	
Estimated Cost	<u>\$27,000.00</u>	Department Priority _____
Brief Summary of Request A pneumatic transfer pumps are requested for the Lew Sterrett West Tower, LSWT, cooling tower sump.		
<p>Discussion of Need The cooling tower sump must be cleaned, at least once per calendar year; thick mud accumulates and must be pumped or shoveled. The pneumatic transfer pumps are designed to pump the heavy sediment without the hazard of electrical pumps. The PITBULL pump can be installed in the cooling tower sump and will add to the safety and reduce the manpower needed to complete this preventative maintenance.</p>		
Staff Review and Comment		

FormG

FY2016

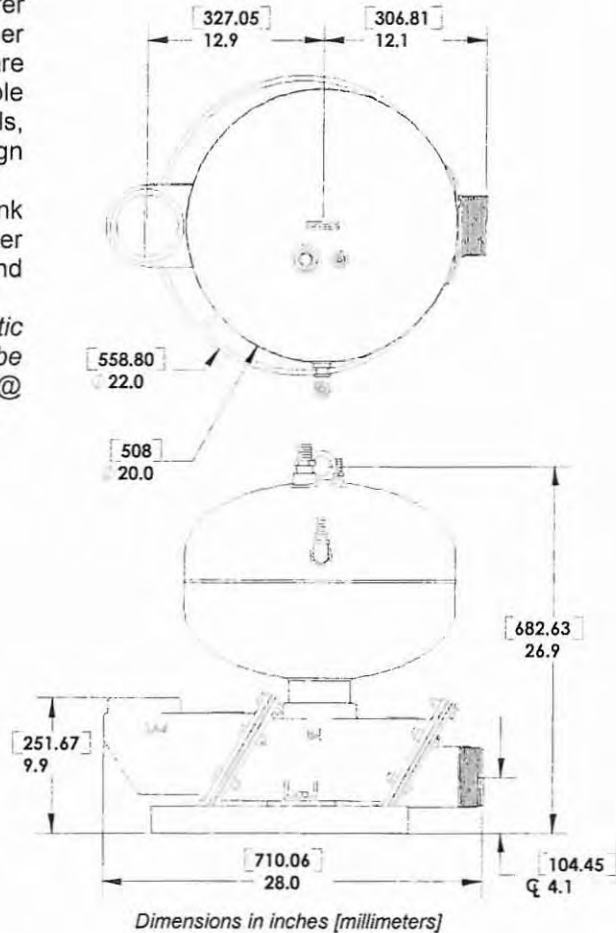


PITBULL MODELS T4C & T4S TRANSFER AND SELF-PRIMING PUMPS

The models T4C (steel) and T4S (316SS) are transfer pumps designed for dry-piped applications, and can be either gravity fed or configured for suction lift applications. The T4's are suited for heavy/constant use in difficult fluid applications. Able to pass 3.75" solids along with abrasives, stringy materials, slurries and corrosives, the PITBULL's simple, seal-less design is the solution to many high maintenance applications.

Typical applications includes tank car unloading, tank sludge, ash, scale, sand and other abrasive slurries, oil/water separators, vacuum drum filters, clarifier underflow, trash and solids.

Each pump comes complete with the AP200 pneumatic control panel and 15' of connecting airlines. Pumps can also be equipped with a self-priming option for suction lifts up to 15' @ 1.0 sg; (see reverse side for self-priming performance details).

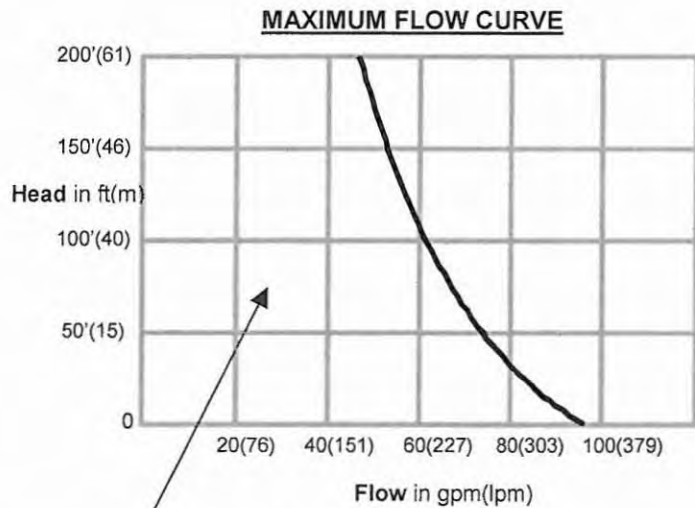


SPECIFICATIONS

- } Weight: 154 lbs/70 kg
- } Piping: 4 inch NPT
- } Control panel: AP200 (pneumatic)
- } Volume: 13.5 gal/51 liters
- } Maximum discharge head: 100 psi/6.9 Bar
- } Maximum solid: 3.75 inch/95mm diameter
- } Lowest flooded operating level
 - 20 inches/51mm (above pump base)
- } Maximum suction lift (optional)
 - 15 feet/4.6m @ 1.0 sg:
 - (See reverse side for details)

REQUIREMENTS

- } Compressed air or dry gas, >40 psi/2.8 Bar
- } 1/2" NPT air supply inlet



Pump can operate anywhere left of the curve.

See reverse side for air consumption, ordering information and installation recommendations.
CIPC BULLETIN #T404 ©CIPC 2004

Model and options selection:

Part Number *f* T4 _ / _ / _ _ _

MATERIAL OF CONSTRUCTION

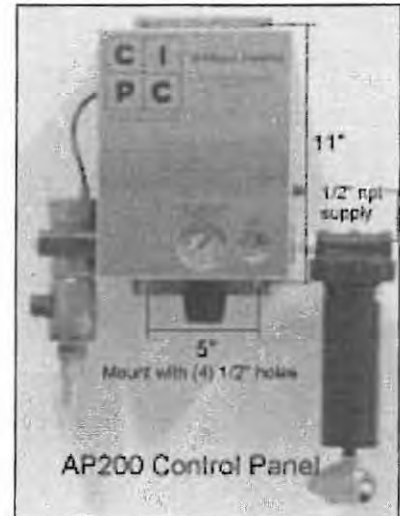
'C' = carbon steel
'S' = 316SS

SEAT MATERIAL

'Blank' = nitrile (standard)
'V' = viton
'T' = teflon
'U' = urethane
'E' = epdm

PANEL OPTIONS

'Blank' = standard (gravity fed)
'FI4' = self-priming (manual)



Standard units:

#T4C = a steel submersible pump with steel checks and nitrile seats.
#T4S = a 316SS submersible pump with 316SS checks and nitrile seats.

Optional examples:

#T4C/U/FI4 = a steel submersible pump with urethane seats and self-priming option.
#T4S/V = a 316SS submersible pump with viton seats.

A complete pump contains: pump, inlet and discharge check valves, an AP200 pneumatic control panel with 15' of airlines.

Description of options:

'FI4' self priming. This is an air powered, vacuum generator and a relief check valve, mounted to the exhaust valve of the control panel. It is operated by a manual ball valve: 'open' generates full suction lift, 'closed' the pump runs as a standard, gravity fed unit.

Valve seat selection:

Nitrile - good all-purpose elastomer. Medium chemical, oil and solvent resistance, good strength, use to 170°F.

Viton - excellent resistance to oxidizers and solvents. Medium strength, use to 250°F.

Teflon - best chemical resistance of all. Inert to acids, bases and solvents. Lower cycle life, non-elastomeric, use to 300°F.

Urethane - best resistance to abrasion. Toughest of the elastomers, with mild chemical resistance, use to 150°F.

EPDM - good heat and acid/base resistance. Tougher than viton but poor solvent resistance, use to 300°F.

SELF-PRIMING NOTES

Flow rates are based upon 4' or less of suction lift. Deduct approximately 10% from the rated flow for each 1.5' of suction lift greater than 4'.

On/Off of the self-priming is controlled by a ball valve. Air valves controlled by level controls or other inputs can be used.

SELF-PRIMING AIR USAGE

The air consumption chart is based upon gravity fed conditions. Using the self-priming option will increase air consumption 8 - 15 SCFM depending on the suction lift and flow required. Minimum pressure required to create suction lift is 50 psi, with maximum performance at 80 psi.

AIR CONSUMPTION in SCFM

Head Flow	10 ft	20 ft	40 ft	60 ft	80 ft	100 ft	140 ft	180 ft	220 ft
10 gpm	2	2.4	3.2	4.1	4.9	5.8	7.5	9.3	11
20 gpm	3.8	4.7	6.4	8.1	9.9	11.6	15.1	18.5	22
30 gpm	5.7	7	9.6	12.2	14.8	17.4	22.6	27.8	33
40 gpm	7.6	9.4	12.8	16.3	19.7	23.2	30.1	37.1	44
60 gpm	11.4	14	19.2	24.4	29.6	34.8	45.2	55.6	66
80 gpm	15.2	18.7	25.6	32.6	39.5	46.4	60.3	74.1	88
100 gpm	19	23.4	32	40.7	49.4	58	75.3	92.7	110
140 gpm	26.6	32.7	44.8	57	69.1	81.2	105.5	129.7	154

Example: 80 gpm @ 40 ft TDH requires 25.6 SCFM

COMMONLY ASKED INSTALLATION/APPLICATION QUESTIONS

How is the pump controlled?

On-Off should be controlled by opening or closing the liquid supply or the vent path. Without liquid the pump will not cycle (do not cut off the air supply - the pump will fill and not be able to pressurize).

Can the flow rate be controlled?

Yes, three different ways. 1) throttle the inflow to slow the cycle rate, 2) throttle the exhaust to slow the fill rate, 3) adjust the air pressure to control the discharge flow rate.

Can the piping be reduced?

Smaller piping causes higher head and velocity, and the pump may pass things the piping can't. Try to avoid dropping more than one pipe size.

Should isolation valves be used before and after the pump? Absolutely.

How does the self priming work?

By sucking air out of the pump, much like a vac truck, or vacuum cleaner. CIPC uses a venture principle to create the vacuum, without any moving parts.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No FY2016
Brief Title of PIR	Replace I/c in USA	
Estimated Cost	113000.00	Department Priority
Brief Summary of Request		
<p>Replace Command Brand I/c Located in the jail. Cost would replace all Command I/c's on 1 floor.</p>		
Discussion of Need		
<p>Replacing old style I/c's would give facilities enough spares to repair rest of the jail. New I/c's would integrate w/ s/daptic system already installed.</p>		
Staff Review and Comment		

Form G

FY16

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	<u>Facilities</u>	Budget No	<u>FY14</u>
Brief Title of PIR	<u>tools for staff</u>		
Estimated Cost	48,000.00 45,000.00 <u>50,000</u>	Department Priority	
Brief Summary of Request <u>additional secure tool carts and tools</u>			
Discussion of Need <u>to be compliant w/ D.O.J. requirements for working in the jails. This amount requested is for all Department.</u>			
Staff Review and Comment			

4

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department <u>Facilities</u>	Budget No <u>2016</u>
Brief Title of PIR <u>Genie Lift</u>	
Estimated Cost <u>15,000.00</u>	Department Priority _____

Brief Summary of Request

Needed to access lighting, cameras, smoke detectors, and other equipment in high location areas of all outlying buildings. This machine would prevent safety hazards encountered on a daily basis.

Discussion of Need

This will be used in the outlying building to perform corrective + preventative maintenance.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No 2016
Brief Title of PIR	Towable Boom Lift	
Estimated Cost	45,000.00	Department Priority
Brief Summary of Request		
Genie model TZ-50 DC Towable Boom Lift. Working height is 55ft. Lift Capacity is 500lbs.		
Discussion of Need		
<p>Currently Facilities is without a dependable means of performing tasks that are located higher than an extension ladder will allow. This lift would eliminate the need for renting lifts and bucket trucks throughout the year and for years to follow. We have multiple needs for this equipment at various locations throughout Dallas County. Currently we must rent equipment to change pole lights, wall mounted lights on taller buildings, flag pole repairs, etc...The lift would also be a safe means of reaching heights that are not safe from a ladder.</p>		
Staff Review and Comment		

Darrell Howerton

From: Kathleen Cooper <Kathleen.Cooper@briggsequipment.com>
Sent: Friday, March 27, 2015 11:54 AM
To: Darrell Howerton
Cc: Deenie Redding
Subject: Briggs Equipment pricing for Dallas County
Attachments: TZ-50 Spec Sheet.pdf; TZ-50 Range of Motion.pdf

Darrell,

Here is your pricing for a 2015 Genie TZ-50 DC Towable Boom: \$42,900 + tax and local delivery.

There usually is a price increase from the manufacturer on January 1st of every year.

When you are ready for a formal quote, please contact Deenie or myself and we will get you exact pricing.

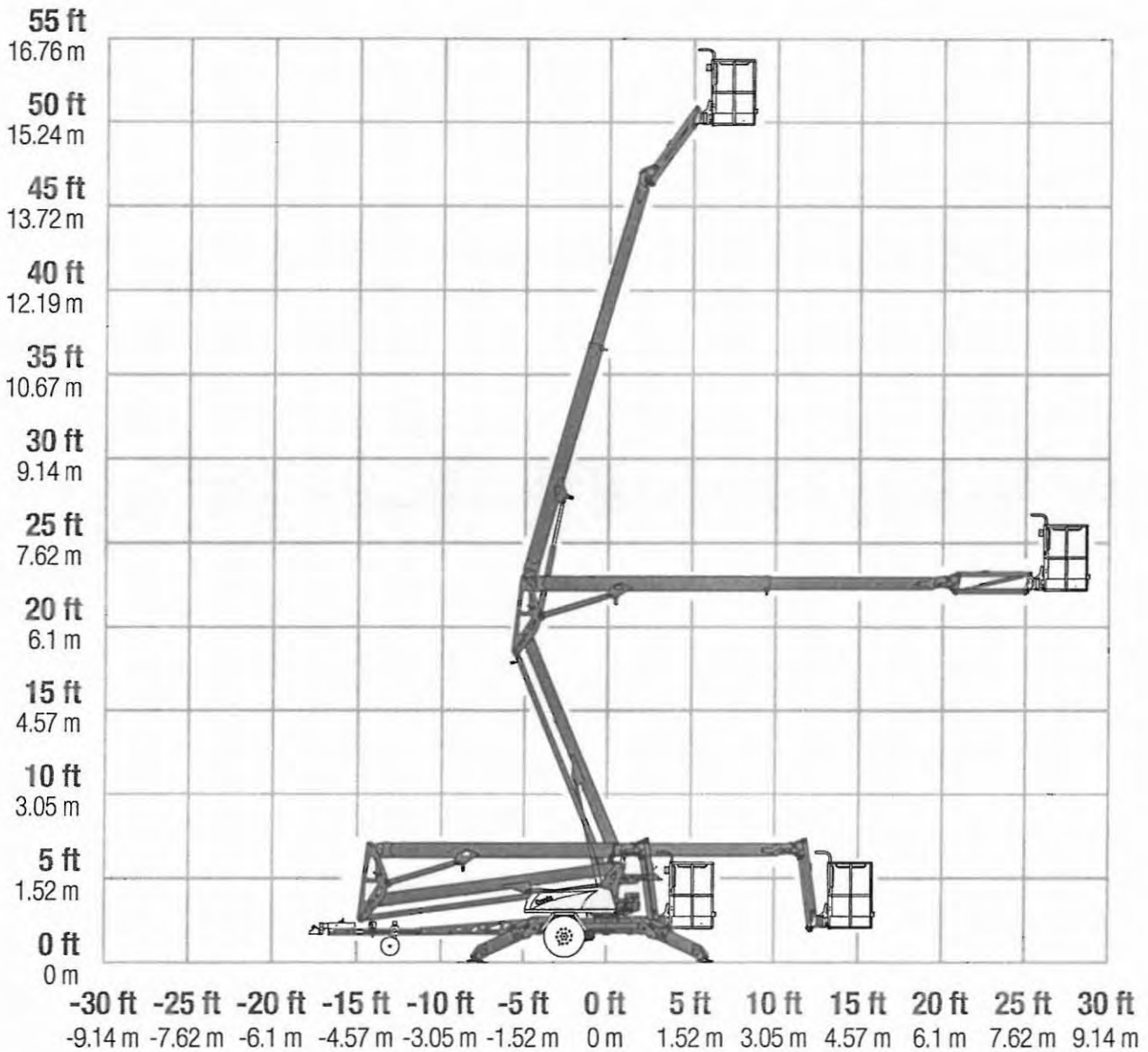
Thank you and have a wonderful weekend.

Kathleen

Kathleen Cooper | Rental Manager
10550 N. Stemmons Freeway | Dallas, TX 75220
Office: 214.351.4511 | Cell: 214.734.2920 | Fax: 214.902.1300
[Website](#) | [Facebook](#) | [Twitter](#) | [Blog](#)



Passionate People. Powerful Solutions.





Trailer-Mounted Z-Booms

TZ-50

Specifications

MODEL	TZ-50	
Measurements	US	Metric
Working height*	55 ft 6 in	17.09 m
Platform height	49 ft 6 in	15.09 m
Entry height	1 ft 8 in	.51 m
Horizontal reach	29 ft 2 in	8.89 m
Clear outreach	23 ft 1 in	7.04 m
Up and over clearance	22 ft	6.71 m
▲ Platform length	2 ft 2.8 in	.68 m
▲ Platform width	3 ft 8 in	1.12 m
▲ Height - stowed	6 ft 10 in	2 m
▲ Length - stowed	23 ft 6 in	7.16 m
▲ Width - stowed	5 ft 6 in	1.68 m
▲ Ground clearance - center	10 in	.25 m
▲ Length - outrigger footprint	14 ft 4 in	4.37 m
▲ Width - outrigger footprint	14 ft 4 in	4.37 m

Productivity

Lift capacity (ANSI, CSA) - standard	500 lbs	227 kg
Lift capacity (ANSI, CSA) - rotating platform	500 lbs	227 kg
Lift capacity (CE/AUS) - standard	440 lbs	200 kg
Lift capacity (CE/AUS) - rotating platform	440 lbs	200 kg
Jib boom	4 ft 1 in	1.25 m
Jib working range	135°	
Self leveling platform	2.5° standard	
Platform rotation option	160° hydraulic	
AC power to platform	standard	
Turntable rotation	359° non-continuous	
Outrigger leveling capability	10°	
Drive speed	0.85 mph	1.37 km/h
Gradeability**	20%	
Towing speed rate	60 mph	97 km/h
Tongue weight - ANSI, CSA	400 lbs	181 kg
Tongue weight - CE	220 lbs	100 kg
Surge and parking brakes	standard	
Controls	variable speed system	
Tires - ANSI, CSA	ST 225/75 R15	
Tires - CE	215 R14C	
Coupler	2 in (5.08 cm) hitch coupler standard	

Power

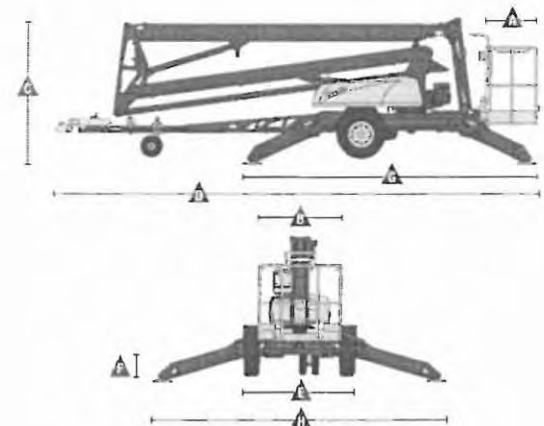
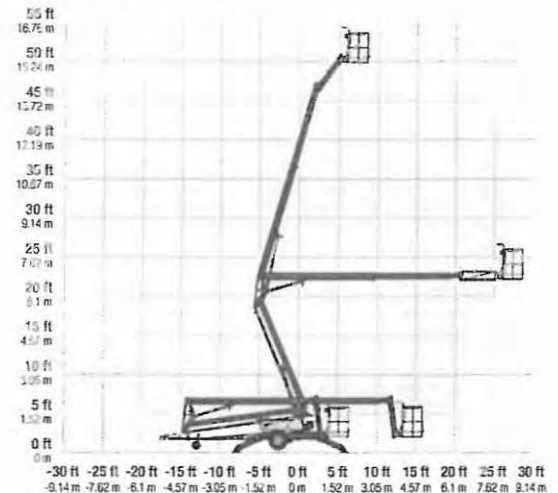
Power source - standard	24V DC (four 6V 225 Ah batteries)
Power source - drive option	24V DC (four 6V 244 Ah batteries)
Power source - option	Hybrid DC/Gas Honda 5.5 hp (4.1 kW)
Fuel tank capacity	.95 gal / 3.6 L
Hydraulic tank capacity	4.75 gal / 18 L
Hydraulic system capacity	8.0 gal / 30 L

Weight***

ANSI, CSA, Australia	4,400 lbs	1,996 kg
CE	4,464 lbs	2,025 kg

Standards Compliance ANSI A92.2, CSA C225, EN 280, AS 1418.10

Range Of Motion TZ-50



* The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

** Gradeability applies to driving on slopes. See operator's manual for details regarding slope ratings.

*** Weight will vary, depending on options and/or country standards.

Trailer-Mounted Z-Booms

TZ™-50

Features

Standard Features	Configurations	Options & Accessories
<p>Measurements</p> <ul style="list-style-type: none"> • 55 ft 6 in (17.09 m) working height • 29 ft 2 in (8.89 m) horizontal reach • Up to 500 lbs (227 kg) lift capacity <p>Productivity</p> <ul style="list-style-type: none"> • Industry leading working envelope • Extension boom • Self-leveling platform • 4 ft jib with 135° working range • AC wiring to platform • Hydraulic outriggers • Automatic 10° leveling system • Outrigger interlocks • Mechanical parking brake • Hydraulic surge brakes • Auxiliary pump down • Adjustable hitch with coupler lever lock • Dual jockey wheels • 359° non-continuous turntable rotation • Easy to access batteries • Hour meter • Tilt alarm / sensor • Illuminated outrigger indicators <p>Power</p> <ul style="list-style-type: none"> • 24V DC power source (four 6V 225 Ah batteries) 	<p>Platform Options</p> <ul style="list-style-type: none"> • Aluminum 26.8 x 44 in (.68 x 1.12 m) • 160° hydraulic platform rotation • LED brake lights <p>Power Options</p> <ul style="list-style-type: none"> • 24V DC power source • Hybrid Honda 5.5 Hp (4.1 Kw) 45 amp charging system <p>Drive</p> <ul style="list-style-type: none"> • Drive and set option (ANSI, CSA, AUS) • Drive only (CE) <p>Coupler Options</p> <p>Adjustable hitch</p> <ul style="list-style-type: none"> - 2 in (5.08 cm) ball coupler - 2.31 in (5.87 cm) ball coupler - 2.5 in (6.53 cm) I.D. pintle ring coupler - Clevis coupler <p>Tire Options</p> <ul style="list-style-type: none"> • ST 225/75 R15 tires (ANSI, CSA) • 215 R14C tires (CE) 	<p>Productivity</p> <ul style="list-style-type: none"> • 160° hydraulic platform rotation • Drive and set option • Wheel chocks • Fluorescent tube caddy • Full size spare tire • Flashing beacon • Non-marking outrigger footpads • Battery charge indicator (BCI) • Tool tray • Bicycle guard (CE only) • Horn • Highway safety chains with snap hook • LED brake lights • High capacity battery • Ladder option <p>Power</p> <ul style="list-style-type: none"> • Hybrid Honda 5.5 Hp (4.1 Kw) 45 amp charging system option



Genie United States

18340 NE 26th Street
P.O. Box 97030
Redmond, Washington 98073-9730
Telephone +1 (425) 861-1800
Toll Free in USA/Canada +1 (800)-536-1800
Fax +1 (425) 863-3475

Genie Europe

The Mairings
Wharf Road
Grantham NG31 6SH
UK
Telephone +44 (0)1476 584333
Fax +44 (0)1476 584334
Email: AWP-InfoEurope@terex.com

Distributed By:

Effective Date: January 2015. Product size, features and prices are subject to change without notice or obligation. The photographs and/or drawings in this document are for illustrative purposes only. Refer to the appropriate Operator's Manual for instructions on the proper use of this equipment. Failure to follow the appropriate Operator's Manual when using our equipment or to follow our safety instructions may result in serious injury or death. The only warranty applicable to this equipment is the standard written warranty applicable to the particular product and can be found on either website, website or printed. Products and services under this brand name may be manufactured, sold, or marketed by third parties of Terex Corporation and/or their subsidiaries in the USA and parts of the countries. Genie is a registered trademark of Terex South Florida, Inc. © 2015 Terex Corporation.

2

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Facilities

Budget No 2016

Brief Title of PIR Replace Boom Lift

Estimated Cost 75000.00

Department Priority _____

Brief Summary of Request

Needed to access parking lot lighting, CCTV pole mounted cameras, and other items located in high positions. This machine would eliminate safety hazards as well as prevent the need to rent equipment.

Discussion of Need

Existing Boom Lift is a safety hazard. Has been in the shop numerous times and can't be repaired. This is a liability issue.

Staff Review and Comment

This is submitted as a cost comparison to Towable Boom Lift. This Boom Lift must be transported by trailer.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No 2016
Brief Title of PIR	Fluke Meters	
Estimated Cost	15000.00	Department Priority
Brief Summary of Request		
<p>Fluke 1735 Power Logger Analyzer, Fluke 819 Vibration Meter, Fluke 9040 Phase Rotation Indicator.</p>		
Discussion of Need		
<p>Fluke 1735 Power Logger needed for specific diagnosis of problems with power surges, power losses, power fluctuations and recording power events etc...</p> <p>Fluke 810 Vibration Meter needed to perform specific diagnosis of vibration in motors and like equipment that cause part failure which leads to motor failure...</p> <p>Fluke 9040 Phase Rotation Indicator to perform specific diagnosis of problems with electrical power phase rotation which makes equipment installations safer and eliminate possible damage to new equipment at time of start up.</p>		
Staff Review and Comment		

Form G

FY2016

Darrell Howerton

From: William V Brown
Sent: Friday, March 27, 2015 9:07 AM
To: Darrell Howerton
Subject: Fwd: QUOTE #1034947 FROM DEALERS ELECTRICAL SUPPLY
Attachments: cmcnul.vcf; ATT00001.htm

Perminat improvement

Sent from my iPhone

Begin forwarded message:

Permanent Improvement

From: Clark McNulty <cmcnul@dealerselectrical.com>
Date: March 27, 2015 at 9:04:14 AM CDT
To: William V Brown <William.V.Brown@dallascounty.org>
Subject: Fwd: QUOTE #1034947 FROM DEALERS ELECTRICAL SUPPLY

----- Original Message -----

Subject:QUOTE #1034947 FROM DEALERS ELECTRICAL SUPPLY
Date:Thu, 26 Mar 2015 12:18:52 -0500
From:CMCNUL@DEALERSELECTRICAL.COM
To:WILLIAM.V.BROWN@DALLASCOUNTY.COM
CC:CMCNUL@DEALERSELECTRICAL.COM

QUOTE:1034947

Date & Time:	03/26/15 12:18:24
PO:	BILL FLUKES
Ship Instructions:	WILL CALL
Customer #:	209302
Order Date:	03/26/15
Due Date:	03/26/15
Salesperson:	CLARK MCNULTY
Terms:	VENDOR 10TH PROX
Given By:	BILL BROWN
Release #:	WISH LIST

<i>-Sent From-</i>
DEALERS ELECTRICAL SUPPLY
2580 MANANA
DALLAS TX 75220-1206
PHONE: 214-358-5222
FAX: 214-358-1087

<i>Quoted To:</i>	<i>For Shipment To:</i>
DALLAS COUNTY AUDITORS	DALLAS COUNTY AUDITORS
407 RECORDS BUILDING	407 RECORDS BUILDING
DALLAS TX 75202-4805	DALLAS TX 75202-4805

Line	Ord-Qty	Item	Description	Price	UM	Total
ALL QUOTE PRICES ARE VALID FOR 24 HOURS FROM THE DATE OF						
EMAILED QUOTE UNLESS OTHERWISE STIPULATED. PLEASE CONTACT						
YOUR DEALERS SALESREP FOR ALTERATIONS TO THIS QUOTATION.						
1	1	FLU1735	FLK 1735 PWR LOGGER ANAL	3088.200	E	3088.20
2	1	FLU*810	FLUKE 810 VIBRATION METER	7941.130	E	7941.13
3	1	FLU*9040	FLUKE 9040 PHASE ROTATION INDICATOR	247.030	E	247.03
Merchandise Subtotal						11276.36
Tax						.00
TOTAL						11276.36

PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No	<u>FY16</u>
Brief Title of PIR	<u>Electric Pallet Truck</u>		
Estimated Cost	<u>\$ 6000 -</u>	Department Priority	
Brief Summary of Request			
<p>Electric Pallet Truck FOR USE IN Facilities Supply</p>			
Discussion of Need			
<ul style="list-style-type: none">- Move material from Loading Dock to Store room- material includes full pallets of Janitorial supplies (T.P., Paper towels etc)- Move other heavy pallets			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Facilities

Budget No 2016

Brief Title of PIR Utility Vehicle

Estimated Cost 15000.00 EA (x 4 = \$60,000)

Department Priority _____

Brief Summary of Request

The Wilmer campus is spread out over a large area. This vehicle is needed to carry tools, equipment and materials from building to building. This vehicle would eliminate multiple trips for the technicians reducing the time to complete work orders. These technicians currently have no vehicles on-site. This vehicle would allow them to be more productive and efficient.

Discussion of Need

Wilmer does not have a permanent service vehicle to use. This vehicle would allow for more efficient use of man power & time. Also use @ FCCB Complex, Henry Wade, and the Downtown Complex.

Staff Review and Comment

Utility Vehicle, Gas, 13.5 HP, 401cc

CUSHMAN



Price
\$13,147.00 / each

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Item # 35ZD68

Mfr. Model # 618847G

UNSPSC # 25101611

Catalog Page # N/A

Shipping Weight 950.0 lbs.

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Country of Origin USA | *Country of Origin is subject to change.*

Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. [More](#)

Technical Specs

Item	Utility Vehicle	Overall Length	113"
Drive System	Automatic	Overall Width	49-1/2"
Total Number of Wheels	4	Wheelbase	70"
Seating Capacity	2	Ground Clearance	4-5/16"
Fuel Type	Gas	Wheel Base	77"
Bed Operation	Manual	Bed Length	36"
Cargo Capacity	800 lb.	Bed Width	44-1/2"
Max. Load Capacity	1200 lb.	Bed Height	10-1/2"
Towing Capacity	720 lb.	Color	Forest Green
Engine/Motor Type	Single Cylinder OHV	Tire Size	18 x 8.5
HP	13.5	Turning Radius	22 ft.
Engine Brand	Kawasaki	Braking System	Dual Rear Wheel Mechanical Self-Adjusting Drum Brakes, Single Point Park Brake Release with Self-Compensating System
Engine Size	401cc	Suspension	Leaf Springs with Hydraulic Shock Absorbers
Transmission	CVT	Fuel Tank Capacity	5.8 gal.
Differential	Helical Gears with Manual Lock-Up	Number of Hitches	1
Vehicle Speed	17 mph		

Features

Load Range C Tires, Brake Lights, Fuel Gage, Headlights, Horn, Oil Gauge, Taillights

Metro Golf Cars

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The Carryall 1500 is our all-around, high performance machine with the muscle of a powerful gasoline V-twin or commercial-grade diesel engine to handle the toughest jobs. It's the only utility vehicle in the industry with the exclusive IntelliTrak™ system, an automatic, 4-wheel-drive system that senses the ground you're on and gives you more traction when you need it the most.

\$14,400.00

Standard Features

- Industry's Best 2-year Limited Warranty
- Exclusive IntelliTrak™ drive system. Our automatic, full-time, 4-Wheel Drive System
- 20 hp liquid-cooled Kubota™ diesel engine
- Headlights
- Maximum speed of 25 mph (40.2 kph)
- Roll Over Protective Structure (ROPS) certified to meet 5 different international standards
- 4-wheel hydraulic disc brakes
- Double A-Arm front suspension w/coil-over shocks enhances comfort and ride, reduces tire wear
- Semi-Independent rear suspension w/ coil-over shocks
- 12.1 in (30.7 cm) ground clearance under foot platform to handle rough terrain
- Dash features an automotive design with glovebox, cupholders, storage spaces and tilt steering wheel.
- Aluminum Cargo Box
- Bucket or Bench Seat Options
- Rustproof Aircraft Grade Aluminum Frame, Chassis & Cargo Box
- 1,200 lbs (544.3 kg) total vehicle capacity; heavy-duty 1,450 lbs (657.7 kg)
- Retractable seat belts

Specifications

Power Source	Diesel
Engine	Kubota D722, 719 cc, 3-cylinder
Horsepower	20 hp (14.9 kw)
Steering	Rack and pinion
Front Suspension	Independent double A-arms with coil-over shocks
Seating Capacity	2
Ground Clearance	7.4 in (18.8 cm)
Fuel Tank Capacity	6.5 gallons (24.6 L)
Brakes	4-wheel, hydraulic disc
Park Brake	Automotive style
Frame Chassis	Tubular aluminum
Front tires	All-terrain, 25 x 10.5-12, 4-ply
Rear tires	All-terrain, 25 x 10.5-12, 4-ply
Overall Length	124.6 in (316.5 cm)
Overall Width	60 in (152.4 cm)
Overall Height	78.6 in (199.6 cm)
Wheelbase	88.7 in (225.3 cm)
Tread	48.8 in (124 cm)
Dry Weight (Less Batteries)	1,475 lbs (669.1 kg)
Vehicle Warranty	2-year/2,000 hour limited
Engine - Cooling	Liquid
Engine - Lubrication and Oil Filter Type	Full-pressure, spin-on
Maximum torque	33 ft-lb (44.7 Nm)
Ignition	Compression
4WD Engagement	Automatic - IntelliTrak
Front Differential	Automatic - IntelliTrak
Rear Differential	Auto locking - IntelliTrak
Torque Converter	CVT
Electrical System	12-volt, 500 CCA
Tilt Steering Wheel	Standard
Rear Suspension	Swing arm with coil-over shocks
Front Body	GE Gelay high-impact, scratch-resistant, injection molded color
Bed Height	33 in (83.8 cm)
Bed Capacity	800 lb (363.2 kg); 1,050 lb (476.3 kg available)
Instrumentation	Electronic fuel gauge/hour meter, low oil warning light, coolant high temp warning light
Total Vehicle Capacity	1,200 lb (544.8 kg); 1,450 lb (657.7 kg available)
Seating	Choice of bucket or bench; Adjustable

driver's seat only available with bucket seat option

Turning Radius

13 ft (3.8 m)

Rear Body

All aluminum

Flat Bed Size

48.8 in x 49.8 in x 10.9 in (124 cm x 126.5 cm x 27.7 cm)

Maximum Speed

25 mph (40.2 kph)

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Facilities

Budget No 2016

Brief Title of PIR Replace Roofing at Wilmer Admin Bldg and 2 Cottages

Estimated Cost 300,000.00

Department Priority _____

Brief Summary of Request

Replace damaged and leaking roofs at Wilmer. The Administration Building and (2) Cottages would be the last buildings that have not had new roofs replaced. These roofs are in constant need of attention and are beyond economical repair.

Discussion of Need

New Roofs would prevent damage to the building. These roofs are aged and have been patched to no avail.

Staff Review and Comment

0

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Facilities

Budget No 2016

Brief Title of PIR Roof Replacement R&B 1

Estimated Cost 200,000.00

Department Priority _____

Brief Summary of Request

Roof has past its life expectancy and has signs of multiple leaks and repairs. Multiple repairs have been made to the tectum decking. Ridges and fibers are visible throughout the roof. The fasteners have started to fail in the metal coping. Windows for sun lighting in upper areas need to be raised due to leaking. Wall panels on upper part of roof have failed, rusted out and have leaked.

Discussion of Need

New high level occupants at the building that have the backing of Commissioner Daniel.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department <u>Facilities</u>	Budget No <u>2016</u>
Brief Title of PIR <u>New Roofing Oak Cliff Subcourt</u>	
Estimated Cost <u>325,000.00</u>	Department Priority _____
Brief Summary of Request Roof is damaged with tears and cracks. The roof has passed its life expectancy. The asphalt coat has dissipated over time. Pitch pans are cracked and failing. Some areas are showing the glass fibers from the felt underlayment. Old HVAC equipment has recently been removed from the roof and new HVAC equipment has been added.	
Discussion of Need New Roof would prevent damage to building in all departments. There are several roof leaks that patching has not corrected. occupants: TAX office Truancy JP's Constable	
Staff Review and Comment	

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department _____ Facilities _____

Budget No 2016

Brief Title of PIR Replace Roof South Dallas Gvt Ctr

Estimated Cost 425,000.00

Department Priority _____

Brief Summary of Request

Roof is over 20 years old and has had multiple leak repairs. Fibers are visible in multiple areas of the roofing. Pitch pans are cracked and failed. Old HVAC equipment has recently been removed and new HVAC equipment installed.

Discussion of Need

New roof would prevent damage to building in all departments. There are several roof leaks that patching has not corrected.

Occupants:

- Truancy
- JP's
- Constable.

Staff Review and Comment

KRISS

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities Management	Budget No	FY16
Brief Title of PIR	Service Truck		
Estimated Cost	\$ 33,075.00	Department Priority	
Brief Summary of Request Full size pickup Crew Cab, 3/4 ton heavy duty			
Discussion of Need Transport personnel and equipment to different County Buildings to preform inspections and repairs to equipment. Currently having to used more then 1 vehicle to move all persons on staff for inspections. QA staff currently inspects all jails including George Allen. In FY15 they were tasked with inspecting Medlock and Youth Village and Wilmer in order to identify maintenance issues.			
Staff Review and Comment			

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No 2016
Brief Title of PIR	New/Additional Vehicles	
Estimated Cost	150,000.00	Department Priority
Brief Summary of Request		
<p>Requesting a total of (7) new additional vehicles to be added to the Skilled Support group within the Facilities department. We are requesting:</p> <ul style="list-style-type: none"> (2) Full-size Pickup, 1/2 ton, heavy duty pickups for the Carpenter shop (2) Mini-van, cargo for the Electronics shop (2) Full Size Pickup, 3/4 ton, heavy duty pickups for (2) new HVAC technicians (1) Full Size Pickup, 3/4 ton, heavy duty pickup for (1) new Electrician 		
Discussion of Need		
<p>This group is severely hampered by the lack of number of vehicles available for use. We are responsible for all maintenance issues concerning Carpentry, Electronics, HVAC, and Electrical systems throughout Dallas County. We maintain over 40 buildings with a total of more than 6.2 million square feet of facility space, spread out from Lancaster to Farmers Branch to Grand Prairie to Mesquite. With the addition of (2) new HVAC techs and (1) new Electrician, we have a total of (22) employees with the available use of (12) vehicles. The need for Heavy Duty trucks is to allow us to pull trailers with heavy equipment from one location to another. This lack of vehicles creates a hardship in responding in a timely manner to the maintenance issues of the County.</p>		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities Management</u>	Budget No <u>FY16</u>
Brief Title of PIR	<u>Cooling tower solids separator</u>	
Estimated Cost	<u>\$80,000.00</u>	Department Priority _____
Brief Summary of Request <u>Cooling tower solids separator for use at Lew Sterrett West Tower jail.</u>		
<p>Discussion of Need <u>The chiller plant cooling tower requires in excess of 300,000 gallons of condenser water and operates nearly year round. Airborne dust and contaminants must be removed to insure optimal performance of the chillers and maintain a tower free of water borne bacteria. The cooling tower is composed of three cells; cell 3 was added in 2009 as part of the construction of the Suzanne Kays South Jail Tower. A small capacity solids separator was installed to service cell #3. This request for a large capacity solids separator to service the entire tower volume. This equipment is needed to prevent the conditions where serious health threats such as Legionnaires bacteria can establish and thrive.</u></p>		
Urate Staff Review and Comment		

FormG

FY2016

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PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	FACILTIES	Budget No	<u>FY16</u>
Brief Title of PIR	Henry Wade: Replacing single cell door locks only.		
Estimated Cost	\$350,000.00	Department Priority	<u>1</u>

Brief Summary of Request: Definitely need to replace an estimated 144 single cell security door locks.

Discussion of Need:

- 1) Parts for the security doors locks are nearly non-existed. Age. Original locks to the building (1992) 23 years old. Frequent repairs.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	FACILTIES	Budget No	FY16
Brief Title of PIR	Replacing Single Cell Door Locks & Separating the Duress System. See below		
Estimated Cost	\$1.5 Million	Department Priority	1

Brief Summary of Request: Replacing single cell door locks and separating the Duress System from sharing the same PLC.

Henry Wade JIC.

Discussion of Need:

- 1) Parts for the security doors locks are increasingly hard to find. Security Door locks are mechanical with solid state circuit boards. We have at this stage been able to reverse engineer mechanical and solid state electronic parts. This would be Plan "C". The above sentence; is Plan "B" that active.
- 2) In addition to separate, or have a stand -alone Duress System that does not interface, or share the same PLC, components of the detention security doors.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	FACILTIES	Budget No	FY16
Brief Title of PIR	Henry Wade Four (4) four additional padded room		
Estimated Cost	\$225,000.00	Department Priority	1

Brief Summary of Request: Staff at Henry Wade Requesting (4) four additional padded rooms.

Add one padded room in Unit 2; 1st floor (Old Detention). Presently there is none.
 Add one padded room in Unit 3; 2nd floor (Old Detention). Presently there is none.
 Add one padded room in Unit 5; 2nd floor (Expansion). Presently there is one.
 Add one padded room in Unit 6; 3rd floor (Expansion). Presently there is one.

Discussion of Need: Currently in the old detention area there is not a "time out" padded room in Unit 2, 1st floor or or Unit 3, 2nd. Flr.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	FACILTIES	Budget No	<u>FY16</u>
Brief Title of PIR	Cook-Chill: Refurbish the existing cooling tower		
Estimated Cost	\$175,000.00	Department Priority	<u>1</u>
Brief Summary of Request: Refurbish existing cooling tower used for water cooled refrigeration compressors.			
Discussion of Need: Existing cooling tower is 32 years old (estimated 1982). Frequent shutdown for repairs are increasing, placing Cook-Chill Walk In Coolers and refrigeration at risk.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities	Budget No <u>FY16</u>
Brief Title of PIR	Additional Staff for Supply (x2)	
Approx. Net Cost	\$ 95189 ¹⁶	Department Priority _____

Brief Summary of Request - STAFF needed to pull material for customers.

Discussion of Need Extra Staff Needed For-

- Delivery of Material to Outlying Bldgs
- Recieving Material on Dock
- Stocking Shelves
- Maintaing Inventory levels w/ WASP
- Manning Supply Counter

(2) GRADE 7 Shipping + Reungs Clerk

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Management	Budget No <u>FY16</u>
Brief Title of PIR	Grade AM Mechanic/Inspector (2)	
Approx. Net Cost	<u>\$ 59,973⁰⁰ x (2) \$ 119,946¹⁶</u>	Department Priority _____

Brief Summary of Request

AM Mechanic/Inspector plus associated pager and uniforms
 Replace lost personnel due to redirection of fundings.

Discussion of Need

To perform duties as inspector of Jail facilities to help maintain compliance with State set standards, (TCJS) in passing yearly Jail inspections.
 To assist with daily operations including preventive and corrective maintenance within the Jail facilities of over 1 million SQ. ft. including the newly constructed Med Mod unit for Parkland Hospital.
 Assist other engine rooms with reducing high work order back logs.

Discussion of Related Performance Measure

Helping with reduction of extended completion time lines.
 Assist and contribute to timely completion of PM programs.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Mechanic/Inspector
Staff Cost	
Grade	<u>AM</u>
Salary	<u>43,003.00</u>
FICA @ 7.65%	<u>3289.73</u>
Retirement @ 11.5%	<u>4945.35</u>
Insurance @ \$8,500	<u>8,500.00</u>
	Total <u>59,738.08</u>
Related Equipment	
Number	
Desk	<u> </u>
Furniture	<u> </u>
Computer	<u> </u>
Printer	<u> </u>
Network Cabling	<u> </u>
Software	<u> </u>
Vehicle	<u> </u>
Travel	<u> </u>
Pager	<u>35</u>
Cell Phone	<u> </u>
Other	<u>Uniforms 200 -</u>
	Total <u> </u>
Other Costs (describe)	
Special Training	<u> </u>
Consultant Fees	<u> </u>
Renovation/Space	<u> </u>
	Total <u> </u>
Less Additional Revenue Source	
	Grand Total <u>\$ 59,973⁰⁸ (x2) \$ 119,946¹⁶</u>

Form E1

FY2016

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Management	BudgetNo	FY16
BriefTitleofPIRA	Additional Lead Plumber		
pprox.NetCost	\$ 59,973 ⁰⁸	DepartmentPriority	

Brief Summary of Request Additional AM Lead Plumber is requested.

Discussion of Need The Lew Sterrett West Tower Jail (A & B bldgs.) Constructed 1979, the copper piping used for the domestic hot water supply is substandard and failing. Michael Higgins, Lead Plumber, repairs numerous hot water supply leaks each week. An additional Grade AM plumber is requested to assist with the extra repairs and provide needed staffing to service the plumbing in Lew Sterrett A & B buildings and the Frank Crowley Court Desk holding cells and Courtroom holdovers.

StaffReviewandComment

PROGRAM IMPROVEMENT REQUEST COST WORKSHEET

Brief Title of PIR	Lead Plumber, AM
Staff Cost	
Grade	AM
Salary	\$43,003.00
FICA@7.65%	\$3289.73
Retirement@11.5%	\$4945.35
Insurance@\$8,500	\$8500.00
	Total \$59,738.08
Related Equipment	
Number	
DeskFurnit	_____
ureCompute	_____
rPrinter	_____
NetworkCabling	_____
SoftwareVehicle	_____
TravelPage	- 35
r	_____
CellPhoneOther	_____
Uniforms	\$ 200 -
Other Costs (describe)	_____
Special Training Consultant	_____
Fees Renovation/Space	Total _____
Less Additional Revenue Source	_____

	Total _____
	Grand Total \$ 59,973.08

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Management	BudgetNo <u>FY16</u>
BriefTitleofPIRA	Additional electrician	
pprox.NetCost	<u>\$ 59,973⁰⁰</u>	DepartmentPriority _____
<p>Brief Summary of Request Additional electrician is requested.</p>		
<p>Discussion of Need The Lew Sterrett West Tower Jail (A & B bldgs.) constructed 1979, electrical distribution system is original and is scheduled for upgrade. Preventative maintenance for this equipment required includes scheduled thermal scans, verified documentation and periodic exercise of mechanical components. An additional electrician is requested to expedite this preventative maintenance and provide redundancy for the upcoming equipment upgrades.</p>		
<p>StaffReviewandComment</p>		

PROGRAM IMPROVEMENT REQUEST COST WORKSHEET

Brief Title of PIR	Lead Electrician, AM
Staff Cost	
Grade	AM
Salary	\$43,003.00
FICA@7.65%	\$3289.73
Retirement@11.5%	\$4945.35
Insurance@\$8,500	\$8500.00
	Total \$59,738.08
Related Equipment	
Number	
DeskFurnit	_____
ureCompute	_____
rPrinter	_____
NetworkCabling	_____
SoftwareVehicle	_____
TravelPage	\$ 35 -
r	_____
CellPhoneOther	_____
Uniforms	\$ 200 -
Other Costs (describe)	_____
Special Training Consultant	_____
Fees Renovation/Space	Total _____
Less Additional Revenue Source	_____

	Total _____
	Grand Total \$ 59973.08

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities</u>	Budget No <u>Fy 16</u>
Brief Title of PIR	<u>Building Mechanic</u>	
Approx. Net Cost	<u>\$ 539,643.4 (x 3) \$ 1,618,930.2</u>	Department Priority _____

Brief Summary of Request

Grade 9 Building Mechanic plus pager and uniforms

Discussion of Need

Current Facilities operations include the preventive and corrective maintenance on over 6.7 million square ft. of useable space over 871 sq miles of Dallas County. With the addition of Med Mod and the records storage bldg at Panoramic Circle . Facilities Department will take on an additional 300,000 sq ft of useable space that will need to be maintained. These buildings require preventative & corrective maintenance on a varied selection of equipment ranging from boilers , chillers, fire alarm & security systems ,jail controls,plumbing, electrical ,carpentry , locksmithing, lighting and ems controls. The Med Mod facility require a 24 hour 7 day a week maintenance staff in order to stay compliant with jail standards. This Med Mod facility require not only maintenance but periodic rounds are required to take readings to ensure all equipment is operating to optimal standards.

Positions also needed to cover shift. at HWJIC, HHS + SWIFS.

Discussion of Related Performance Measure

The facilities department is short on staff and would need the necessary staff to maintain a proper and safe environment for the jail and Med Mod facility. We believe we can be more effective with 3 building mechanics.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>Severing Mechanism</u>	
Staff Cost		
Grade	<u>9</u>	
Salary	<u>37960</u>	
FICA @ 7.65%	<u>2903.84</u>	
Retirement @ 11.5%	<u>4365.40</u>	
Insurance @ \$8,500	<u>8500</u>	
	Total	<u>53729.34</u> x 3 = \$161,188 ⁰²
Related Equipment		
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	<u>35 x 3 = \$105</u>	
Cell Phone	_____	
Other - uniforms	<u>200 x 3 = 600</u>	
	Total	<u>\$1705</u>
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	_____
Less Additional Revenue Source		
	Grand Total	<u>\$161,893⁰²</u>

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>Facilities Management</u>	Budget No _____
Brief Title of PIR	<u>Grade -7 Maintenance Technician</u>	
Approx. Net Cost	<u>\$47,419.57 ea. x 3 142258.71</u>	Department Priority <u>Level-1</u>
<p>Brief Summary of Request: 3- Maintenance Technician to train to become building mechanics @ the George Allen Complex.</p>		
<p>Discussion of Need: The great need for the maintenance technician @ the George Allen Complex would be to train as an understudy to the Operator/ Building Mechanic. Operators are basically responsible for running and maintaining all of the facilities in the Downtown Complex, on a 24 hour a day, 7 days a week and 365 days a year bases. There is currently no system in place to train there replacement. Restoring those Maintenance Technicians to the Downtown Complex would provide us with personnel to train on equipment that is only common in those particular buildings. This would make it a much smoother transition into the Operator/building Mechanic position. Therefore providing Dallas County with a much better trained operator, who is responsible hundreds of millions of dollars' worth of equipment in a stand-alone position. The workforce of operators is aging and we need to be training our replacements. This will put us in a win-win situation. Allowing us to provide better service to the occupants of these facilities and become better stewards of the tax payers' investments by taking better care of the buildings' equipment and eliminating operator errors.</p>		
<p>Staff Review and Comment</p>		

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Grade-7 Maintenance Technician		
Staff Cost			
Grade	7		
Salary	\$32,614.00		
FICA @ 7.65%	\$2,494.97		
Retirement @ 11.5%	\$3,750.61		
Insurance @ \$8,500	\$8,500.00		
	Total	\$47,359.58	
Related Equipment			
Number			
Desk	_____		
Furniture	_____		
Computer	_____		
Printer	_____		
Network Cabling	_____		
Software	_____		
Vehicle	_____		
Travel	_____		
Pager	\$59.00		
Cell Phone	_____		
Other	_____		
	Total	\$59.00	
Other Costs (describe)			
Special Training	_____		
Consultant Fees	_____		
Renovation/Space	_____		
	Total	N/A	
Less Additional Revenue Source			
	Grand Total	\$47,419.57	x 3 142,258.71

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Department	Budget No FY16
Brief Title of PIR	Janitorial Compliance Inspector	
Approx. Net Cost	\$ 81,092 ²⁴	Department Priority

Brief Summary of Request
Additional Compliance Inspector

Discussion of Need Recent Customer Service Complaints indicate Janitorial service is not up to standards. Additional Inspector will allow for more thorough inspections and on a more frequent basis.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

Janitorial Compliance Inspector

Staff Cost

Grade	Facilities Department	
Salary	\$ 40,560	
FICA @ 7.65%	\$ 3102 84	
Retirement @ 11.5%	\$ 4664 40	
Insurance @ \$8,500	\$ 8500 00	
	Total	56827 24

Related Equipment

Number		
Desk		
Furniture		
Computer	1025-	
Printer	500-	
Network Cabling		
Software		
Vehicle	21,900-	
Travel		
Pager		
Cell Phone	840-	
Other		
	Total	\$ 24,265

Other Costs (describe)

Special Training		
Consultant Fees		
Renovation/Space		
	Total	

Less Additional Revenue Source

Grand Total \$ 81,092 24

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities Management</u>	Budget No	<u>1022</u>
Brief Title of PIR	<u>Safety Inspector</u>		
Approx. Net Cost	<u>\$85,152.08</u>	Department Priority	<u>Level 1</u>

Brief Summary of Request:
One (1) Safety Inspector for departmental safety program plus associated desk, computer, cell phone, and vehicle.

Discussion of Need:
Assess workplace hazards and unsafe workplace conditions relating to OSHA, local, state, and federal laws and regulations. Coordinate resolutions with QA Inspector Supervisor and Maintenance Supervisors.

Discussion of Related Performance Measure:
The Quality Assurance Supervisor is currently developing and providing all training subject matter (safety, asbestos awareness, personal qualification standards) while performing safety inspections. An additional inspector would ensure all buildings are inspected timely with follow up on non-compliance issues and allow additional time for the development and implementation of additional training subject matter.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Safety Inspector
Staff Cost	
Grade	<u>AM</u>
Salary	<u>\$43,003.00</u>
FICA @ 7.65%	<u>\$3,289.73</u>
Retirement @ 11.5%	<u>\$4,945.35</u>
Insurance @ \$8,500	<u>\$8,500.00</u>
	Total <u>\$59,738.08</u>
Related Equipment	
Number	
Desk	<u>\$590.00</u>
Furniture	<u>\$559.00</u>
Computer	<u>\$1,025.00</u>
Printer	<u>\$500.00</u>
Network Cabling	<u> </u>
Software	<u> </u>
Vehicle	<u>\$21,900.00</u>
Travel	<u> </u>
Pager	<u> </u>
Cell Phone	<u>\$840.00</u>
Other	<u> </u>
	Total <u>\$25,414.00</u>
Other Costs (describe)	
Special Training	<u> </u>
Consultant Fees	<u> </u>
Renovation/Space	<u> </u>
	Total <u>\$85,152.08</u>
Less Additional Revenue Source	
	Grand Total

Form E1

FY2016



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Safety Inspector
Proposed Position Grade:	AM
Department Name:	Facilities Management
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Stephen Thompson QA Inspector Supervisor
Supervisor Phone:	214-653-6834
Supervisor Email:	Stephen.thompson@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to:
Access workplace and/or engine rooms for workplace hazards and unsafe situations.
This is accomplished by:
Conduct weekly inspections with follow ups to detect safety hazards and ensure corrective measures for deficiencies.
Other duties include:
Record keeping, report writing, staying abreast of OSHA, local, state, and federal laws and regulations.

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
Tasks performed to accomplish this function:		
Inspections:	50%	E
Visits engine rooms and work areas identifying safety hazards, taking pictures, Completing and issuing inspection reports.		
2. Function:	Time	E or NE
Tasks performed to accomplish this function:		
Follow ups:	30%	E
Visits engine rooms and work areas comparing weekly safety inspection status reports, completed by maintenance supervisors, for corrections of deficiencies found.		
3. Function:	Time	E or NE
Tasks performed to accomplish this function:		
Communication:	10%	E
Discusses deficiencies with supervisors and staff to mitigate workplace safety hazards.		
4. Function:	Time	E or NE
Tasks performed to accomplish this function:		
Other duties:	10%	NE
Record keeping, report writing, staying abreast of OSHA, local, state, and federal laws and regulations,		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Flash Light, Tape Measure, Camera, Vehicle, Ladder

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Cell Phone, Personal Computer

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="checkbox"/>	1.	Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2.	Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3.	Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4.	Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5.	Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6.	Communicable diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8.	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="checkbox"/>	1.	<i>Office Environment</i>	<input type="checkbox"/>	4.	Clinic	<input type="checkbox"/>	6.	Residential Facility (not secure)
<input type="checkbox"/>	2.	Shop or Warehouse	<input type="checkbox"/>	5.	Secured Facility	<input type="checkbox"/>	7.	Vehicle
<input checked="" type="checkbox"/>	3.	Other (Specify) Engine Room						

6. Protective Equipment Required: List any protective equipment required for this position.

Safety Glasses, Rubber/Leather Gloves, Hearing Protection, Respirator, Hard Hat

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="checkbox"/>	1.	Less than high school education
<input checked="" type="checkbox"/>	2.	High school diploma or equivalent
<input type="checkbox"/>	3.	One year college
<input type="checkbox"/>	4.	Two-year Associate's degree in:
<input type="checkbox"/>	5.	Four-year Bachelor's degree in:
<input type="checkbox"/>	6.	Graduate or professional work or advanced degree in:

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="checkbox"/>	7.	Minimum of five years experience in/as: Building Mechanic, Electrical, Plumbing, HVAC
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? <u>Class C</u>

G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

Plans routine inspections and follow ups for various locations.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
4. If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

6. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

7. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

8. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general

public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. QA Inspector Supervisor
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Grade AM Building Mechanic, Plumber,
	2. Electrician, HVAC Tech.

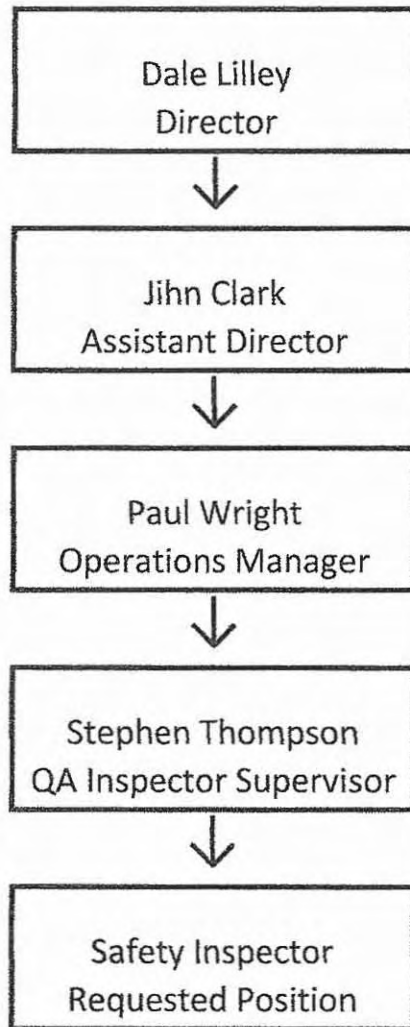
J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

FACILITIES MANAGEMENT

Proposed Safety Position



PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities Dept</u>	Budget No. <u>1022</u>
Position Title	<u>Q/A JAIL INSPECTOR SUPERVISOR</u>	Position No. _____
Current Grade	<u>F</u>	Job Code _____
		Department Priority _____

Description of Changes in Work Being Performed

- a. TCJS requires one point of contact with Facilities throughout sight visit and inspections.
- b. Dallas County requires additional documentation concerning all TCJS requirements.
- c. Addition of MedMod
- d. Tasked with inspections of outlying buildings including juvenile spaces.

Reason/Authority for Change (see Budget Manual)

Facilities QA/QC Supervisor oversees personnel in the inspection of county buildings. Inspections ensure that the jails are kept in compliance with TCJS by finding the problems and reporting them to Facilities for repair. They also conduct follow up inspections to ensure completion of previously found discrepancies. The supervisor maintains a database record for all TCJS jail standards and inspections. The supervisor works in tandem with the Sheriff's Department QA/QC team to ensure compliance. They write evaluations and disciplinary forms as needed and ensure new hires are properly trained. They stand on call duties and are expected to respond to building emergencies when they arise.

Departmental Cost Worksheet

Current Grade <u>F</u>	Proposed Grade <u>G</u>	
Salary <u>52,780.20</u>	Salary <u>56,968.92</u>	
FICA (7.65%) <u>4037.68</u>	FICA (7.65%) <u>4358.12</u>	
Retirement (11.5%) <u>6069.72</u>	Retirement (11.5%) <u>6551.42</u>	
Total <u>62,887.60</u>	Total <u>67,878.46</u>	
	Total Annual Impact	<u>4,990.86</u>

Staff Review and Comment



DALLAS COUNTY
Human Resources/Civil Service
Position Reclassification Summary Form

(For a new position use the "Position Description Questionnaire")

Definition: A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

Section I. General Information

Civil Service Date:

Department Name	Facilities Department
Division / Section	Facilities Department
Work Location	Various
Contact Name	Dale Lilley
Telephone Number	214-653-6719
Court Order # and Date:	

Section II. Current Classification

Status		Vacant		Filled
Type	X	Full-Time		Part-Time

Section III. Classification Review

	Current	Proposed
Job Title	Facilities QA/QC Inspection Supervisor (Jail)	Facilities QA/QC Inspection Supervisor (Jail)
Job Code		
Job Grade	F	G
Reports To (Position Name):	Facilities Maintenance Manager	Assistant Facilities Director
Creation Date		
Position Number(s) *	6941	6941
Salary Schedule		
FLSA		
Summary of Functions:	Supervise personnel in the inspection of county jail facilities to ensure compliance of Sheriffs & TCJS standards.	Supervise personnel in the inspection of county jail facilities to ensure compliance of Sheriffs & TCJS standards. Supervise inspections of outlying juvenile and county buildings to ensure buildings are up to Facilities standards.
a.		
b.		
c.		
d.		
Management Scope	None	None
Education	High School (GED)	High School (GED)
Experience	3 YRS	3 YRS

Hay Points	KH:	PS:	KH:	PS:
	AC:	FFL:	AC:	FFL:
	Profile:		Profile:	
Funding Source				

Last Reclassification Date, if applicable	
Changes (e.g. duties, qualifications, etc.)	

Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)

- Direct interface with TCJS inspectors for jail inspections
- Ever increasing need for record keeping related to TCJS requirements
- Additional square footage added with a reduction in staff

Where did the new duties come from?

- TCJS requires one point of contact with Facilities throughout sight visit and inspections.
- Dallas County requires additional documentation concerning all TCJS requirements.
- Addition of MedMod
- Tasked with inspections of outlying buildings including juvenile spaces.

When did the change occur? Why? (Non-financial reasons)
 Over the last four years. Responsibilities are ongoing and increasing.

Who has been performing the new duties? Since when? Current QA/QC Supervisor

What specific tasks or activities make the work more (or less) complex?
 Facilities QA/QC Supervisor oversees personnel in the inspection of county buildings. Inspections ensure that the jails are kept in compliance with TCJS by finding the problems and reporting them to Facilities for repair. They also conduct follow up inspections to ensure completion of previously found discrepancies. The supervisor maintains a database record for all TCJS jail standards and inspections. The supervisor works in tandem with the Sheriff's Department QA/QC team to ensure compliance. They write evaluations and disciplinary forms as needed and ensure new hires are properly trained. They stand on call duties and are expected to respond to building emergencies when they arise.

Is additional training and/or education required?
NO

FOR HR USE ONLY

<input type="checkbox"/> Recommend	<input type="checkbox"/> Do Not Recommend	<input type="checkbox"/> Hold – Collect Additional Data
---	--	--

New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

Special Instructions / Comments

CIVIL SERVICE MEETING - STATUS

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Pulled
--	--	--

Special Instructions / Comments

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Facilities Dept	Budget No. FY16
Position Title	Skilled Support Supervisor	Position No. 0199
Current Grade	Job Code	Department Priority
G		

Description of Changes in Work Being Performed

Manages approximately 30 technical personnel group consisting of HVAC, Plumbing, Electrical, Electronic, Welding AND Carpentry and assigned buildings. Plans, organizes and controls provisions of building and equipment operations, maintenance, repair and renovation services for the Facilities Department of Dallas County.

Reason/Authority for Change (see Budget Manual)

- a. The Carpenter Shop maintains ALL of the Counties 52 Bldgs (Including 5 Jails which operate 24/7 for a total of 6.5 Million Sq Ft of space). This encompasses lock sets, re-keys, minor construction projects, door repairs and repairs to existing and future buildings. Group completed 2100 unplanned work orders in 2014.
- b. Additionally, the skilled labor group maintains ALL HVAC, plumbing and electrical repairs/ installations in all of the outlying building in the county. There are 52 of these buildings. Group completed 2400 unplanned work orders in FY2014.
- c. Responsible for inspections and recommendations of proposed building purchases by the County.
- d. Responsible for writing Scope of Works for all new major projects.
- e. Maintains all Fire Alarm systems in all county buildings. Must maintain them in operating condition to comply with Texas State Jail Commission & DOJ Standards.

Departmental Cost Worksheet

Current Grade G	Proposed Grade H	
Salary 56968.92	Salary 61356.96	
FICA (7.65%) 4358.12	FICA (7.65%) 4693.80	
Retirement (11.5%) 6651.42	Retirement (11.5%) 7056.05	
Total 67978.46	Total 73106.81	
	Total Annual Impact 5128.35	

Staff Review and Comment



DALLAS COUNTY
Human Resources/Civil Service
Position Reclassification Summary Form

(For a new position use the "Position Description Questionnaire")

Definition: A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

Section I. General Information

Civil Service Date:

Department Name	Facilities
Division / Section	Skill Support Supervisor
Work Location	North Tower
Contact Name	Dale Lilley
Telephone Number	214-653-6722
Court Order # and Date:	

Section II. Current Classification

Status	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Filled
Type	<input checked="" type="checkbox"/>	Full-Time	<input type="checkbox"/>	Part-Time

Section III. Classification Review

	Current	Proposed
Job Title	Skilled Support Supervisor	Skilled Support Supervisor
Job Code	8019000	
Job Grade	G	H
Reports To (Position Name):	Facilities Maintenance Manager Greg Gray	Facilities Maintenance Manager Greg Gray
Creation Date		
Position Number(s) *	0199	0199
Salary Schedule		
FLSA		
Summary of Functions:	Supervise trade group consisting of HVAC, Plumbing, Electrical, Electronic.	Manages approximately 30 technical personnel group consisting of HVAC, Plumbing, Electrical, Electronic. Welding AND Carpentry and assigned buildings. Plans, organizes and controls provisions of building and equipment operations, maintenance, repair and renovation services for the Facilities Department of Dallas County.
a.		
b.		
c. d.		

Management Scope	None		None	
Education	High School (GED)		High School (GED)	
Experience	3 YRS		3 YRS	
Hay Points	KH:	PS:	KH:	PS:
	AC:	FTL:	AC:	FTL:
	Profile:		Profile:	
Funding Source				

Last Reclassification Date, if applicable	
Changes (e.g. duties, qualifications, etc.)	

Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)

a. Assumed supervisory duties of Carpenter Supervisor position that was RIF'd.
b. Took on responsibilities for 10 more employees for a total of 30 employees
c. Expanded knowledge scope to include carpentry and supply functions for Facilities Department.
d.

Where did the new duties come from?

a. RIF of Facilities Carpenter Supervisor
b. Additional employees added to roster. Includes A/V tech for courtroom audio/visual maintenance
c.
d.

When did the change occur? Why? (Non-financial reasons) 2011. RIF of Supervisor

Who has been performing the new duties? Since when?
Darrell Howerton - Started October 2012,
If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above? It won't as the Supervisor has all ready assumed responsibilities for the additional work load

What specific tasks or activities make the work more (or less) complex?

a. The Carpenter Shop maintains ALL of the Counties 52 Bldgs (Including 5 Jails which operate 24/7 for a total of 6.5 Million Sq Ft of space). This encompasses lock sets, re-keys, minor construction projects, door repairs and repairs to existing and future buildings. Group completed 2100 unplanned work orders in 2014.
b. Additionally, the skilled labor group maintains ALL HVAC, plumbing and electrical repairs/ installations in all of the outlying building in the county. There are 52 of these buildings. Group completed 2400 unplanned work orders in FY2014.
c. Responsible for inspections and recommendations of proposed building purchases by the County.
d. Responsible for writing Scope of Works for all new major projects.
e. Maintains all Fire Alarm systems in all county buildings. Must maintain them in operating condition to comply with Texas State Jail Commission & DOJ Standards.

--

Is additional training and/or education required?
NO

FOR HR USE ONLY

<input type="checkbox"/> Recommend	<input type="checkbox"/> Do Not Recommend	<input type="checkbox"/> Hold – Collect Additional Data
---	--	--

New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

Special Instructions / Comments
--

CIVIL SERVICE MEETING - STATUS

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Pulled
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Special Instructions / Comments
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PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Management	Budget No
Brief Title of PIR	CONTRACTS & UTILITIES ANALYST	
Approx. Net Cost	\$ 47,870.28	Department Priority 1

Brief Summary of Request
 CREATE A POSITION TO MONITOR, MAINTAIN, & EXECUTE ALL PHASES OF UTILITY NEEDS & COSTS FOR DALLAS COUNTY FACILITIES. ASSIST WITH CONTRACTS MANAGEMENT. OVERSEE & EXECUTION OF FILMING & COURT ROOM LEASING CONTRACTS. MAINTAIN, UPDATE & UPGRADE OF FACILITIES WEB SITE & NEWS LETTER AS WELL AS FACILITIES IMPROVEMENTS SUCH AS OUR STRATEGIC PLAN & MASTER PLAN & OTHER LEAN PROJECT RESULTS.

Discussion of Need
 WITH THE CHANGING STRUCTURE & OPERATION IN THE FACILITIES DEPARTMENT WE NEED ONE INDIVIDUAL EMPLOYEE THAT CAN TAKE ON THESE TASKS. MAINTAINING, MONITORING, ANALYZING & UPGRADING RELATED TO THESE TASKS IS PARAMOUNT AS WE CONTINUE TO MOVE FORWARD. WITHOUT THIS POSITION WE GO BACKWARD AND CHANCE NOT BEING ABLE TO IMPLEMENT AND MAINTAIN THE EFFICIENCY'S THAT WE HAVE, AND ARE, DEVELOPING.

Discussion of Related Performance Measure
 THIS WILL ALLOW US TO STREAMLINE ~~OUR~~ PROCESSES, NOT ONLY IN OUR DEPARTMENT, BUT OTHER DEPARTMENTS AS WELL. THIS GRADE D POSITION WILL ALLOW US TO RECLASSIFY A GRADE 11 TO A GRADE 8 CLERK

Staff Review and Comment

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

Contracts and Utilities Analyst

Staff Cost

Grade	Facilities Management	
Salary	\$ 47,870.28	
FICA @ 7.65%	\$3,662.07	
Retirement @ 11.5%	\$5,505.08	
Insurance @ \$8,500	\$8,500.00	
	Total	65,537.43 <u>Contracts and Utilities Analyst</u>

Related Equipment

Number

Desk	Ø	
Furniture	Ø	
Computer	Ø	
Printer	Ø	
Network Cabling	Ø	
Software	Ø	
Vehicle	Ø	
Travel	Ø	
Pager	Ø	
Cell Phone	\$ 840.00	
Other	Ø	
	Total	\$ 66,377.43

Other Costs (describe)

Special Training	Ø	
Consultant Fees	Ø	
Renovation/Space	Ø	
	Total	\$ 66,377.43

Less Additional Revenue Source

Grand Total

Form E - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2016 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet Form E1, and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form E1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form E1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	FACILITIES DEPARTMENT	Budget No.	
Position Title	CONTRACT COMPLIANCE MANAGER	Position No.	
Current Grade	F	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

Along with my normal duties as Contracts Manager, I have been tasked with additional responsibilities as Facilities Management Customer Service Manager which includes meeting with department managers to define business and operational requirements; goals and practices. Key involvement in defining the new division of Customer Service initiatives. Helping to identifying and resolving customer service goals and processes. Lead sessions to enhance business processes, operations and information process flows.

Assisting management by supervising, delegating and providing guidance to staff in one or more areas of responsibility to ensure compliance with applicable policies and procedures. Acts as the primary contact person for the office, to include receiving telephone calls and inquiries which may include service questions, presentations or general operations; gathering information from callers, researching questions and issues, and providing information or data to other staff members to facilitate appropriate responses. Monitors work processes, provide feedback, collect data for performance measures, establishes goals and objectives, and recommend/implement process improvements.

Reason/Authority for Change (see Budget Manual) the Facilities department has started to initiate change in several positive directions that allow better management and communication with staff, this has cause an emphasis to be placed on a new customer service oriented department in which I have been tasked to start and continue along with my normal duties .

Departmental Cost Worksheet

Current Grade <i>F</i>	Proposed Grade <i>G</i>	
Salary 52780.20	Salary 56986.92	
FICA (7.65%) 4037.68	FICA (7.65%) 4358.12	
Retirement (11.5%) 6069.72	Retirement (11.5%) 6551.42	
Total 62887.60	Total 67878.46	
		Total Annual Impact

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities - Engineering & Project Mgt</u>	Budget No. <u>FY16 1021</u>
Position Title	<u>Project Manager - Space Planning</u>	Position No. _____
Current Grade	Job Code	Department Priority
<u>H</u>	_____	_____

Description of Changes in Work Being Performed

Due to the needs of the County, the scope of the Project Manager - Space Planning has evolved into a professional Real Estate Services Manager. As evidenced in the attached job description, the responsibilities have broadened in scope to include possessing the knowledge and expertise in negotiating lease contracts, overseeing site selections, knowledge of commercial real estate terminology, economics, reading and understanding boundary and topographic surveys. In addition, this position is accountable for all aspects of occupancy, cost management, and real estate portfolio management for Dallas County. Must now have knowledge of existing markets and will make recommendations to the Commissioners Court on relocation or consolidation opportunities and the potential within the market. The position develops long term strategies in line with the County's overall Strategic Plan and executes the County's real estate strategy in disposing of surplus property as well as managing the acquisition strategy for new real estate assets. In servicing the County portfolio, the position works closely with Court Administration, property owners, developers, brokers, municipalities, and all internal teams to implement County strategies within the assigned Dallas County market. Please see a more detailed description of responsibilities attached.

Reason/Authority for Change (see Budget Manual)

The Project Manager – Space Planning position has become more complex in responsibilities and is more accountable for ensuring Dallas County real estate assets are managed. No longer are small space plans and modular furniture projects being worked. Instead, the scope of this position has expanded to managing the County's real estate portfolio as well as being accountable for all cost analyses, strategy and market planning, lease administration, property management; and recommendations to the Court on available market opportunities that align with and satisfy Dallas County long term asset management goals.

Departmental Cost Worksheet

Current Grade <u>H</u>	Proposed Grade <u>J</u>
Salary <u>61,356.96</u>	Salary <u>72,051.00</u>
FICA (7.65%) <u>4,693.80</u>	FICA (7.65%) <u>5,511.91</u>
Retirement (11.5%) <u>7,056.05</u>	Retirement (11.5%) <u>8,285.87</u>
Total <u>73,106.81</u>	Total <u>85,848.78</u>
	Total Annual Impact <u>12,741.97</u>

Staff Review and Comment

Real Estate Services Manager Job Description

Real Estate Services Manager will provide high quality and cost effective real estate solutions for Dallas County operations. Possess knowledge and expertise in negotiating, site selection, construction, real estate contracts, commercial real estate terminology, economics, reading and understanding boundary and topographic surveys, and the ability to communicate orally and in writing. Proven record of success with real estate developers in build to suit land and property acquisitions and dispositions.

The Real Estate Services Manager is directly accountable for all aspects of occupancy, cost management, and portfolio optimization for Dallas County. The Manager will develop strategies in conjunction with the County's long term growth and/or consolidation plan through Space Planning and Design, Construction, Lease Administration, Asset Management, Real Estate Research, and Legal to optimize Dallas County real estate strategies. Execute County real estate strategy in order to maximize portfolio value and alignment with the Dallas County Strategic Plan. Manage the broker relationship and all steps in the real estate service delivery process to include portfolio management, transaction services, lease administration, project management, and facilities management. Work with property owners, developers, brokers, municipalities, and all internal teams to implement County strategies in the assigned Dallas area markets.

Additional responsibilities include:

- Provide countywide real estate lease transaction management through site selection and lease negotiation, administration, reviews, and compliance.
- Manage internal lease process insuring Legal and Risk review verifying completed lease is in compliance with County standards.
- Manage lease abstraction of new leases, subleases and amendments; track and maintain critical dates such as renewal options, termination dates, etc.
- Provide research for pending transactions, leasing reports, tenant buyouts/contractions, and/or early terminations.
- Develop and maintain relationships with property Landlords, Subtenants, Real Estate Brokers, internal/external legal support and Risk management, business representatives, and all other parties affiliated with the lease/purchase process in order to provide the lowest possible rent with the best terms and conditions for the County
- Analyze real estate portfolio for opportunities to right size offices, co-locate, reduce rent or sublet space wherever possible and report findings to the Commissioners Court as needed
- Draft/Prepare/Review any documents associated with the leasing transactions
- Assist in business development and establishing relationships with cities within Dallas County
- Prepare Purchase Vs. Lease cost analyses

- Environmental and title work knowledge and understanding
- Ad-hoc Report development to support various projects
- Ability to manage other transactions such as land, warehouse, and plant purchase/dispositions
- Evaluate potential sites including physical inspections, estimating capital improvements to meet County goals and objectives and document review
- Negotiate and engage the services of consultants / engineers / vendors, as needed, for the analysis of potential acquisitions and dispositions
- Preparation of Project Management SOWs and use existing contracts for project management programming and construction services

DIRECT COMMISSIONERS COURT INTERFACE

This position reports directly to Commissioners Court Administration and interacts with Court members and their staffs on a variety of real estate projects. Other duties include:

- Report project status to the Commissioners Court and Administration staff as required
- Assist in the preparation of annual plans and budgets for real estate acquisitions
- Must be knowledgeable of the existing markets and shall make recommendations to the Court on relocation or consolidation opportunities, and the potential within the market
- Assist in development of a strategic market plan for consolidation/growth and optimization for each County office by analyzing real estate costs, trade areas and various demographics data concerning desirability of available sites
- Detailed review and analysis of site plans, site attributes and values on all sites targeted for future acquisition
- Carry out negotiations directly and or through brokers with land owners/developers to obtain sites conforming to County standards at optimal cost.
- Preparation of site pro-forma reports
- Assist in the preparation and presentation of site approval presentations to the appointed members of the Building Study Committee
- Negotiate property disposition, and/or property acquisition of existing locations
- Engage with project team members and maintain an active role in the transaction from Site Approval to the opening, or closing and disposition of each County office
- May be required on occasion to attend public meetings in order to support a specific project

The Real Estate Services Manager is also expected to be able to independently and effectively work both in the field and office, be self-disciplined and self-motivated to achieve the goals established for the position.

SUPERVISORY RESPONSIBILITIES

Proactively manage a group consisting of real estate brokers, as well as their projects approved by the Building Study Committee and the Commissioners Court.

Manages the countywide contract for Parking Management services. Provides direct supervision of contractors that support garage operations and maintenance to keep properties clean and operational seven days per week. This includes maintaining optimal efficiency for equipment and operations by improving the customer interface and timely resolution to any and all garage incidents, regarding safety, security, and/or equipment malfunctions.

Other duties include:

- Monthly reporting of overall garage activity, revenues, sales taxes, credit card collections to the County Auditor.
- Provides analysis and input to the annual budget plans for equipment upgrades and replacements, for more efficient operations and to improve the customer experience.
- Regularly reviews and updates the Dallas County Parking Policy and the Operations/Procedural Manual, recommending changes as appropriate.
- Prepare other ad-hoc reports on garage operations as required by Commissioners Court Administration.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities Department</u>	Budget No. <u>FY16 (1021)</u>
Position Title	<u>Fiscal Services Manager</u>	Position No. _____
Current Grade	<u>D</u>	Job Code _____
		Department Priority _____

Description of Changes in Work Being Performed

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade <u>D</u>	Proposed Grade <u>F</u>	
Salary <u>47870.28</u>	Salary <u>52780.20</u>	
FICA (7.65%) <u>3662.07</u>	FICA (7.65%) <u>4037.68</u>	
Retirement (11.5%) <u>5605.28</u>	Retirement (11.5%) <u>6069.72</u>	
Total <u>57,037.43</u>	Total <u>62887.60</u>	
	Total Annual Impact <u>5850.17</u>	

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities Department</u>	Budget No. <u>FY 16 1022</u>
Position Title	<u>Maintenance Manager</u>	Position No. _____
Current Grade	<u>K</u>	Department Priority _____

Description of Changes in Work Being Performed

Assumed responsibility for 30 additional employees for a total of 99 employees.
 Sq Footage of buildings responsible for increased to include All county buildings, not just jail facilities.
 Increased responsibility of inspecting property that Dallas County may purchase.

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade <u>K</u>	Proposed Grade <u>M</u>
Salary <u>77206³²</u>	Salary <u>88008²⁰</u>
FICA (7.65%) <u>5906²⁸</u>	FICA (7.65%) <u>6732⁶¹</u>
Retirement (11.5%) <u>8878²²</u>	Retirement (11.5%) <u>10120⁹²</u>
Total <u>91991³²</u>	Total <u>104861⁵³</u>
	Total Annual Impact <u>12870²¹</u>

Staff Review and Comment



DALLAS COUNTY
Human Resources/Civil Service
Position Reclassification Summary Form

(For a new position use the "Position Description Questionnaire")

Definition: A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

Section I. General Information

Civil Service Date:

Department Name	Facilities
Division / Section	Facilities Department
Work Location	Various
Contact Name	Dale Lilley
Telephone Number	214-653-6719
Court Order # and Date:	

Section II. Current Classification

Status	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Filled
Type	<input checked="" type="checkbox"/>	Full-Time	<input type="checkbox"/>	Part-Time

Section III. Classification Review

	Current	Proposed
Job Title	Maintenance Manager	Assistant Facilities Director
Job Code		
Job Grade	K	M
Reports To (Position Name):	Facilities Director	Facilities Director
Creation Date		
Position Number(s) *	Greg Gray	Greg Gray
Salary Schedule		
FLSA		
Summary of Functions:	Manage 3 Facilities Supervisors in the inspection, maintenance and upkeep of over 6.7 million square feet of useable building space	Manage 4 Managers Supervisors in the inspection, maintenance and upkeep of over 6.7 million square feet of useable building space. Added 30 employees for total of 99
a.		
b.		
c.		
d.		
Management Scope	None	None
Education	High School (GED)	High School (GED)
Experience	3 YRS	3 YRS
Hay Points	KH:	PS:
	AC:	TTL:
	Profile:	Profile:

Funding Source		
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Last Reclassification Date, if applicable	
Changes (e.g. duties, qualifications, etc.)	

Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)

- a. Managing increasing square footage with fewer employees.
- b. Oversight of multi-million dollar construction projects.

Where did the new duties come from?

- a. Purchase of new facilities and new construction.
- b. 3 years of Reduction in Force (RIF's)
- c. MedMod, Energy Audit, Jail Upgrades.
- d. Strategy & development of needed upgrades & renovations in all county facilities. (Approximately \$80,000,000 over the next 6 years. See Attached)
- e. Increased role in the hiring and disciplinary process with HR.
- f. Assumed responsibility for 1 new Supervisor and 30 employees.

When did the change occur? Why? (Non-financial reasons)
Over the past 4 years and the responsibilities are ongoing and increasing.

Who has been performing the new duties? Since when? Current Maintenance Managers

What specific tasks or activities make the work more complex?
The Assistant Facilities Directors oversee 7 Managers and 2 Supervisors and 135 skilled maintenance technicians in the maintenance and upkeep of all County buildings and property totaling over **6.7 million sq. ft.** of useable space valued at \$1.1 billion. Many of the buildings are aged and require constant maintenance. County jails must be maintained to standards set forth by the Department of Justice and the Texas Commission on Jail Standards. Courthouses must be maintained so that trials can be conducted with zero interruption. Under the authority of the Facilities Director, the Assistant Directors are responsible for the oversight of an **annual budget of \$18,500,000;** and they have ultimate responsibility of hiring, disciplinary actions, budget input and maintenance. The Assistant Directors are expected to be available 24/7 to respond to any and all building emergencies. The Assistant Directors liaison with elected officials and other Department Heads/Directors to ensure that buildings are operating to peak efficiency. The Assistant Directors also provide oversight to multimillion dollar projects to ensure they are implemented with the counties best interest in mind.

Is additional training and/or education required?
NO

FOR HR USE ONLY

<input type="checkbox"/> Recommend	<input type="checkbox"/> Do Not Recommend	<input type="checkbox"/> Hold – Collect Additional Data
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New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

Special Instructions / Comments
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CIVIL SERVICE MEETING - STATUS

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Pulled
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Special Instructions / Comments
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Director - Dale Lilley

Deputy Director - Kumar Pilla

MAINT MGR JAIL Greg Gray					ASSISTANT DIRECTOR John Clark		
W/T	ST/FC/KIT/GAJAIL	NT/Decker	Supply	Skilled Support	Downtown	HW/CC/HHS/SWIFS	Engineering
Joe Flores	Robby Saye	Stephen Rogers		Darrell Howerton	Jerome Price	Charles Edwards	
Lead Bldg Mech Mike Flowers	Lead Bldg Mech Daniel Cherry	Lead Bldg Mech Danny Wright	Inventory Control Maria Grijalva	Lead Electronics Ryan Piper	Lead Bldg Mech Don Henjum	Lead Bldg Mech John Carter	Project Manager Chuck Schneider
Lead Plumber Michael Higgins	Lead Bldg Mech Juan De La Rosa	Lead Electrician Larry Kitchens	Service Attendant Earnest Wilkerson	Electronics Joel Lewis	Lead Electrician Larry Simpson	Lead Bldg Mech Guy Faulkner	Space Planner Carolyn Thompson
Lead Electrician Fred Range	Lead Plumber Greg Cade	Lead Plumber Troy Smith	Clerk Vacant	Electronics Brian LaFlower	Lead Electrician Robert Martin	Lead Electrician Don Hayes	
Welder Johnny Austin	Lead Plumber Saul Carillo	Lead Plumber Eric Taylor		Electronics Earnest Akins	Lead Plumber Troy Grisham	Electrician Gary Roberts	HR/Analyst Vacant
Bldg. Mech 9-1 Girma Negusie	Lead A/C Vacant	Electrician Pablin Vela	QA/QC Kriss Wainscott	Electronics Kelly Bates	Plumber Ken McDougal	Lead Plumber Michael Garland	
Bldg. Mech Wayne Smith	A/C Paul Rodriguez	Bldg. Mech 9-1 Kevin Pitner	Inspector Mechanic Stan Littlejohn	Electronics Tyrone Henry	Lead A/C Scott Beeson	Lead Plumber Marty Ward	FISCAL SERVICES Janice Rowe
Bldg. Mech Michael Centeno	Kitchen Tech Dennis Hensel	Bldg. Mech Hector Silva	Inspector Plumber Luis Mata	Electronics Jerad Hernandez	A/C Daniel John	Lead A/C Kevin Carroll	Contracts Support Carol Johnson
Bldg. Mech Martin Martinez	Bldg. Mech 9-1 Vacant	Bldg. Mech Stephen Craig	Inspector Electronic Temp. Assign to S/S	Lead Electrician Bill Brown	Bldg. Mech 9-1 Mike Ogas	Lead A/C Steve Mulcahy	Clerk Claudia Luna
Bldg. Mech Mathai Mannanal	Electrician Dale Bryant	Bldg. Mech Keith Revels	Inspector Electronic Michael Chatman	Lead A/C Raymond Avila	Bldg. Mech Ricky Johnson	Welder Bobby Jenkins	Temp Latisha Pierce
Bldg. Mech Joe Morris	Bldg. Mech Dario Guana	Bldg. Mech Henry Iorres	Inspector Welder Donald McKinney	Lead A/C Manuel Ramos	Bldg. Mech David Hall	Bldg. Mech 9-1 Pete Rivera	
Bldg. Mech Ted Walther	Bldg. Mech Nick Buenrostro	Bldg. Mech Gary Paschell	Inspector Mechanic Michael Norman	A/C Manuel Wideman	Bldg. Mech Albert Johnson	Bldg. Mech 9-1 Ramiro Hinojosa	OPER. MANAGER Paul Wright
Bldg. Mech Homer Bullington	Bldg. Mech Lannie Kiser	Bldg. Mech Michael Ramirez	Temp Debra Tucker	A/C Rodrick Sanders	Bldg. Mech Keith Davis	Bldg. Mech John Balasa	QA/Safety Supv. Stephen Thompson
Bldg. Mech Israel Garza	Bldg. Mech Ron Evans	Bldg. Mech Eddie Andrews		A/C Puthiampurathu	Bldg. Mech Vacant	Bldg. Mech Joe Rico	Contracts Manager Ella Danials
Bldg. Mech Stephen Shykes	Bldg. Mech Fil Briones	Bldg. Mech Maurice Bullard		Lead Plumber Mark Schrader	Bldg. Mech Francisco Sandoval	Bldg. Mech Richard Moon	Inspector Sandra Garcia
Bldg. Mech Vacant	Maint. Tech Vacant	Bldg. Mech Jeff Robinson	Wilmer Staff	Plumber Wayne Hammers	Bldg. Mech Alias Parasseril	Bldg. Mech Joe Blutchter	Inspector Wendy Aviles
Maint. Tech Nicholas Turner		Bldg. Mech Tony Andrews	Lead A/C Gary Traylor	Welder Jay Haith	Bldg. Mech Carlton Green	Bldg. Mech Ken Sells	Temp Natalie Solis
Maint. Tech Vacant		Bldg. Mech David Sullins	Bldg. Mech Rick Kramer	Lead Locksmith Jaclyn Martin	Bldg. Mech Bobby Vann	Bldg. Mech Ricky Garcia	
Maint. Tech Jonathon Hayden		Bldg. Mech Vacant	Bldg. Mech James Root	Lead Carpenter Billy Robbins	Bldg. Mech Vacant	Bldg. Mech Steve Stegemoller	
Maint. Tech Vacant		Bldg. Mech Vacant	Bldg. Mech Thomas Cole	Carpenter Tony Chagoya	Bldg. Mech Vacant	Bldg. Mech Torino Armas	
		Maint. Tech Earnest Johnson		Carpenter Keith Gray	Bldg. Mech Vacant	Bldg. Mech Billy Appleton	
		Maint. Tech James Kelley		Carpenter La'Ron McClinton		Bldg. Mech Javury Moon	
		Maint. Tech Vacant		Carpenter Dizzie Harris		Bldg. Mech Vacant	
		Maint. Tech Vacant		Carpenter Brent Luneau			
				Lead Electronics Kent Benitez			

REPLACEMENT EQUIPMENT REQUEST

Department FACILITIES					
Budget No. _____					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	HHS Emergency Generator	36 years (1979)	N/A	\$330,00.00	Parts no longer available: Fuel Pump Failure. Existing fuel pump had to be remanufactured.
1	Cook-Chill replace (8) RTU	22 years (1983)	N/A	\$175,000.00	Frequent repairs during cooling System. Turn- key installation. Administration and Trustees need reliable comfortable work environment.
1	1997 ¾ ton Ford Service truck	18years (1997)	RL113	\$45,000.00 Club Cab pick up	Truck is old barely drivable. A club Cab truck would allow additional Maintenance crew, tools and materials
1	Ford Crown Victoria 2003	12 years (2003)	RL168	\$35,000.00	High mileage 168,533 miles. Transmission has been replaced and slams hard in third gear. Inefficient fuel . Recommend Ford Fusion.
5					
6					
7					
8					
9					

now

now

REPLACEMENT EQUIPMENT REQUEST

Department Budget No.		Facilities Management			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	ATS for new Generator @ George Allen	54 yrs.	N/A	\$100,000.00	New generator installed this year. Old transfer switch need replacing due to age and parts availability.
1	Replace hot deck coils on AHU # 9 @ George Allen	54 yrs.	N/A	\$26,000.00	Heating coil is leaking and creating a safety hazard as well as loss of steam and chemicals
1	Replace the blower and motor on AHU #14 George Allen 9th fl.	54 yrs.	N/A	\$60,000.00	Bearings on shaft and in motor had to be replaced twice in the past 2 years. Blower is out of balance.
1	Replace & relocate AHU # 16 to a better location. GA. B-1 level.	54 yrs.	N/A	\$125,000.00	Bottom has rusted out and the location makes it very difficult to work on.
1	Replace roof @ Records Bldg.	30 yrs.	N/A	\$1,000,000.00	Roof is old and leaking in several places.
2	Replace exhaust fans on George Allen Jail rooftop.	30 yrs.	N/A	\$40,000.00	Old nonfunctioning exhaust fans are needed to maintain proper ventilation in the jail.
2	Change out large exhaust fans in the Kennedy Parking Garage.	54 yrs.	N/A	\$100,000.00	Change out large oversized fans to smaller energy efficient wall of fans that are easier to service.
2	Replace Switch in Admin. Basement	30 yrs.	N/A	\$50,000.00	Switch gears are old and replacement parts are unavailable.
2	Remodel 9 ea. Restrooms @ the Admin. Bldg.	Original Reno.	N/A	\$90,000.00 \$ 350,000	Restrooms are in need of updating.

REPLACEMENT EQUIPMENT REQUEST

Department		Facilities				Budget No.	FY16
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification		
1	RL129	1999 16yrs.	RL129	\$24150	Need Full Size Truck for delivery of parts + material.		
2	RL107	1995 20yrs	RL107	\$23195	Mini Van needed for electronic Tech. to transport eqpt.		
3	RL119	1998 18yrs	RL119	\$24150	Need Full size truck for transport of eqpt + to drive to outlying bldgs to perform maint		
4	RL106	1995 20yrs	RL106	\$24150	Truck is unreliable + is in for service constantly		
5							
6							
7							
8							
9							
10							

A 95645

Form D

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Facilities</u>	Budget No.	<u>FY16</u>
Title of PIR	_____	Request Type	<u>H</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source	

Description of Need and Justification

40 IPADS FOR USE w/ FAMIS +
EMS Monitoring + Controls.

40 x \$770 = \$30,800

Expected Benefits

- Allow Techs to have up to date work orders in the field
- Allow monitoring of Building EMS + allow changes to be made
- Allow Building Operators to enter equipment status in the field

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2016

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Operations - Engineering</u>	Budget No. <u>1021</u>
Title of PIR	<u>AutoCad Update</u> <u>\$ 7500</u>	Request Type <u>S</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Operations-Engineering has been licensed for AutoCad for over fifteen years. The last update of this software was in 2009. To remain consistent with industry standards and have the ability to communicate with architects and engineers consulting to the County in a common format, this software should be updated to the latest version.

Expected Benefits

Continuing to have the ability to perform some programming/design will enhance the department effectiveness to provide expeditious response to other County departments. By leveraging the software, some programming can be performed inhouse, thereby reducing production/design costs from A/E firms. In developing conceptual drawings inhouse, decision can be made up-front as to the feasibility of further resource dedication for a project that may not be of benefit to the County.

Department Head Signature _____	Priority <u>1</u>
Department Contact Person <u>John Clark</u>	Phone <u>xt 6242</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities – Engineering & Project Management</u>	Budget No <u>1021 FY16</u>
Brief Title of PIR	<u>Parking Garage Cleaning</u>	
Estimated Cost	<u>\$171,000</u>	Department Priority _____
Brief Summary of Request:		
<p>Amend the current parking operator contract to include monthly garage sweeping and semi-annual power washes at the George Allen/Founders and Frank Crowley parking facilities and add \$151,750 to the budget line item for janitorial/improvements.</p>		
Discussion of Need		
<p>Dallas County parking garages have not been thoroughly cleaned in several years. As a result, oil and gas has mixed with dirt and exhaust to make the ramps slick and dingy. To properly clean the garages requires a company that can reclaim the water used to wash down the walls and ramp of the garage that is now saturated with hazardous fuel and oil materials. Current rates for this type of cleaning service are approximately \$25k per site. Including both the Judge's parking areas, the total required is \$150k annually.</p> <p>This requires professional cleaning services that can be contracted to totally clean once per year at both the George Allen/Founders and Crowley garage facilities, including Judge's restricted parking areas.</p> <p>Garage sweeping is requested to be added to the contract on a monthly basis at a rate of \$250 per site per sweeping. For seven sites, the total required annually is \$21,000.</p>		
Staff Review and Comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>OPERATIONS - FACILITIES MANAGMENT</u>	Budget No 1022 <u>1021</u>
Brief Title of PIR	<u>Senior Secretary</u>	
Approx. Net Cost	<u>\$52,671</u>	Department Priority <u>1</u>

Brief Summary of Request
 One Senior Secretary position for the Facilities Fiscal Services division, plus associated furniture, computer, and monitor.

Discussion of Need
 With increase to the number and complexity of small to medium building improvement projects, elevator/escalator maintenance and modernization, and A/E IDIQ contract work orders there is a need for additional support staff to accomplish the goals and responsibilities of the Facilities Fiscal Services division. This position would primarily support the Fiscal Services division in the performance of a variety of moderately complex clerical tasks including but not limited to typing, filing, requisitions for goods/services, invoice processing, compiling routine data in established formats to generate reports, and maintenance of department documentation. These tasks support not only Facilities Management, but also Engineering & Project Management requirements.

Discussion of Related Performance Measure
 The addition of this position will improve overall efficiency and response to other County departments (Purchasing, Auditor), while improving function within the department.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	SENIOR SECRETARY
Staff Cost	
Grade	8
Salary	\$35,214
FICA @ 7.65%	\$ 2,694
Retirement @ 11.5%	\$ 4,050
Insurance @ \$8,500	\$ 8,500
	Total <u>\$50,458</u>
Related Equipment	
Number	
Desk	\$ 549
Furniture	\$ 339
Computer	\$1,025
Printer	_____
Network Cabling	\$ 200
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
	Total <u>\$ 2,113</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total <u>\$52,671</u>
Less Additional Revenue Source	_____
	Grand Total

Position Description Questionnaire (New Positions)
Dallas County

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Date prepared: [REDACTED]

Proposed Position Title:	Senior Secretary
Proposed Position Grade:	08
Department Name:	Operations – Engineering
Position Number:	N/A
Supervisor's Name, Position Title, and Grade ("Reports To"):	John Clark, Lead Project Manager,
Supervisor Phone:	(214) 653-6242
Supervisor Email:	John.clark@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to provide secretarial/clerical support to department project management staff.
This is accomplished by performing various moderately complex secretarial and administrative tasks to support the daily operations of the department. Duties include: typing, filing, preparation of regular reports, maintenance of construction project data, ordering office supplies, distributing mail, creating requisitions for services and materials. Other duties include assisting with document management of the department drawings catalogue.

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓

Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		

Position Description Questionnaire (New Positions)
Dallas County

Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Administrative support to project management team.	Time	E or NE
Tasks performed to accomplish this function: greets visitors, answers routine inquiries, handles matter of a routine nature (researching, gathering and preparing information as as directed, and other department routine tasks as directed by the supervisor).	50	E
Types various routine correspondence, documents as requested by department staff.		
Makes copies as requested of project documents. Processes incoming/outgoing department mail.		
Monitors and maintains office supplies.		
2. Function: Data Entry/Report Generation	Time	E or NE
Tasks performed to accomplish this function:	20	E
Creates/submits requisitions for approval for services and materials as required for projects. Compiles data and generates reports from financial/purchasing system.		
3. Function: Maintenance of Department Documentation	Time	E or NE
Tasks performed to accomplish this function:	25	E
Maintains filing systems for projects		
4. Function: Other	Time	E or NE
Tasks performed to accomplish this function: Other duties as assigned to assist Contracts Coordinator and project management staff.	5	
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

Position Description Questionnaire (New Positions)
Dallas County

D. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Position Description Questionnaire (New Positions)
Dallas County

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health and Safety Conditions			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:

Position Description Questionnaire (New Positions)
Dallas County

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
-----------------------	----	--

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required	
<input type="radio"/>	2.	Six months to one year experience in/as:	
<input type="radio"/>	3.	Minimum of one year experience in/as:	
<input type="radio"/>	4.	Minimum of two years experience in/as:	
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:	Job related experience or 45 hrs college or combination
<input type="radio"/>	6.	Minimum of four years experience in/as:	
<input type="radio"/>	7.	Minimum of five years experience in/as:	
<input type="radio"/>	8.	Minimum of six years experience in/as:	
<input type="radio"/>	9.	Minimum of seven years experience in/as:	
<input type="radio"/>	10.	Minimum of eight years experience in/as:	

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input checked="" type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

Position Description Questionnaire (New Positions)
Dallas County

2. **Planning:** Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

3. **Budgetary Responsibility:** Does this position involve working with the annual budget? Yes No
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. **Scope of Budgetary Responsibility:** Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. **Management and Supervisory Responsibility:** Does this position involve directing the work of others?
 Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____

Position Description Questionnaire (New Positions)
Dallas County

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input checked="" type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Position Description Questionnaire (New Positions)
Dallas County

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Secretary I
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

RECORDS MANAGEMENT

1024

Form D **Replacement Equipment Request**

REPLACEMENT EQUIPMENT REQUEST

Department		Records Management		Budget No.	1024
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	8 Chairs	10-18	n/a	\$440 x 8 = \$3520.00	3 - arms are broke 3 - worn down seat pad 2 bad back springs
2	3 Chairs	10-12	n/a	\$550 x 3 = \$1650.00	The three chairs are not suitable for new employees that are plus size. Requesting chairs suitable for heavier weight and wider width.
3	8 Chair Mats	10	n/a	\$50.00 x 8 = \$400.00	Chair Mats are all cracking into pieces.
4	2 Flatbed hand trucks	15	n/a	\$569 x 2 = \$1138.00	Handle/arms have came loose and cannot be fixed.
5	1 Refrigerator	15	n/a	\$700.00	Records Center received fridge used in 2001. The unit is not cooling properly. Dept. needs fridge due to no lunch locations close.
6					
7					
8					
9					
10					

Form D



Dallas County
Office of Budget and Evaluation

June 8th, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Shahrzad Rizvi, Budget and Policy Analyst
Subject: Communications FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Communications has submitted the following requests:

1. staff training;
2. telephones for county-wide conference rooms;

The department requests to convert the remaining analog telephones within County-wide conference rooms to digital Cisco conference phones.

The department also requests staff training for professional and career development.

FINANCIAL IMPACT

The estimated one-time cost of the staff training is \$6,000. The estimated one-time cost for conference room phones is \$60,000.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. not authorizing staff training as last year staff was trained on Cisco systems;
2. authorizing conference room telephones

These recommendations have an estimated one-time cost of \$60,000 for a total cost of \$60,000.

OPERATIONS/COMMUNICATIONS

1023

Form G PIR – Conference Call Phones - VoIP

Form G PIR – Telecommunications Staff Training

FY2016 Budget for Countywide Radio Communications

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Operations/Telecommunications</u>	Budget No <u>1023</u>
Brief Title of PIR	<u>Conference Call Phones - VoIP</u>	
Estimated Cost	<u>\$60,000</u>	Department Priority _____
Brief Summary of Request		
<p>Replace the analog Conference Phones with Voice over Internet Protocol (VoIP) Conference Call Phones.</p>		
Discussion of Need		
<p>Dallas County phone system is now a digital/VoIP Network. The next step is to address the remaining analog devices that are being used such as the conference call phones being used throughout the County. Requesting to replace the analog conference call phones with a VoIP device. The pricing for VoIP conference phones have dropped to be comparable to the analog devices. The ideal network is to have all of Dallas County's voice and data traffic integrated into one physical network that is VoIP. The VoIP conference call phones are business-grade telephones that will interoperate with the County's premises-based unified communication solutions.</p>		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Operations/Telecommunications</u>	Budget No <u>1023</u>
Brief Title of PIR	<u>Telecommunications Staff Training</u>	
Estimated Cost	<u>\$6000</u>	Department Priority _____
Brief Summary of Request		
To have funds available for Telecommunications Staff training		
Discussion of Need		
Provide staff with professional and career development by providing opportunities to develop their knowledge, skills, abilities, tools, resources, and opportunities to be successful in their job and career.		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Technology Training
Staff Cost	
Grade	_____
Salary	_____
FICA @ 7.65%	_____
Retirement @ 11.5%	_____
Insurance @ \$8,500	0
	Total 0
Related Equipment	
Number	
Desk	_____
Furniture	_____
Computer	_____
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
	Total 0
Other Costs (describe)	
Special Training	\$3000
Consultant Fees	_____
Renovation/Space	_____
	Total \$3000
Less Additional Revenue Source	
	Grand Total 0

Form E1

FY2016



DALLAS COUNTY
COMMUNICATIONS AND CENTRAL SERVICES

February 17, 2015

TO: Chris Thompson, Director
Operations

FROM: Mark Weathersby, Radio Communications Manager
Communications and Central Services

SUBJECT: **FY016 Budget for Countywide Radio Communications**

The following outlines my line item budget needs for FY016.

<u>Line item</u>	<u>Description</u>	<u>FY014 Amount</u>
2150	License and Permit Fees	\$ 0
2170	Postage	400
2630	Installation and Removals/Parts and Supplies	125,000
2640	Non-contract maintenance	30,000
2690	Hardware and Electrical	20,000
5590	Professional Services	8,000
6522	Radio Maintenance	96,000
7010	Building Rental (antenna leases x 2)	15,000
7030	City of Dallas Infrastructure Lease	103,000

Equipment and labor for FY16 vehicles will be handled under separate cover with OBE.



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

May 29, 2015

TO: Commissioners Court

THROUGH: Ryan ^PBrown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Homeland Security and Emergency Management PIR Analysis – FY2016

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The department of Homeland Security and Emergency Management (HSEM) has submitted the following request for consideration by the Commissioners Court:

1. Continue partially funding the Emergency Planning and Volunteer Coordinator

The current full time staff of HSEM is composed of a Chief of Emergency Services, and Administrative Assistant, and three Assistant Chiefs for Planning, Logistics, and Operations and the full-time, partially grant-funded Emergency Planning and Volunteer Coordinator. The Emergency Planning and Volunteer Coordinator became full-time during the FY2014 Budget with an approved cash match.

The grant funding for the position changed in FY2015 from North Central Texas Council of Governments (NCTCOG) Mitigation Grant to the Urban Area Security Initiative (UASI) grant. As such, the position will continue to work with HSEM volunteers and recruit additional volunteers to assist with the LEPC program and the Animal Rescue Team. This Emergency Planning and Volunteer Coordinator also partners with other County agencies to assist them in the management and recruitment of volunteers used in various County programs associated with Public Safety.

HSEM is also requesting a vehicle (Chevy Tahoe) in the approximate amount of \$28,500 to replace one (1) 2008 Crown Victoria.

FINANCIAL IMPACT

The cash-match would impact the County annually at an approximate cash match of \$30,293, while UASI grant funding is available.

RECOMMENDATION

The Office of Budget and Evaluation recommends continuing the cash match of approximately \$30,293 for the position. The request for the replacement vehicle will be further reviewed by the Auto Service Center.

March 6, 2015

To: Ryan Brown, Budget Director
Thru: Clay Jenkins, County Judge
From: Doug Bass, Chief of Emergency Services
Re: FY 16 HSEM Budget Request

The Office of Emergency Management and Homeland Security (HSEM) FY 16 budget request is provided for your review. Our budget request is the same as our FY 15 budget request with two exceptions:

- (1) We are requesting a continuation of the **Emergency Planning & Volunteer position** (position # 6690) as a full time partial grant/County funded position in the FY 16 budget. We have obtained homeland security grant funds through which a portion of this position will be paid. We are requesting the County fund the remainder of the cost of this position at the same rate as FY 15. We have enclosed a Position Description and Civil Service Approval Form for your review.

- (2) Request replacement of current vehicle operated by Chief of Office of Homeland Security & Emergency Management. Under State statutes, this vehicle is classified as an emergency vehicle and as such is equipped with emergency lights and siren. Due to back log of funding, for vehicles in the replacement program, the vehicle was provided to our department for temporary use three years ago (former Constable vehicle). The current vehicle has high mileage and will be over 8 years old before a replacement vehicle is available in FY16. This vehicle must be available to respond to emergencies throughout Dallas County, under all weather conditions. This passenger vehicle should be replaced with an SUV type vehicle to better ensure response capability and allow the storage of emergency equipment needed at an incident scene. See attached email from Chris Thompson (Operations Department Director) stating the vehicle is eligible for replacement in FY16. Also, he states that to better ensure a replacement vehicle may be obtained, that we include the request in the HSEM budget. (Budget Form Enclosed)

Please let me know if you have any questions. I look forward to discussing our FY 16 budget request with our budget officer at the appropriate time.

Attachments

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Homeland Security & Emergency Management</u>	Budget No. <u>3341</u>
Position Title	<u>Emergency Planning & Volunteer Coordinator</u>	Position No. <u>6690</u>
Current Grade	Job Code	Department Priority
<u>G</u>	_____	_____

Description of Changes in Work Being Performed

No changes in work being performed. This is just a request for continuation of partial county funding for this position for FY2016.

Reason/Authority for Change (see Budget Manual)

(1) We are requesting a continuation of the Emergency Planning & Volunteer position (position # 6690) as a full time partial grant/County funded position in the FY 16 budget. We have obtained homeland security grant funds through which a portion of this position will be paid. We are requesting the County fund the remainder of the cost of this position at the same rate as FY 15. We have enclosed a Position Description and Civil Service Approval Form for your review.

Departmental Cost Worksheet

Current Grade	G	Proposed Grade	G	
Salary		Salary		
FICA (7.65%)		FICA (7.65%)		
Retirement (11.5%)		Retirement (11.5%)		
Total		Total		Total Annual Impact

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

"CIVIL SERVICE"
DATE APPROVED:

SEP 23 2014

Date: September 18, 2014
To: Civil Service Commission
From: Mattye Mauldin-Taylor, Ph.D., Director of Human Resources/Civil Service
Subject: Delete - Hazard Mitigation Specialist Add Emergency Planning & Volunteer Coordinator for HSEM

Background:

Due to a change in grant funding and the duties and responsibilities of the position as specified in the grant, the job description and job title must be properly reflected by the job description. The Human Resources/Civil Service Department has reviewed the information provided by the department and submits this recommendation to the Civil Service Commission for review and approval.

Internal Review: Hazard Mitigation Specialist (1 Pos., 6690, job grade G)


Reporting to the Chief of Emergency Services (grade A2) this position will be responsible for working with the Dallas County Local Emergency Planning Committee (LEPC) to assist in identifying and addressing the top ten (10) chemical risks to Dallas County from facilities that use, store, sell or manufacture dangerous chemicals. Additional responsibilities include addressing related emergency plans, recruiting, training and tracking volunteers interested in becoming part of a County Volunteer Team to assist municipalities, County departments and other outside agencies. This position was evaluated utilizing Dallas County's banding system (Hay System) used for the classification of exempt positions resulting in 393 points, job grade G equivalent. An internal review of positions comparable in job complexity and responsibilities identified the SNS Coordinator in the HHS Department classified in the system at a job grade G. An external review was not conducted.

Proposed Position	#Pos	Pos#	Grade	Salary	Benefits	Salary with Benefits
Emergency Planning and Volunteer Coordinator	1	TBD	G	\$56,969	\$19,410	\$76,379
Proposed Position						
Hazard Mitigation Specialist	1	6690	G	\$56,969	\$19,410	\$76,379
Funding Source: FY14 UASI Grant (75%) & General Fund (25%)					Cost:	\$0

Recommendation:

Based on this analysis the *Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description, job title and classification of one (1) Emergency Planning and Volunteer Coordinator, grade G, with the corresponding deletion of one (1) Hazard Mitigation Specialist position (job grade G, #6690) for the Office of Homeland Security and Emergency Management.*

Recommended by:


 Mattye Mauldin-Taylor, Ph.D.
 Director of Human Resources/Civil Service

509 Main Street
 Records Building

Dallas, Texas
 Equal Opportunity Employer

214.653.7638


Signature

Please indicate your agreement/disagreement with your signature below and return the signed document to the Human Resources/Civil Service Department. Written response/comments regarding your agreement with the recommendation are not required nor your presence at the Civil Service meeting.

Written response/comments regarding your disagreement with the recommendation are required as well as your presence at the Civil Service meeting. Failure to provide a written response and to be present at the meeting implies that you consent/agree with the recommendation even if you checked the disagreement block.

Add/Delete Positions	
<i>Approve the job description, job title and classification of one (1) Emergency Planning and Volunteer Coordinator, grade G, with the corresponding deletion of one (1) Hazard Mitigation Specialist position (job grade G, #6690) for the Office of Homeland Security and Emergency Management.</i>	<input checked="" type="checkbox"/> I agree with this recommendation <input type="checkbox"/> I disagree with this recommendation Comment/response _____ is _____ is not attached

I will will not _____ attend the Civil Service meeting.



County Judge
Director of Emergency Management



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Emergency Planning and Volunteer Coordinator	Job Code:	TBD	Job Grade:	G
Reports To:	HSEM Chief	Pos. No:		FLSA Code:	E
Department:	Homeland Security and Emergency Management	Loc. Code:	2800000	SIC Code:	9229
				WC Code:	8810
Division:	Emergency Management	CS Code:	A, B, C, or D	EEO Code:	B01

Summary of Functions:

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. As staff to the Dallas County Local Emergency Planning Committee (LEPC), continue to identify and address the top ten chemical risks to Dallas County from chemical facilities that use, store, sell or manufacture dangerous chemicals. The planner will work with identified cities, chemical facilities and the public to identify and address hazardous material risks associated with the facilities. The planner will work with the volunteer LEPC compliance subcommittee to address chemical emergency plans, sponsor training and conduct emergency exercises with these chemical facilities. The planner will lead the County's hazardous materials planning and chemical mitigation efforts.	20	E
2. Draft, develop and implement an Emergency Animal Protection Plan for Dallas County, its municipalities and partner agencies. The planner will work with identified State, County and private sector partners (such as SPCA) to recruit and train a volunteer county-wide animal rescue team that can be dispatched to major emergencies to assist Dallas County residents and their pets during times of emergency. This team will work as part of the County Emergency Management Team and will focus on rescuing, sheltering and protecting domestic animals during an emergency. If necessary, the team will set up "pet friendly shelters" to assist residents in the event of an emergency evacuation. These teams have proven beneficial in major emergency events that have occurred throughout the United States.	20	E
3. Recruit, train and track volunteers who indicate an interest in becoming part of the County Volunteer Services Team. This team would be available to assist municipalities, county departments, partner agencies and other established volunteer groups (American Red Cross, Community Emergency Response Team, Medical Reserve Corps, Sheriff's Auxiliary, etc.) during major emergency events. The team would establish a volunteer reception center to provide training, credentials, equipment and manage identified volunteers. In addition, this team would recruit and direct potential volunteers to other	20	E

volunteer programs.

- | | | |
|---|----|---|
| 4. Continue to work with the 22 Dallas County municipalities, participating with Dallas County, to ensure compliance with established State and Federal planning requirements as identified in the County Mitigation Plan (2014 edition). This will include the implementation of mitigation strategies and enhancements for each municipality (plus areas within unincorporated Dallas County) to better prevent or reduce Dallas County's risk for identified hazards such as flooding, inclement weather, wild fires, etc. | 20 | E |
| 5. The planner will work with County departments to update and draft their department continuity of operations (COOP) planning efforts. This program will build upon the County wide COOP planning program begun in 2013 with the implementation and approval of the County COOP program. | 10 | E |
| 6. Manage the WebEOC Resource Management program. This program is used to identify, track and manage emergency resources (personnel and equipment). This program will be used to identify and track volunteers, members of the animal protection planning team, LEPC members and equipment availability. | 05 | E |
| 7. Serve as a member of the EOC emergency operations team to manage assigned duties and responsibilities during planned and emergency events. Respond to emergencies throughout Dallas County as one of the HSEM Duty Officers. | 05 | N |
-

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Emergency Management, Planning, Business/Public Administration, or in a job related field of study. Three (3) years of professional work related experience in emergency management, public administration, emergency response, or in a job related field, to include professional training experience.

Special Requirements:

Certification from the Emergency Management Association of Texas (TEM) and/or the Internal Emergency Management Association as a Certified Emergency Manager (CEM) desired. Knowledge of current County, State and Federal disaster preparedness ordinances, regulations, and guidelines are a plus. Skilled in the use of standard software applications (Microsoft Word, Excel, Power Point, Outlook). Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments, and the general public. Must possess a valid Texas Driver's License, with a good driving record. Must be available for 24-hour on-call duty.

Physical/Environmental Requirements:

Standard office environment. Must be able to visit various off-site locations. Work requires moderate exertion and ability to lift (occasionally) 50 or less pounds.

Hay Points/Point Factor:

KH: EI2 230 pts, PS: D3 (33%) 76 pts, AC: D2C 87 pts, TTL: 393 pts, KH/PS/AC: 59-12-22, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date _____

Approved by Civil Service Commission on

Date _____

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

REPLACEMENT EQUIPMENT REQUEST

Department Homeland Security & Emergency Management Budget No. 3341

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	2008 Crown Victoria	8	AE004 DC TAG 95025	\$28,500 (Chevrolet Tahoe)	See Attached. +
2					+
3					+
4					+
5					+
6					+
7					+
8					+
9					+
10					+

Form D

REPLACEMENT EQUIPMENT REQUEST COMMENTS/JUSTIFICATION

Request replacement of current vehicle operated by Chief of Office of Homeland Security & Emergency Management. Under State statutes, this vehicle is classified as an emergency vehicle and as such is equipped with emergency lights and siren. Due to back log of funding, for vehicles in the replacement program, the vehicle was provided to our department for temporary use three years ago (former Constable vehicle). The current vehicle has high mileage and will be over 8 years old before a replacement vehicle is available in FY16. This vehicle must be available to respond to emergencies throughout Dallas County under all weather conditions. This passenger vehicle should be replaced with an SUV type vehicle to better ensure response capability and allow the storage of emergency equipment needed at an incident scene. See attached email from Chris Thompson (Operations Department Director) stating the vehicle is eligible for replacement in FY16. Also, he states that to better ensure a replacement vehicle may be obtained, that we include the request in the HSEM budget.

Doug Bass

From: Chris Thompson
Sent: Monday, March 02, 2015 11:23 AM
To: Doug Bass
Cc: Lauren Mish; Dariela Esquivel
Subject: RE: Replacement for AEOO4

It is on the list as eligible for replacement. Currently your vehicle is number 85 on the list. Funding has not been allocated yet so we will not know until later in the budget cycle how far down the list we will be able to go. I suggest you still include a request in your budget.

From: Doug Bass
Sent: Monday, March 02, 2015 11:09 AM
To: Chris Thompson
Cc: Lauren Mish; Dariela Esquivel
Subject: Replacement for AEOO4

Per our conversation today, please confirm you concur that my vehicle is now on the replacement list for next year, based on available funding. thanks

Chief Doug Bass, CEM, TEM

Dallas County Homeland Security & Emergency Management
2121 Panoramic Circle
Dallas, Texas 75212
Office Phone: 214-653-7980
24 Hour Duty Phone: 469-865-9461
Email: Doug.Bass@dallascounty.org
Website: www.dallascounty.org



Dallas County
Office of Budget and Evaluation

June 17, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Probate Courts FY2016 Budget Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Probate Courts submitted the following requests:

1. Scanner
 - a. Probate Court 1 is requesting 4 Desktop Scanners in order to send copies of approved orders to attorneys which are currently being done by fax.
2. New Position
 - a. The 3 Probate Courts are requesting 1 Probate Associate Judge at a Grade (OF) in order to be better prepared to handle the complex litigation arising before them due to accurate legal briefings.
3. New Position
 - a. The 3 Probate Courts are requesting 2 Probate Auditor Assistants at a Grade 9.
4. New Position
 - a. The 3 Probate Courts are requesting one Docket Coordinator at a Grade 8.
5. New Position
 - a. The 3 Probate Courts are requesting one Probate Tech Specialist at a Grade C.

FINANCIAL IMPACT

1. The estimated one time cost of 4 Desktop Scanners at \$550 each is \$2,200.
2. The estimated annual recurring cost of 1 Probate Associate Judge is \$149,397 and a one-time cost of \$5,281.
3. The estimated annual recurring cost of 2 Probate Auditor Assistants is \$99,259 and a one-time cost of \$5,281.
4. The estimated annual recurring cost of 1 Docket Coordinator is \$50,759 and a one-time cost of \$5,281.
5. The estimated annual recurring cost of 1 Probate Tech Specialist is \$62,510 and a one-time cost of \$5,281.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Purchasing 4 Desktop Scanners.
2. The OBE recommends the addition of 1 Probate Associate Judge and recommends the Human Resources/Civil Service Department review the position for proper classification.
3. Not adding 2 Probate Auditor Assistants. The three Probate Auditor positions have a large workload. However, at this time, the Office of Budget and Evaluation does not recommend adding two Probate Auditor Assistants with the workload.
4. Not adding 1 Docket Coordinator. As part of the FY2016 Budget it is recommended that a second Probate Associate Judge be created. Since the two Probate Associate Judges will receive their case assignments from the three Statutory Probate Courts, their docket management should be handled by the staff of the three Statutory Probate Courts staff.
5. Not adding 1 Probate Tech Specialist. As part of the FY2015 Budget Commissioners Court added a Facilities Department AV specialist that will provide support of the AV equipment in the Courts. Once AV equipment is provided to the Probate Courts the Facilities AV specialist will provide support. All computer support is provided by the IT Department including Desk Top Support.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost \$7,481 and an annual recurring cost of \$149,397.

COMMISSIONERS COURT BRIEFING

DATE: 3/7/2015

SUBMITTING DEPARTMENT: Probate Courts

THROUGH: Budget Office

SUBJECT: Resource Request for the Probate Courts

BACKGROUND:

Judge Brenda Hull Thompson (The Probate Court) began her second term on January 1, 2015. Judges Ingrid Warren (Probate Court 2) and Margaret Jones-Johnson (Probate Court 3) began their first terms on January 1, 2015. The first term judges with concurrence and assistance of the incumbent Judge of The Probate Court have evaluated current resource allocations. Additionally a review has been undertaken of the Eighteen (18)Statutory Probate Courts throughout the state.

The Dallas County Probate courts are severely understaffed and there is an immediate and dire need of five (5) positions. The five positions requested are one (1) Associate Judge, two (2) Probate Auditor Assistants (level 9) one Docket Coordinator (level 8) and one (1) Probate Tech Specialist (level C). The proposed job descriptions for the Probate Auditor Assistants, Docket Coordinator and Probate Tech Specialist positions are attached to this briefing. The dire need for these five positions is because of the following.

Increased and aging population: The third and last Dallas County Statutory Probate Court was added by the State Legislature and opened in 1975. The population of Dallas County has increased by over a million citizens in the ensuing 40 years. The increase in population has driven an increase in normal estate probate activity. Additionally, there has been a marked increase in the need for guardianships.

Increased Guardianships: Guardianships are actions that extend for the life of the ward and remain open with constant activity for many years. Unlike civil lawsuits, that have a finite end date and the normal termination of court activity, Guardianships continue and require Court action and annual Auditor accounting oversight until the death of the ward. In cases of a minor placed in a guardianship the activity can extend for decades.

Increased Trusts: With the advent of expanding and burdensome federal tax regulations the use of Revocable and Irrevocable Trusts has dramatically increased over the last thirty years. Like guardianships these trusts have life spans that extend for decades. Court actions involving trusts have expanded dramatically.

The above mentioned items have resulted in overburdened courts. The number and scope of the cases has dramatically increased. Additionally there has been a marked increase in the complexity and intricacies of the cases coming before the Courts. One of the drivers of the increasingly complex cases is the number of estates where the value exceeds one million dollars. Where in the past these cases were fairly rare, today these cases are common. The increase in values causes increased litigation.

Due to the increase in cases there are extensive wait times for probate actions. Additionally due to the increased guardianships delays in processing of time driven activities has increased. Currently the accounting audits are twelve (12) months behind. All of this is evidence of and has caused an over worked staff.

A study of the 18 Statutory Probate Courts (Dallas County has 3 of the Statutory Probate Courts) supports the additional staff request. Harris, Travis, Tarrant, El Paso, Bexar and Denton counties each have an Associate Judge per Statutory Probate Court. Additionally Harris, Travis, Tarrant, and Denton Counties have 1 or more briefing attorneys. A summary is attached.

OPERATIONAL IMPACT:

The addition of the five staff members will result in increased Probate Court efficiency. First, with the addition of a second Associate Judge position the three Probate Judges will be better prepared to handle the complex litigation arising before them due to accurate legal briefings. Additionally they will have more time to effectively manage their court staff. They will be able to act on cases timely due to the completion of timely accounting reviews. The tracking of Guardianships will become more proactive and less reactive.

The Increased Efficiency will allow the public to probate estates in a timely fashion. There will be shorter waiting times for hearings. Many activities in the Probate Courts are date and time driven. The additional personnel will assist the Courts in meeting these time deadlines.

FINANCIAL IMPACT:

The 2015 fiscal year has six (6) months remaining. The fiscal impact for the remainder of the fiscal year is \$185,870.77 personnel cost and \$28,236.00 in equipment costs for a total of \$214,106.77. Funding is requested from unallocated reserves.

LEGAL IMPACT:

N/A

PROJECT SCHEDULE:

N/A

M/WBE PARTICIPATION:

N/A

STRATEGIC PLAN COMPLIANCE:

N/A

RECOMMENDATION:

The Probate Courts anticipate that the Office of Budget and Evaluation will recommend the approval of the five positions.



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Probate Auditor Assistant	Job Code:	7020600	Job Grade:	09
Reports To:	Probate Auditor	Pos. No:	TBD	FLSA Code:	N
Department:	Probate Court	Loc. Code:		SIC Code:	9311
				WC Code:	8810
Division:		CS Code:	A	EEO Code:	E01

Summary of Functions: Assists the Judge and Probate Auditor with coordinating court supervised administration of descendents’ estates and guardianships, to include timely communications with interested parties, examination and analysis of accounts, preparation of reports and other instruments filed in compliance with the Texas Probate Code.

Management Scope: None.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists the Judge with auditing accounts, conducting annual reports and inventory, performing appraisements and list of claims in court supervised administrations and guardianships to ensure compliance with the Texas Probate Code. Attends court hearings to assist in preparation of ‘show cause’ and other Court Orders for the judge’s signature and dissemination.	25	E
2. Reviews applications filed in connection with accounts, personal representative bonds and safekeeping agreements to determine appropriate action.	20	E
3. Coordinates and trains staff in audit functions, may assist with docket maintenance.	15	E
4. Assists the Judge with providing timely notice and other communications, coordinates with attorneys and other interested parties in-person, by telephone and written correspondence regarding audit procedures and problems with accountings and related matters.	15	E
5. Assists the Judge on problems discovered during audits and follows-up with appropriate action as directed, including preparing briefs for review by Judge.	10	E
6. Monitors the status of cases in the computer system to ensure timely follow-up procedures according to law and to court order.	05	E
7. Assists the Judge with preparing spreadsheets, forms or correspondence.	05	E
8. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associates degree from an accredited college or university in Accounting, Management, or in a related field of study. One (1) year of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledge of applicable rules and laws pertaining to assigned section(s). Knowledgeable of fundamentals of Texas Probate Code.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

HS12=100, E4=40, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC2C=35, DL4=30, PS2=15, RE3A=15, SF2A=15, TTL=290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/06/2014

Approved by Civil Service Commission on

Date 3/17/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

JOB DESCRIPTION FOR PROBATE TECH SPECIALIST:

A dedicated Probate Tech Specialist will represent and assist over 30 staff members in the three Probate Courts, the Mental Illness Department and the Probate Investigator Department with all their technology needs.

The duties will include:

Management of Technology Needs:

Updating the current business processes associated with Supreme Court's mandated e-filing in coordination with the Dallas County Clerks Department;

Updating the current business processes associated with the "Paper –On- Demand" in Probate in coordination with the Dallas County Clerks Department;

Creating and updating over 300 probate forms in Odyssey for the Staff members to use in their daily work procedures;

Troubleshooting problems concerning Odyssey, E-filing or business processes;

Coordinating the creation of new events in Odyssey with the IT department and the Dallas County Clerk, or coordinating the deletion of events in Odyssey when no longer needed;

Creating new Time Standards in Odyssey in coordination with the IT department or deleting Time Standard when no longer necessary;

Working with IT and the Dallas County Clerk to update the Probate area with current and the most efficient technology, equipment and programs, such as the upcoming Signatures in Odyssey for Judge;

Coordinating changes, both additions and deletions, to the Dallas County IT Drives associated with Probate including rights and roles for use in C, J, G and K drives;

Working with IT and the Dallas County Clerk to assist Tyler Technology with upgrades to Public Access and the future Attorney Portal in Odyssey;

Coordinating Technology needs of new employees including Computer, Windows, Odyssey, Outlook, Internet, and Kronos log-ins and coordinating setting up their phone log-In and voice mail.

Working with Dallas County Webmaster for changes to the Dallas County Probate Courts Website to provide useful, practical and needed information to attorneys, fiduciaries, litigants and the general public;

Technology Training:

Training probate employees on various Technology Programs including Odyssey, Forms Creation, Word, and Excel;

Coordinating and/or arranging computer classes for staff with IT, LexisNexis, Outlook, and Cisco;

Communication and Technology Education:

Communicating with employees to discover and access problems with technology equipment and business processes;

Creating Service Tickets to email to the IT department concerning problems incurred by Judges, Investigators and Court staff;

Tracking Service Tickets to ensure resolution;

Attend weekly meetings with Odyssey IT Team Captain;

Attend Annual Tyler Technology conferences.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	County Clerk	Budget No 4031
Brief Title of PIR	Vehicle -SUV	
Estimated Cost	\$33,000.00	Department Priority
Brief Summary of Request		
<p>Currently County Clerk-Central Records send out closed retention records at least once per week to Records Management Center. The vehicle is to transport all records without requesting community services.</p>		
Discussion of Need		
<p>The vehicle is used for transporting courts records between courts buildings and new records center.</p>		
Staff Review and Comment		
Empty space for staff review and comment		



Dallas County
Office of Budget and Evaluation

May 12, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Public Defender FY2016 Budget Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Public Defender submitted the following requests:

1. Security Renovations
 - a. The Public Defender's office submitted a request to install walls and bullet proof glass, or in the alternative, Plexiglas in the reception area to provide protection for the receptionist and all other employees.
2. Panic Buttons
 - a. A request for panic buttons was submitted in order to allow the receptionist or employees to discreetly request assistance without escalating a potentially volatile situation.
3. Vehicle
 - a. A request for 4 vehicles was submitted. The vehicles would be for the investigative division in order to conduct field work. Investigators are in the field for about half of every workday. County vehicles would help with the maintenance and wear and tear of the investigator's personal vehicles.
4. iPads
 - a. A request for 80 iPads for attorneys was submitted in order to allow them to assist in representing indigent clients. According to the Public Defender's office, the purchase and utilization of iPads for the attorneys in the office would increase efficiency and save the county time and money.
5. Camera
 - a. A request for 6 Olympus VR-320 cameras was submitted. The cameras are needed in order to replace broken cameras.
6. Printer
 - a. A request for one printer was submitted. Repairing the current printer is not cost effective.
7. Reclassification

- a. A request for a reclassification for one position was submitted. One attorney 6 position is being requested be reclassified into an attorney 7 position.
8. New position
 - a. A request for 16 new positions was submitted. The positions being requested are Investigator II (68) in order to assist in supporting the attorneys in the Public Defender's office.

FINANCIAL IMPACT

1. The estimated one time cost of one bulletproof glass is \$10,000 or \$5,000 for the Plexiglas.
2. The estimated one time cost of Panic buttons is \$400.
3. The estimated one time cost of 4 vehicles is \$83,044.
4. The estimated one time cost of 80 iPads is \$61,600.
5. The estimated one time cost of 6 cameras is \$2,400 at \$400 a camera.
6. The estimated one time cost of one printer is \$191.
7. The estimated annual recurring cost of reclassifying one Att6 position to an Att7 is \$20,549.
8. The estimated annual recurring cost of adding 16 Investigator II (68) positions is \$1,375,853. The one-time cost is \$55,184.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Not purchasing bullet proof glass, Plexiglas, or panic buttons. The Department currently has a door with a card reader installed as a safety measure. Additional safety measures will be addressed when the Department is moved to the 8th floor.
2. Not purchasing 4 vehicles. In addition to the one-time cost of the vehicles, fuel costs, and auto maintenance costs make it more cost-efficient to pay mileage reimbursement than to purchase 4 new vehicles. For FY2014 the average investigator in the department was paid \$2,562 in mileage reimbursement.
3. Not purchasing 80 iPads. Purchasing the iPads would not be cost-beneficial. It is recommended the iPads not be purchased until an iPad policy is put in place.
4. Replacing 6 Olympus VR-320 cameras.
5. Not replacing one desktop printer. There is a network printer in close proximity.
6. The OBE recommends the reclassification of one Attorney 6 and recommends the Human Resources/Civil Service Department review the position for reclassification.
7. The OBE recommends the addition of 4 Investigators and recommends the Human Resources/Civil Service Department review the positions for proper classification.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$16,196 and an annual recurring cost of \$350,717.

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"
"OPERATING BUDGET
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**CAPITAL IMPROVEMENT
PLAN**

**PREPARATION
MANUAL**

FISCAL YEAR

2016



**DALLAS COUNTY
Office of Budget and
Evaluation**

Form D - Request for Replacement Equipment

Purpose

To request replacement of current property items for FY2016. This form should not be used for major upgrade of equipment or for replacement of computer equipment.

Request for replacement should be submitted to the Office of Budget and Evaluation. The Office of Budget and Evaluation will send the request to the reviewing department

Recommendation will be provided by the departments shown below:

TYPE	REVIEWING DEPARTMENT
File cabinets and other storage devices	Central Services - Records Management
Office and FAX machines	Central Services - Records Management
Copiers	Purchasing
Vehicles	Central Services - ASC
Other	Office of Budget and Evaluation

Instructions

- **Priority** - list items in general priority order.
- **Item** - brief description.
- **Age** - the age of the item to be replaced.
- **Property Number** - the serial number or County property number.
- **Estimated Cost of Replacement** - the estimated cost of the replacement item. Use the Price List tables in Appendix A of this manual to determine the cost of replacement items, where applicable.
- **Comments/Justification** - a justification for replacement, e.g., “item is broken and more costly to repair”.

REPLACEMENT EQUIPMENT REQUEST

Department		County Clerk		Budget No.		4031	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification		
1	Medical Examiner Dictation System	Various	N/A	\$400 x 6 = \$2,400.00	The cameras ordered in 2012 are no longer focusing properly and one is not turning on at all.		
2							
3	X-ray, dental	24					
4	Histology Cassette Label	11					
5	Autopsy saws	4 4 2 2 2					
6	Cameras, digital	11 11 6 6					
7	Chairs, Admin	Variou s					
8							
9							
10							

Form D

Form E - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2016 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet Form E1, and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form E1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form E1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>County Clerk</u>	Budget No <u>4031</u>
Brief Title of PIR	<u>INVESTIGATOR POSITIONS REQUEST</u>	
Approx. Net Cost	<u>85,990.76 x 16 = 1,375,852.16</u>	Department Priority <u>VERY HIGH</u>

Brief Summary of Request

Our office is requesting sixteen Investigator II, Grade 68, positions to assist in supporting the attorneys in the Public Defender's Office.

Discussion of Need

It has long been established that the failure to investigate violates the 6th Amendment's guarantee of the right to the assistance of counsel in criminal cases. The difficulty created by the lack of adequate investigative assistance subjects public defenders and Dallas County to legitimate claims of ineffective assistance of counsel. All major national defense standards mandates that there should be parity of resources between public defense and prosecution. The U.S. Department of Justice endorses the concept of parity. For example, in *Argersinger v. Hamlin*, U.S. Supreme Court Chief Justice Berger wrote in his concurring opinion that "society's goal should be that the system for providing the counsel and facilities for the defense should be as good as the system which society provides for the prosecution." (ABA Standards relating to providing defense services). For these reasons, additional investigators are needed to support the attorneys in our office. When the office was created, there were 2 investigators assigned to 8 attorneys, a 4 to 1 ratio. Our office currently employs seven investigators to support 90 attorneys – a ratio of 15 to 1. The D.A.'s office has 76 investigators and 265 attorneys, a ratio of 3 to 1. Even court appointed attorneys in Dallas County have the right to request, at the expense of the County, an investigator to work with them on an individual case, a ratio of 1 to 1. As a result of the increase of attorneys in the Public Defender's Office, the assistance the investigators could give individual cases decreased. The investigative unit is responsible for, but not limited to, assisting the attorneys in representing the clients by gathering evidence, reviewing videos and documents, locating and interviewing witnesses, serving subpoenas and providing support in plea negotiations, jury selections and trial phases. Current staffing levels are insufficient to properly provide adequate investigative support to the attorneys. Lack of appropriate investigative support prevents attorneys from having the ability to meet their constitutional and statutory obligation to investigate and prepare for trial. Additionally, the Chief Investigator is on the assignment rotation due to the abundance of investigative requests which has resulted in a backlog of her administrative duties.

Discussion of Related Performance Measure

There is a progressive increase in the amount of investigative requests received each year. In FY2013, a total of 1,049 investigative requests were received; and, in FY2014, a total of 1,170 investigative requests were received. These numbers do not include emergency, last minute or unscheduled requests. Recently a questionnaire was distributed to the attorneys in the office, the results of which showed that attorneys need more investigators and acknowledged that there are a number of times that requests don't get done in a timely fashion because of the large number of cases the investigators are handling. With additional investigators, the County would see a significant increase in the number of cases resolved in a shorter period of time, which means lower costs to the County. This will also result in a significant reduction in the number of days many defendants are spending in jail, more dismissals, and fewer trials.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	INVESTIGATOR POSITIONS REQUEST
Staff Cost	
Grade	68
Salary	62,141.64
FICA @ 7.65%	4,753.84
Retirement @ 11.5%	7,146.29
Insurance @ \$8,500	8,500.00
	Total <u>82,541.76</u>
Related Equipment	
Number	
Desk	663.00
Furniture	1,061.00
Computer	1,025.00
Printer	_____
Network Cabling	_____
Software	200.00
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	500.00
	Total <u>3,449.00</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
	Total _____
Less Additional Revenue Source	Grand Total 85,990.76

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

A. Identification / General Information

Current Position Title:	None
Recommended Position Title:	Investigator II
Current Position Grade:	None
Department Name:	PUBLIC DEFENDER
Position Number:	New Request
Supervisor Name:	Lemesa Logan
Supervisor Phone:	214-712-5005
Supervisor Email:	LRLogan@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

<p>The purpose of this position is to: Assist the attorneys in gathering pertinent data, identifying significant factors and recognizing solutions for moderate to complex or specialized cases.</p>
--

C. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓

Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Assist Public Defender	Time	E or NE

Position Description Questionnaire
Dallas County

Tasks performed to accomplish this function:	35	E
Assist the assigned attorney in gathering data, identifying factors and recognizing solutions for specific cases.		
Assist in reconstructing events, sequences and time frames in preparation of criminal, family and juvenile cases.		
Assist attorneys during jury selection and trial phases.		
Locate and develop evidence to assist in plea negotiations.		
2. Function: Communicate with clients, attorneys and other individuals	Time	E or NE
Tasks performed to accomplish this function:	30	E
Conduct background check on witnesses.		
Locate, interview and notify witnesses.		
Serve subpoenas, summons and writs.		
Coordinate transportation and lodging of trial witnesses.		
3. Function: Review Evidence and Reports	Time	E or NE
Tasks performed to accomplish this function:	15	E
Collect and gather physical evidence for trial.		
Review various reports such as medical, autopsy, forensic & academic reports as part of the investigative process.		
Take measurements, photos or digital movies for the purpose of reconstructing events or alleged crime scenes.		
4. Function: Record Keeping	Time	E or NE
Tasks performed to accomplish this function:	15	E
Works independently in planning and organizing work as part of a trial, plea negotiation or preparing for disposition.		
Maintain files.		
Prepare closed files for storage by checking the computer for disposition.		
Maintain monthly statistics.		
5. Function: Miscellaneous Duties	Time	E or NE
Tasks performed to accomplish this function:	5	E
Daily mail pick-up and delivery from the mailroom @GABC.		
Daily file stamp of COA briefs, etc.		
Other related duties as assigned.		

D. Visual-Mental Demands

Position Description Questionnaire
Dallas County

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Driving a vehicle daily to perform needed tasks.
--

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Personal computer, standard Office software, GAIN, Forvus, Accurint, AIS, JIS, internet.
--

4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Position Description Questionnaire
Dallas County

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards – Air Pollution (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health and Safety Conditions			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input checked="" type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input checked="" type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input checked="" type="radio"/>	3.	Minimum of one year experience in/as: Investigation or law enforcement
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Type C.

G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

--

Position Description Questionnaire
Dallas County

3. **Budgetary Responsibility:** Does this position involve working with the annual budget? Yes No
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. **Scope of Budgetary Responsibility:** Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. **Management and Supervisory Responsibility:** Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Interns and volunteers	Varies weekly

6. **Management and Supervisory Responsibility:** If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.

Position Description Questionnaire
Dallas County

○	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
○	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

○	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
○	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
⊙	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
○	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
○	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
○	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
○	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
○	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
○	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

Position Description Questionnaire
Dallas County

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Investigator III, Grade 69
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature: _____ Date: 09/21/06

Immediate Supervisor Signature: _____ Date: 09/22/06
Comments: _____

Department Head/Elected Official Signature _____ Date: 09/22/06
Comments: _____

Form F - Program Improvement Request –

Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>PUBLIC DEFENDERS OFFICE</u>	Budget No. <u>4031</u>
Position Title	<u>Dept. Supervisor, Capital Trial Section</u>	Position No. <u>3282</u>
Current Grade	<u>Att6</u>	Job Code <u>7035600</u>
		Department Priority <u>Very High</u>

Description of Changes in Work Being Performed

In addition to representation of defendants charged with Capital Murder (case recruitment, investigation, trial preparation, legal research, plea negotiations, trial, mitigation development, punishment hearing), the attorney also prepares Continuing Legal Education classes for the Public Defenders in the office. To-date, the Assistant Public Defender in this position has prepared and presented eight presentations on Cross-examination, Pretrial Litigation, Ineffective Assistance of Counsel and the Michael Morton Act (new legislation).

Reason/Authority for Change (see Budget Manual)

Additional responsibilities in preparation of papers, motions and PowerPoint presentations on various legal subject.

Departmental Cost Worksheet

Current Grade	Att6	Proposed Grade	Att7
Salary	121,133.00	Salary	138,379.00
FICA (7.65%)	9,266.67	FICA (7.65%)	10,585.99
Retirement (11.5%)	13,930.30	Retirement (11.5%)	15,913.59
Total	144,329.97	Total	164,878.58
		Total Annual Impact	20,548.61

Staff Review and Comment



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	Deputy Chief Capital Trial Section
Proposed Position Title:	Attorney 7
Current Position Grade:	Attorney 6
Department Name:	Public Defender
Position Number:	3282
Supervisor Name:	Paul Blocker
Supervisor Phone:	214-653-3557
Supervisor Email:	Paul.Blocker@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to represent individuals charged with capital murder.

This is accomplished by investigation, trial preparation, plea negotiation, trial, mitigation development, punishment hearing.

Other duties include preparation of Continuing Legal Education for the Public Defender's Office.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

At the request of supervisors to fulfill a need in legal education of attorneys in the Public Defender's Office.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job

duties/responsibilities.
Added duties include legal research, preparation and presentation of CLE programs.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
These are additional responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
None.
What specific tasks or activities make the job duties/responsibilities more complex?
The need for accurate and up to date legal education.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
None.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
The dissemination of timely accurate legal education beneficial to the Assistant Public Defenders.

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
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<i>Tasks performed to accomplish this function:</i>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Representation of Capital Murder defendants	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	90%	E
Case recruitment		
Trial preparation		
Investigation		
Plea negotiations		
Punishment hearings		
Legal Research		
Motion production		
2. Function: C.L.E. Development	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Legal research		
Paper and PowerPoint production		
C.L.E. presentation		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Word, Excel, Lexis/Nexis, FastCase

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2. 518	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:

<input type="radio"/>	6.	Graduate or professional work or advanced degree in: Law degree
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as: Licensed Practicing Attorney
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No

If yes, describe the planning or project management activities associated with this position.

Research and development of Continuing Legal Education for Assistant Public Defenders.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attorney 6	1
Investigator	1
Legal Assistant	1

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney 8
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney 6
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Form G - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form I, "PIR - Computer Hardware/Software". Use Form E "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.
- **Brief Summary of Request** - short description of resources being requested. Below are some *examples*:
 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.
- **Discussion of Need, etc.** - describe in detail the need and justification of the requested items with cost information described as accurately as possible. Please make sure to address how this request implements the County's Strategic Plan. Attach any backup material that you think may be helpful in evaluating the cost/benefit value of the new item. If any annual costs will result from the requested item (e.g., staff to operate it, insurance, repair costs, etc.), provide an estimate of this cost.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>County Clerk</u>	Budget No <u>4031</u>
Brief Title of PIR	<u>Purchase of iPads</u>	
Estimated Cost	<u>61,600.00</u>	Department Priority <u>High</u>
Brief Summary of Request		
<p>We are requesting the purchase of 80 iPads for attorneys to assist in representing indigent clients.</p> <p>This request is consistent with the Dallas County Strategic Plan: Vision 1: Dallas County is a model interagency partner: Assess and stream-line workforce for efficiency and operation; and, Vision 3: Dallas County is Safe, Secure and Prepared: Dallas County should maximize the effectiveness of criminal justice resources.</p>		
Discussion of Need		
<p>The Public Defender's office represents indigent clients. The purchase and utilization of iPads for the attorneys in the office would increase efficiency and save the county time and money. The use of iPads would increase productivity and efficiency in the following manner:</p> <ul style="list-style-type: none"> • Would aid in the alignment with the court's paperless system • Ability to view court documents in county applications, such as OnBase • County email and calendar (including attached documents) could be viewed, sent and responded between county personnel (i.e. Judges, D.A.s, court personnel) in a timely manner • Facilitate the ease of court presentations/demonstrations of various electronic information during court proceedings • the capability to remotely access databases such as the Dallas County Jail Lookup System and FORVUS • internet access which would allow them to quickly research or investigate an issue without having to return to their office to do so which would decrease the number of court resets, which in turn would aid in saving the county money by disposing of cases faster • If available, the ability to create and edit documents • Ability to take photographs of documents and distribute it electronically to court personnel in real time versus the time and cost it would take to make copies • Ability to take notes and update client files in real time 		
Staff Review and Comment		
Empty space for staff review and comment		

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	County Clerk	Budget No 4031
Brief Title of PIR	Purchase of Panic Buttons	
Estimated Cost	\$400	Department Priority Very High
Brief Summary of Request		
<p>We are requesting the purchase and installation of panic buttons.</p> <p>This request is consistent with the Dallas County Strategic Plan: Vision 3: Dallas County is Safe, Secure and Prepared.</p>		
Discussion of Need		
<p>The Public Defender's office is located on the 9th floor in the Frank Crowley Criminal Courts Building. We are respectfully requesting the purchase and installation of eight panic buttons. Currently, in place as a form of security, is a door with a card reader which was installed as a safety measure to protect the receptionist and employees in the office. Unfortunately, even with the door in place, non-employees follow employees through the door uninvited. Once inside, there are no protective measures to safeguard the employees from potential danger. This division handles criminal and mental health cases. The people involved in these types of cases can be unstable and emotionally charged. A panic button would allow the receptionist or employees to discreetly request assistance without escalating a potentially volatile situation.</p>		
Staff Review and Comment		

Form G

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>County Clerk</u>	Budget No <u>4031</u>
Brief Title of PIR	<u>Security Renovations</u>	
Estimated Cost	<u>\$5,000-\$10,000</u>	Department Priority <u>Very High</u>
Brief Summary of Request		
<p>We are requesting the installation of walls and a bullet proof glass (est. cost \$10,000) (or in the alternative, Plexiglas - est. cost \$5,000) enclosure in the reception area to provide protection for the receptionist and all our employees. (Similar to the bullet proof enclosures in the DA's office on the 10th and 11th floors of FCCB).</p> <p>This request is consistent with the Dallas County Strategic Plan: Vision 3: Dallas County is Safe, Secure and Prepared.</p>		
Discussion of Need		
<p>The Public Defender's office is located on the 9th floor in the Frank Crowley Criminal Courts Building. Currently in place is a door with a card reader which was installed as a safety measure to protect the receptionist and employees in the office. Unfortunately, even with the door in place, non-employees follow employees through the door uninvited. Once inside, there are no protective measures to protect the secretary and other employees from potential danger. This division handles criminal and mental health cases. The people involved in these types of cases can be unstable and emotionally charged. On a few occasions, we have had to call security due to volatile situations which placed our employees in potential danger. We respectfully request that walls, card reader doors and bullet proof glass (or Plexiglas, in the alternative) be installed around the receptionist desk before a preventable tragedy occurs.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	County Clerk	Budget No 4031
Brief Title of PIR	Four Vehicles for Investigative Division	
Estimated Cost	83,044	Department Priority High
Brief Summary of Request		
<p>Requesting four (4) vehicles for the Investigative Division.</p> <p>This request is consistent with the Dallas County Strategic Plan: Vision 3: Dallas County is Safe, Secure and Prepared.</p>		
Discussion of Need		
<p>These vehicles are needed for all field work. Investigators are in the field for about half of every workday. Vehicles would help with cost of gas, mileage, maintenance and wear & tear of the investigator's personal vehicles. These vehicles will be used to transport witnesses & allow for easier parking at hospitals and businesses.</p>		
Staff Review and Comment		

Form G

FY2016



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney VII (Legal Division Director)	Job Code:	7035700	Job Grade:	ATT7
Reports To:	Public Defender	Pos. No:	3753	FLSA Code:	E
Department:	Public Defender	Loc. Code:	3964004	SIC Code:	9222
				WC Code:	8810
Division:		CS Code:	B	EEO Code:	B01

Summary of Functions: Directs and coordinates the day-to-day operations of the Public Defender's Office. Represents, speaks for, and acts as Public Defender when necessary. Oversees and directs all operations through subordinate managerial personnel. Provides advice and counsel to subordinate managerial personnel and to the Chief Public Defender. Work involves both advanced legal work and administrative/managerial functions. Work is performed independently with only general guidance from the Chief Public Defender. Supervises, evaluates, and trains public defenders and staff.

Management Scope: Directs a staff of approximately 63 employees and an operating budget of approximately \$4.3 million.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Directs and coordinates the overall day-to-day operations and ensures that policies and procedures are followed.		
2. Supervises, evaluates, and trains staff.		
3. Interviews applicants for selection and promotion.		
4. Resolves disputes between the court, prosecuting attorneys and staff.		
5. Determines appropriate action to be taken for unusual or extremely serious or complex situations.		
6. Approves settlement or plea-bargain agreements.		
7. Consults and confers with subordinate managerial personnel in order to: resolve problems; integrate and modify operational strategies, policies, and tactics; formulate responses to changing internal and external environmental conditions; and to develop and implement tactical plans, long range goals and objectives.		
8. Prepares and approves budgetary input; attends management meetings; develops and provides input on policies and procedures; and performs related operational management duties.		
9. Develops policies and procedures; conducts problem resolution and tactical and long-term planning; provides advice and counsel to the Chief Public Defender; and participates in the management of all operational aspects of the		

Public Defender's Office.

10. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of the criminal justice system; and speaks before community and citizen groups.
11. Authorizes press conferences; presents information and answers questions at press conferences; and responds to the public or media's requests for information.
12. Defends the most serious, complex, or highly visible cases; conducts legal research; drafts legal documents; and interprets laws, rules, and regulations.
- 13 Performs other duties as assigned.

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school with a license to practice law in the State of Texas. Five (5) years experience practicing law required.

NOTE: Experience obtained while licensed with a third year bard card can be counted for experience.

Special Requirements/Knowledge, Skills & Abilities:

None.

Disclaimers: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 12/2004

Approved by Civil Service Commission on

Date 01/24/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and

requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

REPLACEMENT EQUIPMENT REQUEST

Department		County Clerk		Budget No.		4031	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification		
1	Medical Examiner Dictation System	Various	N/A	\$400 x 6 = \$2,400.00	The cameras ordered in 2012 are no longer focusing properly and one is not turning on at all.		
2			Various	\$190.27	The dictaphones/transcribers used by the MEs were discontinued in 2006. Request replacement with digital devices and related voice recognition software.* Grant Application Pending		
3	X-ray, dental	24					
4	Histology Cassette Label	11					
5	Autopsy saws	4 4 2 2 2					
6	Cameras, digital	11 11 6 6					
7	Chairs, Admin	Variou s					
8							
9							
10							

Form D

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Public Service Program</u>	Budget No <u>3330</u>
Brief Title of PIR	<u>\$103155.44</u>	
Approx. Net Cost	<u>\$103155.44</u>	Department Priority <u>HIGH \$103155.44</u>

Brief Summary of Request
2 additional painters to assign to Juvenile Detention facilities.

Discussion of Need
Currently have 4 painters in detention facilities with 90% of annual time spent there. With 2 of the four at Henry Wade 100% of year never ending. Thus not allowing us to take care of other buildings and keeping around a 300 work order back log.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	2 Painter Positions	
Staff Cost		
Grade	09	
Salary	\$72,300.00	
FICA @ 7.65%	5530.94	
Retirement @ 11.5%	8314.50	
Insurance @ \$8,500	17,000.00	
	Total	2 Painter Positions
		\$ 103,155.44
Related Equipment		
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
	Total	_____
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	_____
Less Additional Revenue Source		
	Grand Total	

NEW
~~REPLACEMENT~~ EQUIPMENT REQUEST

Department PUBLIC SERVICE PROGRAM Budget No. 3330

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1 1 pc	OW083K 3-Beam LASER	New	N/A	200.00	
2 1 pc	WM 607 Raceway Cutter	New	N/A	200.00	
3 1 pc	IDEAL 36-314 TKO master Electn Kit	New	N/A	300.00	
4 1 pc	Greenlee 540-24 Long Fishstick Kit	New	N/A	150.00	
5 1 pc	Greenlee Pipe cutter	New	N/A	150.00	
6 1 pc	MILW 48-89 9212 Step Drill Bit	New	N/A	100.00	
7 1 pc	Fluke 561 Infrared and K type Thermometer	New	N/A	200.00	
8 1 ea	PRINTER B/W			250.00	HAVE NOT HAD IN PAST
9 1 ea	PRINTER COLOR			500.00	5 YEARS USE XEROX
10			TOTAL	2050.00	

Tools
↑
Tools
↑
Printer
↓

Form D

REPLACEMENT EQUIPMENT REQUEST

Department		<u>Public Service</u>		Budget No.		<u>3330</u>	
		<u>PROGRAM</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification		
1 6 PCS	STEF S240R Trimmer	3 years	N/A	629.99 ea. 3780.00			
2 3 PCS	STEBR550 Blower	5 yrs	N/A	500.00 ea 1500.00			
3 3 PCS	STEF C90 Edger Curve	5 YRS	N/A	400.00 ea 1200.00			
4 3 PCS	STEF S81T-30 30 D.B. Hedge Trimmer	5 yrs	N/A	600.00 ea 1800.00			
5	P.C.	5+ years	21850	\$ 1,025.00			
6	P.C.	5+ years	21848	\$ 1,025.00			
7	P.C.	5+ years	21849	\$ 1,025.00			
8	P.C.	8+ years	16655	\$ 1025.00			
9	P.C.	8+ years	16656	\$ 1025.00			
10			Total	14,305			

Form D



Dallas County
Office of Budget and Evaluation

June 8, 2014

To: Commissioners Court
From: Ryan Brown, Budget Officer
Subject: Public Works FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, Public Works has submitted the following requests:

Engineering and Construction Division

1. Software, licenses and drafting equipment;
2. Training and Administrative updates
3. Civil Engineering recruitment and internships
4. Inspector recruitment and internships
5. Adobe Creative Suite Training
6. Softract license tracking software

Program and Engineering Management Division

7. replacement of 2 printers
8. Adobe Acrobat Pro DC 2015
9. Microsoft Project & Visio Pro

Property Division

10. Professional Organization Dues;
11. Appraisal Software (Narrative I);

Transportation Planning Division

12. Prezi Presentation Software;
13. GoPro Hero 4 Silver Cameras & Accessories;
14. Electronic Levels;
15. Precision Surveying GPS;
16. Replacement Desktop for Senior Engineer;
17. Training;

FINANCIAL IMPACT

Engineering and Construction Division

1. The cost for software, licenses and drafting equipment is \$29,734;
2. The cost for training and administrative updates is \$14,750;
3. The cost for civil engineering recruitment and internships is \$15,000;
4. The cost for inspector recruitment and internships is \$6,900;
5. The cost for Adobe Creative Suite training is \$750;
6. The cost for Softrac license tracking Software is \$1,939;

Program and Engineering Management Division

7. The cost for replacement of 2 printers is \$360;
8. The cost for Adobe Acrobat Pro DC 2015 is \$292;
9. The cost for Microsoft Project & Visio Pro is \$6,427;

Property Division

10. The cost for professional organization dues is \$19,462;
11. The cost for appraisal software (Narrative I) is \$3,700;

Transportation Planning Division

12. The cost for Prezi presentation software is \$180;
13. The cost for GoPro Hero 4 Silver cameras & accessories is \$600;
14. The cost for electronic levels is \$700;
15. The cost for precision surveying GPS is \$8,260;
16. The cost for replacement desktop for Senior Engineer is \$3,000;
17. The cost for training is \$21,000;

RECOMMENDATION

The Office of Budget and Evaluation recommends:

Engineering and Construction Division

1. Recommends software, licenses and drafting equipment;
2. Recommends training and administrative updates;
3. Does not recommend Civil Engineering recruitment and internships as there are no current vacancies or a history of paid internships;
4. Does not recommend Inspector recruitment and internships as there are no current vacancies or a history of paid internships;
5. Recommends the Adobe Creative Suite Training;
6. Directing Softract license tracking software be reviewed by I/T;

Program and Engineering Management Division

7. Directing the replacement 2 to printers be reviewed by I/T;
8. Directing the Adobe Acrobat Pro DC 2015 request to be reviewed by I/T;
9. Directing the Microsoft Project & Visio Pro to be reviewed by I/T;

Property Division

10. Recommends professional organization dues;
11. Directing the Appraisal Software (Narrative I) to I/T;

Transportation Planning Division

12. Does not recommend Prezi Presentation Software as MS PowerPoint is available to employees;
13. Does not recommend GoPro Hero 4 Silver Cameras & Accessories as it's not necessary to perform the functions;
14. Recommends Electronic Levels;
15. Recommends Precision Surveying GPS;
16. Directs the desktop request for Senior Engineer be reviewed by I/T;
17. Recommends Training and Travel items;

These recommendations have an estimated additional allocation to the FY2016 Budget of \$110,014.

Public Works 2016 Budget Request

	Operating	Travel	PIR	PIR	PIR	PIR	PIR	Total
Property	\$23,161.99	\$0.00	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,861.99
PEMD			\$179.58	\$292.02	\$4,243.40	\$0.00	\$0.00	\$4,715.00
Engineering/Construction	\$29,734.00	\$14,750.00	\$15,000.00	\$7,000.00	\$750.00	\$1,938.00	\$0.00	\$69,172.00
Transportation/Planning	\$211,500.00	\$21,000.00	\$180.00	\$600.00	\$700.00	\$10,000.00	\$3,000.00	\$246,980.00

* \$347,728.99

*The amount listed does not reflect Enterprise GIS, Phase III items (Approx. \$350,000) which will be presented via the Governance committee

Property

Division

SUMMARY OF FY 2016 BUDGET

Type of Request

Form A: Marshall Valuation Residential Cost Handbook	\$374.00
Marshall Valuation Commercial Cost Handbook	\$664.00
Dallas Ft. Worth Mapsco (10)	\$399.99
NCTCOG 2014-2015 Regional Directory	\$50.00
International ROW Association Dues (6 members)	\$1,470.00
International ROW Association Spring seminar (5 members)	\$650.00
Assoc. of Texas Appraisers (1 member)	\$100.00
Greater Dallas Association of Realtors & MLS Services	\$850.00
CoStar	\$8,200.00
IRWA / Real Estate Training	\$6,204.00
Utility Breakfast / Newsletter	\$500.00

Sub Total = \$19,461.99

PIR: Narrative 1 Appraisal System Software \$3,700.00

TOTAL BUDGET = \$23,161.99

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

*wait on
- PAB*

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>Narrative 1 Appraisal System Software</u>	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Narrative 1 Appraisal System is for the Property Division's Appraisal Section. Narrative 1 is turn-key software system for writing real estate appraisal reports using Microsoft Word and Excel and allows them to link together in a much more efficient way. It includes appraisal templates, valuation spreadsheets, comp database, mapping with Google Earth and numerous ancillary tools. Appraisals can be prepared for commercial, industrial, office, multifamily, mixed-use or residential properties with professional content designed to meet the latest Uniform Standards of Professional Appraisal Practice (USPAP). The system can be used immediately, or customized without advanced computer skills.

Expected Benefits Narrative 1 Software: \$3,700.00.

Narrative 1 is an essential resource that will save the appraisers time in preparing appraisals and afford the staff the ability to perform due diligence more efficiently and more effectively. The system is the most comprehensive, up-to-date and user-friendly software that we can find on the market. It is an essential tool for preparing appraisal reports. Benefits to using Narrative 1 include:

- Organized comps, reports & templates
- Consistant report formats
- Fewer errors and less stress
- Minimize data management tasks
- Elimination of redundant re-keying of data and smooth automation of merging Excel with Word.
- Better, faster appraisals

	Priority _____
	Phone _____
	Rec'd by Data Services _____
Scoring	
Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Narrative1

(<http://narrative1.com>)



Store (http://narrative1.com/store-2/)	Support (http://narrative1.com/support/)
About Us (http://narrative1.com/about-us/)	Careers (http://narrative1.com/careers-page/)
Events & News (http://narrative1.com/events/)	Blog (http://narrative1.com/blog-2/)

Narrative1

The commercial appraisal software leader for retail, office, industrial, and multifamily properties. You can prepare commercial appraisal reports with our automated Word, Excel and visual database platform. Flexible and fast, Narrative1 includes professional narrative appraisal templates, valuation spreadsheets, comps database and automated Google maps. The system can be used immediately, and is easily customized to run on your Microsoft Word® and Excel® templates. As we develop our solutions, we make sure we keep our customers' feedback in mind for new software.



(<http://narrative1.com/n1-narrative/>)

N1 Narrative

N1 Narrative combines the flexibility of Word and Excel with the power of our industry leading Comps Database and Google Maps®. Experience the power and efficiency of automating your narrative process. N1 Narrative overlays with your templates, or use our suite of professionally design templates for your customized Commercial Appraisal Software reports.

[Learn More \(http://narrative1.com/n1-narrative/\)](http://narrative1.com/n1-narrative/)



(<http://narrative1.com/commercial-express/>)

Commercial Express

An innovative product for commercial and multifamily valuation. Commercial Express is a short format commercial appraisal software for faster data input, analysis, and report generation. It has the tools you need to produce reports for commercial, industrial, retail, office, multifamily or mixed-use. It's flexible and easy to use, comprehensive and effective!

[Learn More \(http://narrative1.com/commercial-express/\)](http://narrative1.com/commercial-express/)



(<http://narrative1.com/dcf/>)

N1 DCF

The Narrative1 Discounted Cash Flow (DCF) allows for a comprehensive and graphic expression of an investment from initial purchase to future re-sale. This analysis tool can handle both simple and complex cash flows and is ideal for properties with multiple leases, such as retail centers, office buildings, industrial properties, and apartment buildings.

[Learn More \(http://narrative1.com/dcf/\)](http://narrative1.com/dcf/)



(<http://narrative1.com/unit-sales/>)

N1 Unit Sales

The Narrative1 Unit Sales/Subdivision application is used to develop value estimates for:

- Subdivision of unimproved & improved land
- Partial, complete or proposed developments
- Condominium projects
- Any type of Real Estate project where there is a finite number of units to sell

[Learn More \(http://narrative1.com/unit-sales/\)](http://narrative1.com/unit-sales/)

Request further detailed product information such as sample reports by entering your email here (<http://narrative1.com/contact-n1-2/>)



(<http://narrative1.com>)



(<https://www.linkedin.com/company/narrative1>)
 71.6881337,42.7274777
 4m5! btn- 1-800-990-7011
 14 Ridge Street, Plymouth, NH 03264,
 2m1! info@narrative1.com
 1snarrative1!
 3m1!

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Events & News (http://narrative1.com/events/)	Blog (http://narrative1.com/blog-2/)



N1 Narrative is a proven platform, chosen by the nation's largest firms to hone their competitive advantage. This same technology is now available to you. The Narrative1 advantage is about improving productivity and reducing errors with seamless Word®, Excel® and database integration.

(<http://narrative1.com/wp-content/uploads/2013/07/N1-Narrative-Appraisal-Software-Logo-123x123.jpg>)

It's not complicated – use your templates our or professional designed templates and enjoy the elimination of redundant re-keying of data and smooth automation of merging Excel with Word, and automated location and comparable maps.

Benefits to using N1 Narrative include:

- Productivity increases 25% to 50%
- Organized comps, reports & templates (finally!)
- Consistent report formats
- Fewer errors and less stress
- Minimize data management tasks
- Easier on-boarding of new associates
- Enhanced business value
- Better, faster appraisals!

Features of N1 Narrative include:

- A file and template management dashboard
- Automated Word and Excel integration using your templates or ours, or both!
- Comparable properties database (Sales, Leases, Expenses, Cap Rates and more)
- Professional grade commercial and multifamily templates
- Automated subject and comparables maps, powered by Google Maps®
- Report component library for easy access to common narrative components
- As an add-on to Word® and Excel®, the platform is customizable and flexible

Call Us To Know What Customization, Price & Payment Option Is The Best One For You

at 1-800-990-7011

Request a Demo and Sample Reports

Request a demo, view sample reports, and learn how Narrative1 can improve your business.

Request a Demo
and Sample Reports

(contact-n1-2)



ESTIMATE

EST-001653

Narrative1 Software LLC

One Bridge Street
Suite 306
Plymouth New Hampshire 03264
U.S.A

Estimate Date : 27 Apr 2015

Expiry Date : 30 Nov 2015

Bill To
Dallas County Public Works
Dallas TX
75202

Subscription
Expiration Date : TBD

Account Manager : Ross Phelps

Item & Description	Qty	Rate	Discount	Amount
2LP1: N1-Web Production License Full use N1-Web User license includes full use N1-Workbench 10% Appraisal Institute Discount	2.00 1	1,500.00	10.00%	2,700.00
1SU1: N1-Web Subscription - Bronze Single User Subscription for N1-web or N1-Classic 12 Months	2.00 1	500.00	0.00	1,000.00
			Sub Total	3,700.00
			Total	\$3,700.00

Terms & Conditions

Definition

Seller refers to the party to whom the order for purchase has been given.

Client refers to the person or organization placing the order.

Goods or services refers to the product for which the seller has placed an order with the client.

Application

The terms and conditions are valid for any goods or services provided by the Seller to the Client.

Pricing

The pricing, quantity of goods, and time of delivery mentioned in the articles are not binding on the Seller, but the Seller will make all efforts to fulfill the stated estimates.

Payment

All invoices of the Seller shall be paid by the Client upon receipt of invoice unless otherwise agreed in writing by the Seller. In the event of late payment, the Seller may charge interest on the amount outstanding before and after judgment. Alternatively, for invoices unpaid 30 days after the due date, the Seller may impose a surcharge equal to 2.5% of the outstanding amount.

If any amount of the invoice is disputed by the Client, the Client shall inform the Seller of the grounds for such dispute within seven days of delivery of the goods and shall pay to the Seller the value of the invoice less the disputed amount in accordance with these payment terms.

Where the Seller requires payment of a deposit, the Client acknowledges that the deposit is not returnable.

All fees are exclusive of value added taxes which will be added to invoices where appropriate.

The Seller reserves the right to increase a quoted fee in the event that the client requests a variation to the work agreed.

Delivery

Delivery by the Seller will be deemed to have taken place when the materials are handed to the custody of the Client at his premises or to a deputed messenger or courier when posted. The Seller will be entitled to charge the Client for any expenses of delivery other than

normal postage charges.

If an order is, at the Client's request, sent electronically, the time recorded on the sending equipment shall be deemed the time of delivery, system delays notwithstanding. (nb - electronic dispatch can be provided only on request and at the Client's risk. The Seller reserves the right to substitute conventional delivery methods without notice or penalty should electronic dispatch prove inconvenient.)

Cancellation

In view of the nature of the service, any order - once confirmed by the Company - is not cancellable. Cancellation of the Order by the Client will only be accepted on condition that any costs, charges and expenses already incurred, including any charges that will be levied by the first-owner on account of his expenses, work or cancellation conditions will be reimbursed to the Company forthwith.

Notice

All written notices to be served on or given to the client shall be sent or delivered to the client's principle place of business and shall be treated as having been given upon receipt.

Loss or Damage to Goods

The Company will take all reasonable steps to ensure the protection from loss, damage or destruction of the services or materials it supplies to the Client (or which may be received from the Client).

Usage of Goods or Services

Unless agreed and indicated in writing by the Company, the Client (and their clients) shall be entitled to use the services and materials provided (i.e. the samples) only for the purpose of conducting market research to be carried out in conformity with the recognized ESOMAR/MRS Code of Conduct of the market research industry. The Client shall not otherwise be entitled to store, pass on (whether to his/her client or other person) or use these services and materials.

The Client shall bear responsibility for ensuring that all usage of information contained within any samples is in accordance with and does not contravene any Data Protection or other laws, regulations or other trade customs and practices. The Company bears no liability for any omissions or faults in these respects.

Confidentiality

Both parties shall maintain strict confidence and shall not disclose to any third party any information or material relating to the other or the other's business which comes into that party's possession and shall not use such information and material. This provision shall not, however, apply to information or material which is or becomes public knowledge other than by breach by a party of this clause.

Employment of Personnel

Subject to the prior written consent of the Company the Client shall not induce to employ, whether as an employee, agent, partner or consultant, any employee of the Company directly associated with delivery of the Goods.

Warranty

The Company warrants that it has the right to provide the Goods but otherwise the Goods are provided on an "as-is" basis without warranty of any kind, express or implied, oral or written including, without limitation, the implied conditions of merchantable quality, fitness for purpose and description, all of which are specifically and unreservedly excluded. In particular, but without limitation, no warranty is given that the Goods are suitable for the purposes intended by the Client.

The Company warrants that the Goods will be supplied using reasonable care and skill. The Company does not warrant that the Goods supplied are error-free, accurate or complete.

Both parties warrant that they are registered under the Data Protection Act in respect of the collection, processing and use of the Goods. Each party will comply with the Act including but not limited to its obligations in respect of any personal data which it may supply to or receive from the other party.

Limitation of Liability

The Company shall not be liable for any claim arising out of the performance, non-performance, delay in delivery of or defect in the Goods nor for any special, indirect, economic or consequential loss or damage howsoever arising or howsoever caused (including loss of profit or loss of revenue) whether from negligence or otherwise in connection with the supply, functioning or use of the Goods. Any liability of the Company shall in any event be limited to the license fees paid by the Client in the year in which the event of default arises.

Nothing herein shall limit either party's liability for death or personal injury arising from the proven negligence by itself or its employees or agents.

The Client shall fully indemnify the Company against any liability to third parties arising out of the Client's use of the Goods.

PEMD

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Public Works - PEMD	Budget No. 2010
Title of PIR	HP OfficeJet Pro 6230	Request Type H
PIR #	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

The Accounts Manager is in need of a desktop printer that is capable of printing both 8 1/2 x 11 and 11x17 pages. A new desktop color ink jet printer will allow her the ability to produce large spreadsheets and reports that will greatly enhance financial management of various department programs such as our Major Capital Improvement Program.

The Senior Secretary is also in need of a desktop printer that is capable of the same size pages as the Accounts Manager. The printer will also allow the secretary the ability to print required project-related documents, presentations, letters, labels, meeting sign-up sheets, and other documents needed for the day-to-day administrative operations of the department.

Request 2 HP Officejet Pro 6230 Printers (E3E03A) @ \$89.79 each = \$179.58

Expected Benefits

Expected benefits are improved worker productivity and efficiency by providing reports for submittal to TxDOT, audit and outside consultants thus reducing confusion and costly mistakes, critical spreadsheets and information necessary to the execution and financial management of federal, state and thoroughfare projects.

Department Head Signature	Priority
Department Contact Person	Phone (214) 653-7461
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H **FY2016**



\$ 4,805.91

Customer: Dallas County	Account Manager: Danielle Guidry Contract: HP DIR-TSO-2538	Quote Date: April 22, 2015
Contact: Dwight Adwell		Prep by: Danielle Guidry
Address: 509 Main		Phone: (312) 705-3251
QUOTE # Valid Until 04/30/16		Toll Free: (866) 579-6342 Email: danigui@cdwg.com

#	PART #	DESCRIPTION	CEILING COST
COLOR OFFICEJET PRINTERS			
1	E3E03A	OfficeJet Pro 6230 <i>Color, inkjet, 29ppm, 225 sheets, duplex, networkable</i>	\$ 89.79
2	CM752A	OfficeJet 8100 <i>Color, inkjet, 35ppm, 250 sheets, duplex, networkable</i>	\$ 133.59
COLOR MULTIFUNCTION OFFICEJET PRINTERS			
3	E3E02A	OfficeJet 6830 AIO <i>Color, multifunction, inkjet, 29ppm, 225 sheets, duplex, networkable</i>	\$ 162.06
4	A7F64A	OfficeJet 8610 AIO <i>Color, multifunction, inkjet, 31ppm, 250 sheets, duplex, networkable</i>	\$ 179.58
B/W LASERJET PRINTERS			
5	CF456A	LaserJet M201DW <i>B/W, laser, 26ppm, 260 sheets, duplex, networkable</i>	\$ 185.42
6	CE461A	LaserJet P2035 <i>B/W, laser, 30ppm, 300 sheets, wired</i>	\$ 225.42
7	CE528A	LaserJet P3015DN <i>B/W, laser, 42ppm, 600 sheets, duplex, networkable</i>	\$ 570.48
8	CE989A	LaserJet M601N <i>B/W, laser, 45ppm, 600 sheets, duplex, networkable</i>	\$ 603.28
B/W MULTIFUNCTION LASERJET PRINTERS			
9	CZ183A	LaserJet M127FW MFP <i>B/W, multifunction, laser, 21ppm, 150 sheets, networkable</i>	\$ 233.44
10	CF484A	LaserJet M225DN MFP <i>B/W, multifunction, laser, 26ppm, 250 sheets, duplex, networkable</i>	\$ 252.76
11	CF286A	LaserJet M425DN MFP <i>B/W, multifunction, laser, 35ppm, 300 sheets, duplex</i>	\$ 452.27
COLOR LASERJET PRINTERS			
12	CE956A	Color LaserJet M451NW <i>Color, laser, 21ppm, 300 sheets, duplex, networkable</i>	\$ 361.98
13	CE958A	Color LaserJet M451DW <i>Color, laser, 21ppm, 300 sheets, duplex, networkable</i>	\$ 452.70
COLOR MULTIFUNCTION LASERJET PRINTERS			
14	CZ165A	Color LaserJet M177FW MFP <i>Color, multifunction, laser, 17ppm, 150 sheets, networkable</i>	\$ 332.50
15	CF386A	Color LaserJet M476DN <i>Color, multifunction, laser 21ppm, 300 sheets, duplex, networkable</i>	\$ 570.64
FREIGHT			\$ -
GRAND TOTAL			\$ 4,805.91



SCHEDULED MAINTENANCE ALERT

Our website will be unavailable **Saturday, May 9, from 4pm to 7pm CT**. We apologize for the inconvenience.



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Best Deals

All Categories > Printers, Scanners & Print Supplies > Inkjet & Photo Printers > HP Officejet Pro 6230 ePrinter (\$99.99-\$20 savings=...



HP Officejet Pro 6230 ePrinter (\$99.99-\$20 savings=\$79.99, Ends 6/30)



Mfg. Part: E3E03A#B1H | CDW Part: 3512797 | UNSPSC: 43212114

1

\$79.99

Advertised Price

Availability: In Stock

Ships same day if ordered before 4PM

- Printer
- color
- Duplex
- ink-jet
- A4/Legal
- 600 x 1200 dpi
- up to 29 ppm (mono) / up to 24 ppm (color)

[View More](#)



Recommended Warranty and Services

3Y Printers and All in One RPLC PLAN S0-S99

0

\$16.95

Advertised Price

CDW HARDWARE INSTALLED ON DESKTOP/NOTEBOOK/PRINTER

0

\$17.95

Advertised Price

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Customers Who Viewed This Product Also Viewed... (12)



HP Officejet Pro 8100 ePrinter (\$149.99-\$50 savings=\$99.99...



HP Deskjet 1010 - printer - color - ink-jet



HP Officejet 4630 e-All-in-One - multifunction printer (color)



HP Officejet 7110 Wide Format ePrinter - printer - color - ...



Pricing Proposal

Quotation #: 9505223

Description: Adobe

Created On: Apr-13-2015

Valid Until: Apr-30-2015

CITY OF DALLAS-PURCHASING

Inside Account Manager

Dwight Adwell

1500 MARILLA 3FS
 DALLAS, TX 75201
 United States
 Phone: (214) 653-7570
 Fax:
 Email: Dwight.Adwell@dallascounty.org

Meghan Dosil

1301 South Mo-Pac Expressway
 Suite 375
 Austin, TX 78746
 Phone: 1-800-870-6079
 Fax: 512-732-0232
 Email: Meghan_Dosil@shii.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Adobe Acrobat Standard DC 2015 Windows License 1 User, Level 2 CLP Adobe - Part#: 65258474AC02A00	1	\$197.65	\$197.65
2 Adobe Acrobat Standard DC 2015 Windows Upgrade License 1 User, Level 2 CLP Adobe - Part#: 65258785AC02A00	1	\$92.06	\$92.06
3 Adobe Acrobat Pro DC 2015 License 1 User, Level 2 CLP Adobe - Part#: 65258634AC02A00	1	\$296.02	\$296.02
4 Adobe Acrobat Pro DC 2015 Upgrade License 1 User, Level 2 CLP Adobe - Part#: 65259084AC02A00	1	\$131.77	\$131.77
5 Adobe Contribute 6.5 License 1 User, Level 2 CLP Adobe - Part#: 65191145AC02A00	1	\$153.43	\$153.43
6 PageMaker Plus v.7 WIN, New License, 1PK, 1 User, Adobe CLP 5, Level 2 Adobe - Part#: 54014297AC02A00	1	\$242.77	\$242.77
7 Adobe Illustrator CC License Subscription (From CS3 and later) - 12 Months, 1 User Adobe - Part#: 65226057BC01A12 Note: *Prorated 5 months*	1	\$90.20	\$90.20
8 Adobe Photoshop CC License Subscription (From CS3 and later) - 12 Months, 1 User Adobe - Part#: 65226053BC01A12 Note: *Prorated 5 months*	1	\$90.20	\$90.20
9 Adobe Creative Cloud for Teams License Subscription (From CS3 and later) - 12 Months, Adobe - Part#: 65206810BC01A12 Note: *Prorated 5 months*	1	\$225.58	\$225.58
Total			\$1,519.68

Additional Comments

VIP F8F37C0482AEB6DFA0BA, Anniversary 9/19/15. Quote set to expire for CC Single app's on 4/19 & will need to have updated prorated pricing

Thank you for choosing SHI Government Solutions.

Retrieve your quote:

<https://www.shi.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal

Quotation #: 9606893

Description: Microsoft Select Plus Project(2)

Created On: May-01-2015

Valid Until: Jun-30-2015

CITY OF DALLAS-PURCHASING

Dwight Adwell

1500 MARILLA 3FS

DALLAS, TX 75201

United States

Phone: (214) 653-7570

Fax:

Email: Dwight.Adwell@dallascounty.org

Inside Account Manager

Meghan Dosil

1301 South Mo-Pac Expressway

Suite 375

Austin, TX 78746

Phone: 1-800-870-6079

Fax: 512-732-0232

Email: Meghan_Dosil@shi.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Project Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 076-05292	1	\$364.40	\$364.40
2 Microsoft Project Professional 2013 - License - 1 PC - Select, Select Plus - Win - Single Language - with Project Server CAL Microsoft - Part#: H30-04037	1	\$606.20	\$606.20
		Total	\$970.60

Additional Comments

Retrieve your quote:

<https://www.shi.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal

Quotation #: 9606900

Description: Microsoft Select Plus Visio(2)

Created On: May-01-2015

Valid Until: Jun-30-2015

CITY OF DALLAS-PURCHASING

Dwight Adwell

1500 MARILLA 3FS
DALLAS, TX 75201
United States
Phone: (214) 653-7570
Fax:
Email: Dwight.Adwell@dallascounty.org

Inside Account Manager

Meghan Dosil

1301 South Mo-Pac Expressway
Suite 375
Austin, TX 78746
Phone: 1-800-870-6079
Fax: 512-732-0232
Email: Meghan_Dosil@shi.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Visio Standard 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: D86-05323	1	\$161.20	\$161.20
2 Microsoft Visio Professional 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: D87-05994	1	\$311.80	\$311.80
		Total	\$473.00

Additional Comments

Thank you for choosing SHI Government Solutions.

The Products and Services above are available from SHI Government Solutions via DIR Contract # DIR-SDD-2503.

Retrieve your quote:

<https://www.shi.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the SHI Return Policy, unless there is an existing agreement between SHI and the Customer.

Engineering & Construction

Cur Operating

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Public Works	Budget No.
Title of PIR	Recurrent Expenses for PW (E&C Div)	Request Type
PIR #	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

The items listed herein are recurring annual expenditures specific to the Engineering & Construction division of Public Works that have been budgeted in past years.

\$ 29,734.00

Expected Benefits

EXPENSE CODE 02095 (COMPUTER SOFTWARE)
 Microstation license renewal (12 @ \$833 = \$9996)
 Geopak license renewal (7 @ \$1300 = \$9100)
 Power Geopak (1 @ \$1667 = \$1667)
 Culvert Master license renewal (1 @ \$242 = \$242)
 Autocad Raster Design subscription renewal (1 @ \$250 = \$250)
 Autocad Civil 3D subscription renewal (DLT Solutions) (3 @ \$1003 = \$3009)
 Axiom Office Importer maintenance renewal (1 @ \$240 = \$240)
 SofTrac maintenance renewal (\$430)
 Transoft Solutions (Autotum) renewal (1 @ \$770 = \$770)
 Western Data Systems (Co-op Network Membership for GPS survey unit) (\$500)

EXPENSE CODE 02150 (LICENSE & PERMIT FEES)
 Staff RPLS (surveyor) license fee (\$380)

EXPENSE CODE 02870 (DRAFTING/SURVEY SUPPLIES)
 Survey Equip. Maintenance (Total Station) (\$750)
 Survey supplies (\$1200)
 Drafting supplies (\$1200)

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring	
Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H

FY2016

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No 2010
Brief Title of PIR	Training / Administrative Updates	
Estimated Cost	\$14,750.00	Department Priority
Brief Summary of Request		
<p>*2015 Texas A&M Transportation Institute Transportation Short Course - 4 employees @ \$950.00: Total Cost: \$3,800.00</p> <p>*2015 Fall Texas Association of County Engineers and Road Administrators Conference (TACERA) - 1 employee @ \$750.00: Total Cost: \$750.00</p> <p>*2016 Texas Public Works Association (TPWA) Short Course - 4 employees @ \$800.00 per employee: Total Cost: \$3,200.00</p> <p>*2016 TPWA Annual Conference - 2 employees @ \$900.00 / employee: Total Cost: \$1,800.00</p> <p>*2016 American Public Works Association (APWA) National Congress (location: TBD)- 2 employees @ \$2,000.00 / employee: Total Cost \$4,000.00</p> <p>*Webinar Training - 4 sessions @ \$300.00 / session: Total Cost: \$1,200.00</p>		
Discussion of Need		
<p>The 2015 Texas A&M Transportation Institute Transportation Short Course is requested in order for the department to remain updated on standard engineering practices and related issues. Request for Public Works personnel to attend the 2015 Fall TACERA Conference is needed in order for the department to remain up to date on various County related issues and legislation. The 2016 TPWA Short Course is requested in order to provide engineers with state mandated continuing education in a cost and time efficient manner. The 2016 TPWA Annual Conference and APWA National Congress are requested in order for the department to remain updated on various Public Works related issues and legislation, along with information related to the department's APWA self-assessment and accreditation efforts. Request for training webinars are needed for department wide state mandated continuing education in a cost and time efficient manner.</p>		
Staff Review and Comment		
Form G		FY2016

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works (Engineering)	Budget No _____
Brief Title of PIR	Civil Engineering Designer Recruiting & Internship/Co-op	
Estimated Cost	\$15000	Department Priority _____
Brief Summary of Request		
<p>Recruit engineering graduates (with transportation focus) at annual career fairs at Prairie View A&M University and Texas A&M University, respectively.</p> <p>Fund two (2) internship/co-op positions for college students currently enrolled in a civil engineering degree program (transportation focus) to work in the Public Works Department on a temporary basis</p>		
Discussion of Need		
<p>Please refer to Attachment A1 for discussion and an itemization of estimated costs associated with this PIR.</p>		
Staff Review and Comment		

ATTACHMENT A1

TO PIR FOR CIVIL ENGINEER DESIGNER RECRUITING & INTERSHIP/CO-OP POSITIONS

Discussion of Need

There are four (4) authorized (civil engineering designer) positions in Public Works that are intended to specifically target graduate engineers. It is difficult to attract graduate engineers to fill these positions using the current limited recruiting efforts employed by the Human Resources department, largely due to the fact that engineering students are not aware that Dallas County performs civil engineering work.

Consequently, in an effort to attract top graduate civil engineering talent, Public Works proposes enhanced recruiting outreach by participation in the annual career fairs hosted by Prairie View A&M University and Texas A&M University. Succession planning starts at the grassroots level – recruiting, growing and retaining talent to assume future leadership positions in an organization. Recruiting top engineering talent at the basic level positions the Public Works department to maximize its long-term effectiveness.

Consistent with grassroots recruiting and succession planning is the proposal to establish an internship/cooperative education program in the Public Works department.

An employer who offers internships and/or cooperative education opportunities benefits from the competitive edge gained in the ability to recruit those same students as permanent employees once their degrees are conferred. This approach will therefore help mitigate the difficulty in recruiting full-time graduate engineers. Students are eager to gain practical engineering work experience while enrolled in college, so any difficulty in recruiting for this program will be limited or non-existent. Public Works requests funding for two (2) internship/co-op positions to target civil engineering students whose focus is in transportation.

The initiatives outline herein support the Dallas County Strategic Plan as follows:

Vision 1 Indicator: Articulating the County's roles and responsibilities to the public.

As noted in this PIR, engineering students (and moreover the public at large) are not aware of the County's role in transportation. The proposed expanded recruiting outreach will serve to promote Dallas County's pivotal position in regional transportation.

Vision 1 Indicator: Motivate and reward employee performance and loyalty.

An engineering student who is a top performer as a Public Works intern or co-op student has the potential to be rewarded with a permanent position once s/he graduates college. Moreover, through hard work and loyalty as a full-time employee, promotional potential is possible for this same individual. All of this is consistent with succession planning.

Vision 5: Dallas County is a destination choice for residents.

By recruiting at universities that are not in the DFW area, the potential exists for prospective employees to relocate to Dallas County, which would yield both direct and indirect benefits to the County.

Expenditure	Cost Description	Estimated Cost
Event Registration Fee	\$350 (PV Career Festival, 1 day) \$600 per day (A&M Engineering Career Fair, 1 day)	\$950
Travel (mileage)	\$0.575 per mile 200 miles to Prairie View = \$115 175 miles to College Station = \$100	\$215
Lodging (1 night, 2 people)	\$100 per person	\$200
Meals	\$35 (max per diem) per day per person	\$70
Promotional Material (printing)	\$250 per event @ 2 events	\$500
Internship/Co-op Positions (transportation focus) (2)	\$12.50/hr for 16 weeks (max), 32 hours per week = \$6400 x 2 positions	\$12,800
TOTAL		\$14,735

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works (Construction)	Budget No
Brief Title of PIR	Inspector Recruiting & Internship/Co-op	
Estimated Cost	\$7000	Department Priority
Brief Summary of Request		
<p>Recruit civil engineering graduates (with a construction management focus) at annual career fairs at Prairie View A&M University and Texas A&M University, respectively.</p> <p>Fund one (1) internship/co-op position for college students currently enrolled in a civil engineering degree program (construction management focus) to work in the Public Works Department on a temporary basis</p>		
Discussion of Need		
<p>Please refer to Attachment A2 for discussion of need and estimated costs associated with this PIR. The cost for recruiting outreach for the construction management candidates overlaps with the cost to recruit for transportation engineering candidates since the recruiting for both will be done concurrently.</p>		
Staff Review and Comment		

Form G

FY2016

ATTACHMENT A2

TO PIR FOR CIVIL (CONSTRUCTION MANAGEMENT) ENGINEER RECRUITING & INTERSHIP/CO-OP POSITION

Discussion of Need

There are nine (9) authorized construction inspector positions in Public Works. Public Works desires to attract graduate civil engineers with a construction management focus to fill some of these positions. It is difficult to attract graduate engineers using the current limited recruiting efforts employed by the Human Resources department, largely due to the fact that engineering students are not aware that Dallas County performs civil engineering work.

Consequently, in an effort to attract graduate construction management talent, Public Works proposes enhanced recruiting outreach by participation in the annual career fairs hosted by Prairie View A&M University and Texas A&M University. This will enable Public Works to grow and retain talent to assume greater roles in the department, thus contributing to Public Works' long-term effectiveness in project delivery. The recruiting efforts for construction management engineers will be done concurrently with the recruiting for transportation engineers as proposed in a separate PIR.

In addition to the enhanced recruiting outreach, Public Works also requests funding to establish an internship/cooperative education program in the Public Works department, which includes one (1) designated internship/co-op position for civil engineering graduates whose studies focused on construction management.

An employer who offers internships and/or cooperative education opportunities benefits from the competitive edge gained in the ability to recruit those same students as permanent employees once their degrees are conferred. This approach will therefore help mitigate the difficulty in recruiting full-time graduate engineers. Students are eager to gain practical engineering work experience while enrolled in college, so any difficulty in recruiting for this program will be limited or non-existent.

The initiatives outline herein support the Dallas County Strategic Plan as follows:

Vision 1 Indicator: Articulating the County's roles and responsibilities to the public.

As noted in this PIR, engineering students (and moreover the public at large) are not aware of the County's role in transportation engineering and construction. The proposed expanded recruiting outreach will allow Public Works to promote Dallas County's pivotal position in regional transportation.

Vision 1 Indicator: Motivate and reward employee performance and loyalty.

An engineering student who is a top performer as a Public Works intern or co-op student has the potential to be rewarded with a permanent position once s/he graduates college. Moreover, through hard work and loyalty as a full-time employee, promotional potential is possible for this same individual.

Vision 5: Dallas County is a destination choice for residents.

By recruiting at universities that are not in the DFW area, the potential exists for prospective employees to relocate to Dallas County, which would yield both direct and indirect benefits to the County.

Expenditure	Cost Description	Estimated Cost
Event Registration Fee	<i>Overlaps with recruiting for Civil Engineering Designer. See Attachment A1 of separate PIR Form.</i>	
Travel (mileage)	<i>Overlaps with recruiting for Civil Engineering Designer. See Attachment A1 of separate PIR Form.</i>	
Lodging (1 night, 2 people)	<i>Overlaps with recruiting for Civil Engineering Designer. See Attachment A1 of separate PIR Form.</i>	
Meals	<i>Overlaps with recruiting for Civil Engineering Designer. See Attachment A1 of separate PIR Form.</i>	
Promotional Material (printing)	\$250 per event @ 2 events	\$500
Internship/Co-op Positions (transportation focus) (2)	\$12.50/hr for 16 weeks (max), 32 hours per week = \$6400 x 1 position	\$6400
TOTAL		\$6,900

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works, Engineering and Construction Division	Budget No
Brief Title of PIR	Adobe Creative Suite Software Training	
Estimated Cost	\$750	Department Priority
Brief Summary of Request		
Public Works requests Adobe Creative Suite Training for members of the Engineering Staff. The software package includes 3 components - In Design, Illustrator and Photoshop.		
Discussion of Need		
<p>The Engineering and Construction Division of Public Works is increasingly tasked with providing the public with easy-to-understand, professional exhibits and newsletters. These deliverables are typically generated from transportation projects and from Commissioners and officials/elected officials requests. For example, John Ames (Tax Assessor) has requested that the Engineering and Construction Division produce exhibits for the Records Building. Unfortunately, we have been getting by with the resourcefulness of the staff using software, such as Microsoft Word, that is not designed for developing exhibits and newsletters. We request training to develop our skills so that we can improve the quality of our exhibits and decrease the amount of time that it takes to produce them. This training will allow Public Works to continue to support the County's Strategic Plan: Vision 1 is supported through the County's consistent leadership in project implementation for over 20 customer municipalities. Vision 2 and Vision 3, are continually displayed through partnerships with cities on road/drainage, water line, and trail projects. Vision 4 and Vision 5 are a natural result of properly designed roadways/drainage, intersection, and trail projects that promote multi-modal access to destinations, decrease congestion and promote economic development. Essential to accomplishing these goals is public understanding. The more they understand and are able to realize what we are trying to accomplish, the better designs the Engineering and Construction Division can produce. The Commissioners Court has fully embraced the department's public outreach efforts, thus necessitating this training to position staff to be even more effective in this area.</p>		
Staff Review and Comment		
Form G		FY2016

From: Mary Murray
To: Antonial Irvin
Subject: FW: Adobe Creative Suite Training
Date: Thursday, April 30, 2015 9:01:19 AM

From: Danforth, David [DDanforth@dcccd.edu]
Sent: Thursday, April 30, 2015 8:51
To: Mary Murray
Subject: Re: Adobe Creative Suite Training

We don't have a class that covers the suite, we teach individual classes that are part of the creative suite.

There are a bunch of programs for the creative suite -
<https://www.adobe.com/creativecloud.html?promoid=KLXLR>

We teach individual classes for them. In the Fall we will have continuing education classes for Adobe Photoshop, Illustrator and InDesign. The cost for each class is \$177 plus books.

From: Mary Murray <Mary.Murray@dallascounty.org>
Date: Thursday, April 30, 2015 at 8:46 AM
To: David Danforth <ddanforth@dcccd.edu>
Subject: RE: Adobe Creative Suite Training

I also need to know if & when the Adobe Creative Suite classes begin for the Continuing Education program. What is the cost?

Thank you

From: Danforth, David [DDanforth@dcccd.edu]
Sent: Thursday, April 30, 2015 8:30
To: Mary Murray
Subject: Re: Adobe Creative Suite Training

The cost of the course is \$177 – plus the book - <http://amzn.com/0133904393>
Attached is the syllabus. We are only offering it online this summer, the class is a introductory course of Adobe InDesign CC.

From: Mary Murray <Mary.Murray@dallascounty.org>
Date: Thursday, April 30, 2015 at 7:24 AM
To: David Danforth <ddanforth@dcccd.edu>
Cc: Antonial Irvin <Antonial.Irvin@dallascounty.org>
Subject: Adobe Creative Suite Training

Mr. Danforth,

I spoke with you recently regarding an InDesign class and the cost. My employer has requested that I get something in writing. Can you please send the details about the class. Also I need information on Adobe Creative Suite. I'm looking for the Continuing Education courses.

Thank you,

*Mary Murray
Dallas County
Public Works*

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works, E&C Division</u>	Budget No. _____
Title of PIR	<u>Softrac</u>	Request Type <u>S</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source <u>MCIP</u>

Description of Need and Justification

Public Works' Engineering & Construction Division requests to purchase a software metering program called SofTrac, which works with our design software to control the number of licenses being used at one time. The software vendor (Bentley) no longer restricts usage based on the number of licenses owned, leaving the possibility of the number of users exceeding the number of licenses up to us to manage. Such overages trigger a quarterly "overusage" invoice from Bentley, which is in addition to our annual renewal fees. Public Works subscribes to 12 licenses, but there are 17 potential users. Our current method of managing licenses requires every user to track by word of mouth how many licenses are being used, which is unproductive and not without error.

Expected Benefits

Because the "word of mouth" method of managing licenses consumes time and effort from every user, SofTrac will: (1) relieve users of the burden of tracking license usage, (2) automatically prevent license overages, (3) protect the County from receiving quarterly invoices, (4) keep the County in compliance with our current agreement with Bentley and (5) avoid non-compliant procurement issues resulting from quarterly overusage invoices. The total cost of SofTrac is \$1,938.42, which is less than the previous two quarterly invoices from Bentley (see the attached invoices for details). Annual software support would be approximately \$440 per year beginning next year. The cost of a new software license is \$8200 plus the cost of annual maintenance subscription. This cost far exceeds the initial investment in SofTrac.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management _____
	Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2016



SofTrack Software Metering and Quick Inventory

Since 1988, SofTrack has cumulatively saved
customers over \$1 billion dollars worldwide.



P.O. Box 163902
Austin, TX 78716-3902

☎ (512) 372-8991

☎ (512) 372-8969

Date: April 23, 2015 (valid through May 7, 2015)

Quotation: RFQ 5264

Prepared for: Nathan Davison
Civil Engineering Designer
Dallas County
411 Elm Street
Dallas, TX 75202

Customer # NEW

Phone: (214) 653-6164
Email: Nathan.Davison@dallascounty.org

Product: SofTrack for Windows
25 Workstations

Part Number: 004-STN-0025

Quote: \$ 1,938.42 USD

Important: *Your purchase includes one year of product maintenance including all updates, enhancements and new features. Also included for one year is unlimited technical support with no per-incident fees.*

Shipping: No charge – product is delivered via web-download

Total Quote: \$ 1,938.42 USD

Terms: We can process your MasterCard, Visa or American Express credit card.

Purchase Orders Accepted Terms NET30.

To Order: Please fax, email or mail your order to:

Integrity Software, Inc.
P.O. Box 163902
Austin, Texas 78716-3902
Fax: (512) 372-8969
Email: sales@softwaremetering.com

US Federal Tax ID: 74-2683440



Invoice

Page 1 of 2

Bill to party Dallas County Public Works Dept. Data Services Attn: Accounts Payable 509 Main Street - Suite 407 DALLAS TX 75202-5717, USA	Summary Invoice Number 47652012 Invoice Date 12/31/2014 PO Number Customer Number 4026250 Currency USD
Remittance Information Payment Terms: Net 30 Days Mail payment to: Bentley Systems, Inc. PO Box 828836, Philadelphia, PA 19182-8836 Electronic transfer to: Bentley Systems, Inc. Bank: PNC Bank SWIFT code: PNCCUS33 Acct No.: 8013590333 ABA: 031207607	SELECT Billing Period 10/01/2014 - 12/31/2014 Please reference your customer and invoice number with your payment. Fulfillment Electronically Delivered Federal Tax Id. 95-3936623

Item	Description	Qty	Total
10	Bentley GEOPAK Civil Eng. Suite QTL	1	1,033.01

Total Amount	1,033.01
Tax Amount	0.00
Total Invoice Amount	1,033.01



Invoice

Page 1 of 2

Bill to party Dallas County Public Works Dept. Data Services Attn: Accounts Payable 509 Main Street - Suite 407 DALLAS TX 75202-5717, USA	Summary Invoice Number 47628843 Invoice Date 09/30/2014 PO Number Customer Number 4026250 Currency USD
Remittance Information Payment Terms: Net 30 Days Mail payment to: Bentley Systems, Inc. PO Box 828836, Philadelphia, PA 19182-8836 Electronic transfer to: Bentley Systems, Inc. Bank: PNC Bank SWIFT code: PNCCUS33 Acct No.: 8013590333 ABA: 031207607	SELECT Billing Period 07/01/2014 - 09/30/2014 Please reference your customer and invoice number with your payment. Fulfillment Electronically Delivered Federal Tax Id. 95-3936623

Item	Description	Qty	Total
10	Bentley GEOPAK Civil Eng. Suite QTL	2	2,066.02

Total Amount	2,066.02
Tax Amount	0.00
Total Invoice Amount	2,066.02

Transportation & Planning

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>Prezi - Presentation Software</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification
 Prezi Annual License: \$180/year

The Public Works department administers or hosts presentations at least weekly and often even more frequently. These presentations are integral to the projects we manage, to ongoing staff training and to the critical work Public Works does. The Prezi software will uniquely meet this presentation need by providing an innovative and effective platform for engaging and informing our internal and external partners.

Expected Benefits

Prezi provides a limitless zoomable canvas and the unique ability to visualize relationships between the big picture and fine details. The added depth and context make the message more likely to resonate, motivate, and be understood and remembered, enabling us to communicate far more effectively with decision makers, with our staff and partners and with the public.

The "Pro" version of Prezi includes unlimited storage, controlled privacy settings, customization options, premium support, ability to work offline with a desktop app, and enhanced photo editing.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____



Prezi

YOUR CURRENT PLAN

Public	Enjoy	Pro	Teams
Your presentations will be publicly visible	Make your presentations private	Make presentations private and edit offline with Prezi for Mac/Windows	Get Prezi for your team or organization
\$0 per month	\$10 per month or \$59/year <small>Prices exclude tax</small>	\$20 per month or \$159/year <small>Prices exclude tax</small>	Volume-based pricing (billed annually)
Continue using	Choose plan	Choose plan	Continue
Create and present online	Create and present online	Create and present online	Everything you get with our Pro plan, plus...
100 MB storage	4 GB storage	Unlimited storage	Premium support
	Control privacy settings	Control privacy settings	Central account management dashboard
	Add custom logo	Add custom logo	Simple unified billing
	Premium support	Premium support	Specialized training and support
		Work offline with our desktop app	Custom branding options
		Enhanced photo editing	

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>GoPro Hero 4 Silver</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

GoPro Hero 4 Silver and accessories: \$600.
 Videography/Imagery is an essential part of the documentation, historical record and review process not only of Dallas County's MCIP projects, but of a variety of planning and unincorporated management activity performed within Public Works. As demonstrated with the County's CLIDE Award-winning Cottonwood Trail, where GoPro video (retrieved from YouTube and inserted into the CLIDE application) was integral to project presentation, first-person videography provides a richer view that immediately connects with an audience and is more compelling to stakeholders. This is especially true with bicycle and pedestrian trails.

Expected Benefits

Videography/Photography is an essential component of the project inspection, audit and review processes. Moreover photography has been and will continue to be (and increasingly so) a compelling way to communicate with the public, showing them in vivid detail the work we do and the progress being made on projects of interest. As compared with both still photography and even regular video, GoPro video is far more immersive and engaging.

- 1) The use of this particular camera will enable first-person, in-motion video capture. Audiences will have a better understanding of the entire scope of Public Works' initiatives and an intuitively accessible "on-the-ground" feeling for what it's like to "be there" and, for instance, actually walk or ride a trail.
- 2) The mountable video camera allows capture of onsite inspections and walk-throughs, hands-free. In addition to the already noted benefits, this increases efficiency and liberates staff capturing the video from looking through a lens.
- 3) The camera also captures still images at a high definition and large field of view.
- 4) The GoPro camera provides all of the benefits of other video and photography equipment, reducing the need for additional staff or decision makers to be onsite and giving essential feedback for everything from project updates to public information meetings and Commissioners Court presentations. This saves time and money. It also increases condition awareness and adds to overall productivity and effectiveness--for the variety of work done by Public Works Transportation planning, including: project review and inspection, mandate compliance, data development, planning, etc.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2016



HERO4 Silver

High performance capture. Touch-display convenience.

Features 1080p60 and 720p120 video, 12MP photos up to 30 frames per second, built-in Wi-Fi and Bluetooth®, and Protune™ for photos and video. Waterproof to 131' (40m).

Available in these editions:

- STANDARD SURF MUSIC [Compare Editions](#)

[Write a Review](#)

US\$399.99

Quantity: 1

ADD TO CART



Availability: **In Stock**
Usually ships within 24 hrs
Model Number CHDHY-401

PayPal CREDIT

Payments as low as \$66.67 per month.



- FEATURES TECHNICAL SPECS WHAT'S INCLUDED GETTING STARTED COMPARE EDITIONS

Pro-quality capture. Touch-display convenience.

Capture your world in an all-new way with HERO4 Silver, the first-ever GoPro to feature a built-in touch display. Controlling the camera, framing shots and playing back content is now ultra convenient—just view, tap and swipe the screen. HERO4 Silver captures 1080p60 and 720p120 video with lifelike clarity, plus 12MP photos at a staggering 30 frames per second. New experience-enhancing features include HiLight Tag, which lets you mark key moments for easy playback, editing and sharing, and QuikCapture, which allows you to power on the camera and start recording with the press of a single button. Waterproof to 131' (40m), HERO4 Silver combines versatility and pro-quality capture with the convenience of a touch display.





Built-in touch display.

HERO4 Silver is the first-ever GoPro to feature an integrated touch display. Use it to preview photos and videos to frame your perfect shot. Playback content, and relive the moment instantly. Easily navigate camera menus and adjust settings—just tap and swipe the screen.

Professional video quality.

Featuring an enhanced sensor, HERO4 Silver boasts even better image quality than any of the best-selling GoPro cameras that came before it. Capture stunning 1080p60 video that's sharper and more lifelike than ever. High-resolution, high frame rate 720p120 and 960p100 video delivers exceptionally smooth slow-motion playback of all your highlights. 4K and 2.7K video offers ultra high-resolution, cinema-quality capture.



Fast, powerful photo capture.

With 12MP Burst photos at a blistering 30 frames per second, HERO4 Silver helps you capture the moments you don't want to miss. Capture single photos, or choose Time Lapse mode to shoot photos automatically at set time intervals from 0.5 to 60 seconds—great for gear-mounted shots when the shutter button is out of reach.

New settings for after dark.

Capture the night sky in a whole new way. New Night Photo and Night Lapse modes offer customizable exposure settings of up to 30 seconds for single and Time Lapse photos. Whether you're shooting the Milky Way or a campfire hangout, Night Photo and Night Lapse allow you to capture ultra low-light scenes like never before.





Control, view and share with built-in Wi-Fi + Bluetooth.

HERO4 Silver features built-in Wi-Fi and Bluetooth[®], allowing you to connect to the GoPro App, Smart Remote¹ and more. The GoPro App transforms your phone or tablet into a live video remote for your camera, offering full control of all functions and settings, easy shot preview and playback, plus sharing via text, email, Facebook and more. The Smart Remote allows you to control multiple GoPro cameras from distances of up to 600' (180m).

Time Lapse videos made easy.

Love the Time Lapse videos you've seen on the GoPro Channel? Now you can easily create one yourself—without spending hours in the editing room. In Time Lapse Video mode,³ the camera captures a Time Lapse video automatically. It's a great way to showcase a sunrise, road trip or family gathering as a short, shareable video.



HiLight Tag your best moments.

HiLight Tag enables you to mark key moments while recording or playing back³ video, making it easy to find, view, edit and share your favorite clips using the GoPro App or GoPro Studio. Just press the dedicated button on the camera or Smart Remote,¹ or use the GoPro App to tag your highlights.

World's most immersive video.

HERO4 Silver features SuperView™, a GoPro-exclusive video mode that captures the world's most immersive wide-angle perspective. It allows you to capture more of yourself and your surroundings in the shot—resulting in captivating, ultra engaging footage of every adventure.

[Learn more about SuperView >](#)



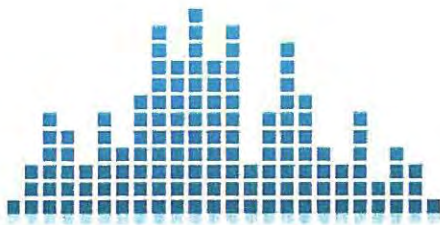


Auto Low Light mode.

Let the camera do the thinking for you. Auto Low Light mode intelligently changes frame rates based on lighting conditions for optimal low-light performance, enabling you to move between bright and dark environments without having to adjust your camera settings.

QuikCapture convenience.

Be ready to capture the moment at a moment's notice with new QuikCapture mode. It turns your GoPro into a one-button camera, allowing you to power on and start recording automatically with the press of a single button. Press once to record video, press and hold for two seconds to capture Time Lapse photos. Never worry again about missing an epic shot.



Impressive audio performance.

Featuring a powerful new audio system, HERO4 Silver captures clean, high fidelity sound. Its cutting-edge microphone delivers nearly 2x the dynamic range, while a best-in-class audio algorithm ensures your recordings sound smoother and more natural than ever.² For added performance, the camera is compatible with a variety of external mics when using the optional 3.5mm Mic Adapter.¹

[See compatible external mics >](#)

Protune™, now for photo + video.

Protune unlocks the camera's full potential, delivering minimally compressed, cinema-caliber video optimized for professional productions, and advanced manual controls for photos and video. Flex your creativity with customizable settings for Color, ISO Limit, White Balance, Sharpness and Exposure—and enjoy the greatest degree of manual control available in a GoPro camera.



protune™
.....



Improved camera control.

HERO4 Silver features a new dedicated button that allows you to quickly access and adjust camera settings. Simplified menus make navigating settings more intuitive than ever.²

GoPro App + software.

Expand your GoPro experience with the free GoPro App and GoPro Studio software. The GoPro App allows you to control your camera remotely using your phone or tablet, view and share your content and watch "best of" videos on the GoPro Channel. Use GoPro Studio to create your own engaging GoPro-style videos to share with the world.

[Get started >](#)



¹Sold separately.

²Compared to the HERO3+ Black Edition.

³May require a camera software update. [Learn more.](#)

Note: Always select a helmet that meets the applicable safety standard when you use with a GoPro helmet mount. Always follow the helmet manufacturer's instructions on safe helmet use.

[BACK TO TOP](#)

Accessorize your GoPro.

Get the most from your GoPro with spare batteries, chargers, replacement parts and more.



NEW HERO4 Silver Screen Protectors

HERO4
US\$9.99

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SanDisk Extreme® 32GB microSDHC™

HERO4, HERO3+, HERO3, HERO
US\$49.99

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NEW Rechargeable Battery (for HERO4)

HERO4
US\$19.99

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Battery BacPac™

HERO4, HERO3+, HERO3
US\$49.99

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HERO4 Silver

High performance capture. Touch-display convenience.

Features 1080p60 and 720p120 video, 12MP photos up to 30 frames per second, built-in Wi-Fi and Bluetooth®, and Protune™ for photos and video. Waterproof to 131' (40m).

Available in these editions:

- [STANDARD](#)
- [SURF](#)
- [MUSIC](#)
- [Compare Editions](#)

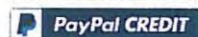
[Write a Review](#)

US\$399.99

1

ADD TO CART

Availability: **In Stock**
Usually ships within 24 hrs
Model Number: CHDHY-401



Payments as low as \$66.67 per month.



- [FEATURES](#)
- [TECHNICAL SPECS](#)
- [WHAT'S INCLUDED](#)
- [GETTING STARTED](#)
- [COMPARE EDITIONS](#)

Weight

Camera: 2.9oz (84g)
Camera with housing: 5.2oz (147g)

Video Mode

Video Resolutions

Video Resolution	Frames Per Second (fps) NTSC/PAL	Field of View (FOV)	Screen Resolution
4K	15, 12.5	Ultra Wide	3840x2160
2.7K	30, 25, 24	Ultra Wide, Medium	2704x1520
1440p	48, 30, 25, 24	Ultra Wide	1920x1440
1080p	60, 50, 48, 30, 25, 24	Ultra Wide, Medium, Narrow	1920x1080
1080p SuperView	60, 50, 48, 30, 25, 24	Ultra Wide	1920x1080
960p	100, 60, 50	Ultra Wide	1280x960
720p	120, 60, 50, 30, 25	Ultra Wide, Medium, Narrow	1280x720
720p SuperView	100, 60, 50	Ultra Wide	1280x720
WVGA	240	Ultra Wide	848x480

Video Format

H.264 codec, .mp4 file format

Time Lapse Video¹

Automatically creates video from frames captured at set intervals. Available only in 4K and 2.7K 4:3 resolutions. (2.7K 4:3 is available only for Time Lapse Video.)

Time Lapse Video Intervals

0.5, 1, 2, 5, 10, 30 and 60 seconds

Video + Photo

Record video and capture Time Lapse photos at the same time. Available intervals are 5, 10, 30 and 60 seconds.

Video Resolution	Video Frames per Second (fps)	Video FOV
1440p	24	Ultra Wide
1080p	30, 25, 24	Ultra Wide, Medium, Narrow
720p	60, 50, 30, 25	Ultra Wide, Medium, Narrow ²

Looping

Record a continuous video loop that overwrites itself until you press the shutter button to stop it and save.

Advanced Video Capture Settings

SuperView™

SuperView video mode captures the world's most immersive wide-angle perspective. It allows you to capture more of yourself and your surroundings in the shot, and it provides full widescreen playback.

SuperView Settings

SuperView Mode	Video Resolution
1080p SuperView	1920 x 1080
720p SuperView	1280 x 720

Auto Low Light

Auto Low Light mode automatically adjusts frame rates according to lighting conditions for enhanced low-light performance. Frame rates are adjusted in medium- and low-light conditions. Playback occurs at the selected resolution and frame rate.

Photo Mode

Photo Resolutions

Resolution	Field of View (FOV)	Screen Resolution
12MP (Default)	Wide	4000 x 3000
7MP	Wide, Medium	3000 x 2250
5MP	Medium	2560 x 1920

Continuous Photo (up to 30 seconds)

Hold down the shutter button to continuously capture a series of photos until shutter button is released.

Continuous Interval

3 photos/1 second (Default)

5 photos/1 second

10 photos/1 second

Night Photo

Capture a single photo with a customizable exposure time of up to 30 seconds.

Shutter

Applies only to Night Photo and Night Lapse and determines the amount of time that the shutter is open.

Shutter Setting	Description
Auto (Default)	Up to 2 seconds

Fixed

2, 5, 10, 15, 20 or 30 seconds

Multi-Shot Mode

Photo Resolutions

Resolution	Field of View (FOV)	Screen Resolution
12MP (Default)	Wide	4000 x 3000
7MP	Wide, Medium	3000 x 2250
5MP	Medium	2560 x 1920

Burst

Capture up to 30 photos per second.

Burst Rate

30 photos/1 second (Default), 30 photos/2 seconds, 30 photos/3 seconds, 30 photos/6 seconds¹

10 photos/1 second, 10 photos/2 seconds, 10 photos/3 seconds

5 photos/1 second

3 photos/1 second

Time Lapse

Automatically capture a series of photos at timed intervals.

Time Lapse Photo Intervals

0.5, 1, 2, 5, 10, 30 and 60 seconds

Night Lapse

Capture a series of photos at specific intervals and exposure times.

Night Lapse Photo Intervals

15, 20, 30 and 60 seconds

2, 5, 30 and 60 minutes

Shutter

Applies only to Night Photo and Night Lapse and determines the amount of time that the shutter is open.

Shutter Setting	Description
Auto (Default)	Up to 2 seconds
Fixed	2, 5, 10, 15, 20 or 30 seconds

Advanced Video and Photo Capture Settings

Protune™

Protune unlocks the camera's full potential, delivering minimally compressed, cinema-caliber video optimized for professional productions, and advanced manual controls for photos and video. Flex your creativity with customizable settings for Color, ISO Limit, White Balance, Sharpness and Exposure—and enjoy the greatest degree of manual control available in a GoPro camera.

- Captures images with less compression, giving content creators higher quality for professional productions.
- Protune enables manual control of **White Balance, Color, ISO Limit, Sharpness, Shutter and Exposure Value Compensation** for advanced control and customization of your videos and photos.
- Protune is available for all video and photo resolutions.

Protune Settings

White Balance

White Balance

Adjusts the overall color tone of videos and photos.

White Balance Setting	Recommended Lighting Conditions
Auto (Default)	Automatically adjusts the color tone based on the environmental conditions
3000K	Warm light (incandescent or sunrise/sunset lighting)
5500K	Slightly cool light (cool fluorescent, average daylight)
6500K	Cool light (overcast conditions)

Color

Color

Allows you to adjust the color profile of your video footage or photos.

Color Setting	Resulting Color Profile
GoPro Color (Default)	GoPro color-corrected profile (same great color as when Protune is turned off)
Flat	Flat, neutral color profile that can be color-corrected to better match footage captured with other equipment, offering more flexibility in post-production

ISO Limit

ISO Limit

Adjusts the camera's sensitivity in low-light environments, and creates a balance between brightness and resulting image noise. Image noise refers to the degree of graininess in the image.

Protune for Video ISO Limit

Setting	Resulting Video Quality
6400	Brighter video in low light, increased image noise
1600 (Default ¹)	Moderately bright video in low light, moderate image noise
400	Darker video in low light, reduced image noise

Protune for Photo ISO Limit

Setting	Resulting Photo Quality
800 (Default)	Darker photo in very low light, increased image noise
400	Darker photo in low light, moderate image noise
200	Bright photo in indoor lighting, marginal image noise
100	Bright photo in outdoor daylight, minimal image noise

Sharpness

Sharpness

Controls the sharpness of your video footage or photos.

Sharpness Setting	Resulting Quality
High (Default)	Ultra sharp video or photo
Medium	Moderately sharp video or photo
Low	Softer video or photo that allows for more flexibility in post-production

Exposure Value Compensation (EV COMP)

Exposure Value Compensation

Affects the brightness of your video. Adjusting this setting can improve image quality when shooting in environments with contrasting lighting conditions.

EV COMP Settings

-2.0
-1.5
-1.0
-0.5
0 (Default)
+0.5
+1.0
+1.5
+2.0

Spot Meter

Spot Meter is ideal for filming within a dark space with the camera pointed towards a brighter setting (such as filming the outdoors from within a car).

QuikCapture

With the press of a button, the camera automatically turns on and begins recording video or capturing Time Lapse photos.

Image Quality + Optics

- Ultra sharp image quality with all-glass lens
- Ultra wide-angle field of view with reduced distortion

Battery + Charging

- Rechargeable lithium-ion battery
- Rated at 1160mAh, 3.8V, 4.4Wh

Battery Life

The chart below indicates the approximate continuous recording time (hr:min) you can expect when shooting in various video modes using a fully charged battery.³

Video Mode	With Wi-Fi Off	With Wi-Fi On + Using Wi-Fi Remote	With Wi-Fi On + Using GoPro App	With Wi-Fi Off + Using Battery BacPac™
	Estimated Time	Estimated Time	Estimated Time	Estimated Time
4K 15fps	2:00	1:50	1:40	3:05
2.7K 30fps	1:50	1:40	1:30	3:00
1440p 48fps	1:50	1:40	1:30	3:05
1080p 60fps	1:40	1:30	1:20	3:00
1080p 30fps SuperView	1:50	1:40	1:30	3:05
720p 120fps	1:55	1:45	1:35	3:05

Audio

- Format: 48kHz sampling rate, AAC compression
- Advanced AGC (automatic gain control) with multi-band compressor
- Internal Microphone:
 - Mono
 - Approximately 2x greater dynamic range (compared to the HERO3+ Black Edition)
- External Microphone: Stereo supported with 3.5mm microphone adapter (sold separately). See [list of supported microphones](#).

Ports

Mini USB

- Charging
- Connecting to a computer for playback/file transfer/charging
- Supports 3.5mm stereo microphone via optional adapter (sold separately)
- Supports playback to composite TV via optional cable (sold separately)

Micro HDMI

- Supports playback to HDTV via optional cable (sold separately)

microSD

- Memory card

Storage

- microSD memory card with a Class 10 or UHS-1 rating required. See [list of recommended microSD cards](#)
- Up to 64GB capacity supported
- Record times vary with resolutions and frame rates

Photo + Video Playback

Camera

Preview and play back videos and photos on your camera's touch display.

HDTV

Micro HDMI to HDMI cable required (sold separately)

Note: HDMI playback depends on the resolution of the device and is certified up to 1080p.

TV

Mini USB to composite cable required (sold separately)

GoPro App

Use your phone or tablet to preview and play back videos and photos.

Computer

Connect via mini USB to USB cable (included), or copy files from the microSD card to your computer.

Minimum system requirements for best playback on Mac® and Windows® computers

- Mac OS® X 10.8 and later / Microsoft Windows 7, 8.x
- Intel® Core 2 Duo™ or Intel® Dual Core™
- 4GB RAM
- Mac: Graphics card shipped with Intel® Dual Core™ Macs or better / Windows: Graphics card that supports OpenGL 1.2 or later
- 5400 RPM internal hard drive (7200 RPM drive or SSD recommended)
- See minimum system requirements for 4k editing and playback [here](#)

¹May require a camera software update. [Learn more.](#)

²Ultra Wide is not available for 60 fps.

³Actual performance may vary based on settings, environmental conditions and other factors. Maximum battery capacity will normally decrease with time and use.

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Accessorize your GoPro.

Get the most from your GoPro with spare batteries, chargers, replacement parts and more.



NEW HERO4 Silver Screen Protectors

HERO4

US\$9.99

[ADD TO CART](#) >



SanDisk Extreme® 32GB microSDHC™

HERO4, HERO3+, HERO3, HERO

US\$49.99

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NEW Rechargeable Battery (for HERO4)

HERO4

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Battery BacPac™

HERO4, HERO3+, HERO3

US\$49.99

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Customer Reviews

See what other people have to say about this product.



SanDisk Extreme® 64GB microSDXC™

Get extreme speed and performance with the SanDisk Extreme microSDXC UHS-I Memory Card.
Compatibility: HERO4, HERO3+, HERO3

[Read 1 Review](#) | [Write a Review](#)

US\$79.99

1

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Availability: **In Stock**
Usually ships within 24 hrs
Model Number: ASDMC-364

PayPal CREDIT

Payments as low as \$13.33 per month.

8+1



FEATURES

WHAT'S INCLUDED

This memory card delivers fast write speed up to 451MB/s for burst photo capture, recording 4K Video and Full HD video (1080p) and fast read speed up to 45MB/s for quicker data transfer.

- UHS Speed Class 1 (U1) and Class 10 to record 4K video, Full HD video (1080p) and other various video modes supported by GoPro cameras
- Move your data fast with transfer speeds up to 45MB/s
- Designed to withstand water, temperature, shock, and X-rays. It can function in nearly any climate thanks to its operational temperature range of negative 13 to 185 degrees Fahrenheit
- RescuePRO® Deluxe data recovery software downloadable offer
- Lifetime limited warranty

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Accessorize your GoPro.

Get the most from your GoPro with spare batteries, chargers, replacement parts and more.



Head Strap + QuickClip



Chesty (Chest Harness)



Jaws: Flex Clamp



Protective Lens + Covers



Handlebar / Seatpost / Pole Mount

Mount your GoPro to handlebars, seatposts, ski poles and more.
Compatibility: All GoPro cameras

[Read 50 Reviews](#) [Write a Review](#)

US\$19.99

1

ADD TO CART

Availability **In Stock**
Usually ships within 24 hrs
Model Number: GRH30

PayPal CREDIT

Payments as low as \$3.33 per month.

8+



FEATURES

WHAT'S INCLUDED

GETTING STARTED

Mount your GoPro to handlebars, seatposts, ski poles, kitesurfing control bars and more. You can also clamp this mount to chainstays, small-diameter roll bars and bolt heads, or secure it to a pipe or pole to create a handheld boom. Fits 0.75" to 1.4" (19.5mm to 35.56mm) diameter tubes, plus smaller 0.43" to 0.7" (11mm to 18mm) diameter tubes with the included adapter. The included 3-Way Pivot Arm offers 3-way adjustability to help achieve the perfect angle for every shot.

- Perfect for bicycle seatposts and handlebars, ski poles and more
- Fits 0.75" to 1.4" (19.5mm to 35.56mm) diameter tubes
- Fits smaller .43" to 0.7" (11mm to 18mm) diameter tubes with included adapter
- Can be clamped to a pipe or pole to create a handheld boom
- 3-Way Pivot Arm allows for easy aiming
- Protective liner prevents marring on mounting surface and enhances stability
- Warranty: 1 Year

[BACK TO TOP](#)

Accessorize your GoPro.

Get the most from your GoPro with spare batteries, chargers, replacement parts and more.





Camera Comparison

VIEWING

[← BACK TO CAMERA PAGE](#)



NEW **HERO4 Black**
US\$499.99

NEW **HERO4 Silver**
US\$399.99

HERO3+ Silver
US\$299.99

HERO3 White
US\$199.99

NEW **HERO**
US\$129.99

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IMAGE QUALITY

IMAGE QUALITY

IMAGE QUALITY

IMAGE QUALITY

IMAGE QUALITY

FIELD OF VIEW (FOV)

FIELD OF VIEW (FOV)

FIELD OF VIEW (FOV)

FIELD OF VIEW (FOV)

FIELD OF VIEW (FOV)

Ultra Wide, Medium, Narrow

Ultra Wide, Medium, Narrow

Ultra Wide, Medium, Narrow

Ultra Wide

Ultra Wide

OPTICS + LENS

OPTICS + LENS

OPTICS + LENS

OPTICS + LENS

OPTICS + LENS

Ultra-sharp image quality / Ultra-wide angle all-glass lens with reduced distortion

Ultra-sharp image quality / Ultra-wide angle all-glass lens with reduced distortion

Ultra-sharp *f*/2.8 6-element aspherical glass lens / Ultra-wide angle with reduced distortion

Ultra-sharp *f*/2.8 6-element aspherical glass lens / Ultra-wide angle with reduced distortion

Ultra-sharp *f*/2.8 6-element aspherical glass lens / angle with reduced distortion

LOW-LIGHT PERFORMANCE

LOW-LIGHT PERFORMANCE

LOW-LIGHT PERFORMANCE

LOW-LIGHT PERFORMANCE

LOW-LIGHT PERFORMANCE

Professional grade

Professional grade

Prosumer grade

Consumer grade

Consumer grade

VIDEO FEATURES

VIDEO FEATURES

VIDEO FEATURES

VIDEO FEATURES

VIDEO FEATURES

4K

30, 25, 24 fps Ultra Wide FOV

4K

15, 12.5 fps Ultra Wide FOV

4K

N/A

4K

N/A

4K

N/A

4K SUPERVIEW

24 fps Ultra Wide FOV

4K SUPERVIEW

N/A

4K SUPERVIEW

N/A

4K SUPERVIEW

N/A

4K SUPERVIEW

N/A

2.7K

60, 50, 48, 30, 25, 24 fps Ultra Wide, Medium FOV

2.7K

30, 25, 24 fps Ultra Wide, Medium FOV

2.7K

N/A

2.7K

N/A

2.7K

N/A

2.7K SUPERVIEW

30, 25 fps Ultra Wide FOV

2.7K SUPERVIEW

N/A

2.7K SUPERVIEW

N/A

2.7K SUPERVIEW

N/A

2.7K SUPERVIEW

N/A

2.7K 4:3

30, 25 fps Ultra Wide FOV

2.7K 4:3

N/A

2.7K 4:3

N/A

2.7K 4:3

N/A

2.7K 4:3

N/A

1440P

80, 60, 50, 48, 30, 25, 24 fps Ultra Wide FOV

1440P

48, 30, 25, 24 fps Ultra Wide FOV

1440P

N/A

1440P

N/A

1440P

N/A

1080P

120, 90, 60, 50, 48, 30, 25, 24 fps Ultra Wide, Medium (excludes 120)

1080P

60, 50, 48, 30, 25, 24 fps Ultra Wide, Medium, Narrow FOV

1080P

60, 50, 30, 25 fps Ultra Wide, Medium, Narrow FOV

1080P

30, 25 fps Medium FOV

1080P

30, 25 fps Ultra Wide FOV

and 90 fps), Narrow FOV

1080P SUPERVIEW 80, 60, 50, 48, 30, 25, 24 fps Ultra Wide FOV	1080P SUPERVIEW 60, 50, 48, 30, 25, 24 fps Ultra Wide FOV	1080P SUPERVIEW N/A	1080P SUPERVIEW N/A	1080P SUPERVIEW N/A
960P 120, 60, 50 fps Ultra Wide FOV	960P 100, 60, 50 fps Ultra Wide FOV	960P 60, 50, 30, 25 fps Ultra Wide FOV	960P 30, 25 fps Ultra Wide FOV	960P N/A
720P 240, ¹ 120, 60, 50, 30, 25 fps Ultra Wide, Medium, Narrow FOV ²	720P 120, 50, 50, 30, 25 fps Ultra Wide, Medium, Narrow FOV	720P 120, 100, 60, 50, 30, 25 fps Ultra Wide, Medium, Narrow FOV	720P 60, 50, 30, 25 fps Ultra Wide FOV	720P 60, 50 fps Ultra Wide FOV
720P SUPERVIEW 120, 60, 50 fps Ultra Wide FOV	720P SUPERVIEW 100, 60, 50 fps Ultra Wide FOV	720P SUPERVIEW N/A	720P SUPERVIEW N/A	720P SUPERVIEW 60, 50 fps Ultra Wide FOV
WVGA 240 fps Ultra Wide FOV	WVGA 240 fps Ultra Wide FOV	WVGA 120, 100, 60, 50 fps Ultra Wide FOV	WVGA 60, 50 fps Ultra Wide FOV	WVGA N/A
PHOTO FEATURES	PHOTO FEATURES	PHOTO FEATURES	PHOTO FEATURES	PHOTO FEATURES
MEGAPIXELS 12MP	MEGAPIXELS 12MP	MEGAPIXELS 10MP	MEGAPIXELS 5MP	MEGAPIXELS 5MP
BURST RATES (FRAMES/SEC) 30/1, 30/2, 30/3, 30/6, ¹ 10/1, 10/2, 10/3, 5/1, 3/1	BURST RATES (FRAMES/SEC) 30/1, 30/2, 30/3, 30/6, ¹ 10/1, 10/2, 10/3, 5/1, 3/1	BURST RATES (FRAMES/SEC) 3/1, 5/1, 10/1	BURST RATES (FRAMES/SEC) 3/1	BURST RATES (FRAMES/SEC) 10/2
TIME LAPSE INTERVALS 0.5, 1, 2, 5, 10, 30, 60 seconds	TIME LAPSE INTERVALS 0.5, 1, 2, 5, 10, 30, 60 seconds	TIME LAPSE INTERVALS 0.5, 1, 2, 5, 10, 30, 60 seconds	TIME LAPSE INTERVALS 0.5, 1, 2, 5, 10, 30, 60 seconds	TIME LAPSE INTERVALS 0.5 second
CONTINUOUS PHOTO RATES 10/1, 5/1, 3/1	CONTINUOUS PHOTO RATES 10/1, 5/1, 3/1	CONTINUOUS PHOTO RATES N/A	CONTINUOUS PHOTO RATES N/A	CONTINUOUS PHOTO RATES N/A
ADVANCED FEATURES	ADVANCED FEATURES	ADVANCED FEATURES	ADVANCED FEATURES	ADVANCED FEATURES
BUILT-IN WIRELESS Wi-Fi + Bluetooth [®]	BUILT-IN WIRELESS Wi-Fi + Bluetooth [®]	BUILT-IN WIRELESS Wi-Fi	BUILT-IN WIRELESS Wi-Fi	BUILT-IN WIRELESS No
PROTUNE™ (PHOTO + VIDEO) Yes	PROTUNE™ (PHOTO + VIDEO) Yes	PROTUNE™ (PHOTO + VIDEO) No	PROTUNE™ (PHOTO + VIDEO) No	PROTUNE™ (PHOTO + VIDEO) No
SUPERVIEW™ Yes	SUPERVIEW™ Yes	SUPERVIEW™ No	SUPERVIEW™ No	SUPERVIEW™ Yes
AUTO LOW LIGHT Yes	AUTO LOW LIGHT Yes	AUTO LOW LIGHT No	AUTO LOW LIGHT No	AUTO LOW LIGHT Yes
NIGHT PHOTO + NIGHT LAPSE Yes	NIGHT PHOTO + NIGHT LAPSE Yes	NIGHT PHOTO + NIGHT LAPSE No	NIGHT PHOTO + NIGHT LAPSE No	NIGHT PHOTO + NIGHT LAPSE No
HIGHLIGHT TAG Yes	HIGHLIGHT TAG Yes	HIGHLIGHT TAG No	HIGHLIGHT TAG No	HIGHLIGHT TAG No
QUIKCAPTURE / AUTO ONE-BUTTON Yes, QuikCapture	QUIKCAPTURE / AUTO ONE-BUTTON Yes, QuikCapture	QUIKCAPTURE / AUTO ONE-BUTTON Yes, Auto One-Button	QUIKCAPTURE / AUTO ONE-BUTTON Yes, Auto One-Button	QUIKCAPTURE / AUTO ONE-BUTTON Yes, QuikCapture
TIME LAPSE VIDEO Yes ¹	TIME LAPSE VIDEO Yes ¹	TIME LAPSE VIDEO No	TIME LAPSE VIDEO No	TIME LAPSE VIDEO No

SIMULTANEOUS VIDEO + PHOTO Photo every 5, 10, 30, 60 seconds / Manual	SIMULTANEOUS VIDEO + PHOTO Photo every 5, 10, 30, 60 seconds / Manual	SIMULTANEOUS VIDEO + PHOTO No	SIMULTANEOUS VIDEO + PHOTO No	SIMULTANEOUS VIDEO + PHOTO No
LOOPING VIDEO Yes	LOOPING VIDEO Yes	LOOPING VIDEO Yes	LOOPING VIDEO Yes	LOOPING VIDEO No
AUTO IMAGE ROTATION Yes ¹	AUTO IMAGE ROTATION Yes ¹	AUTO IMAGE ROTATION No	AUTO IMAGE ROTATION No	AUTO IMAGE ROTATION No
HIGH BITRATE VIDEO (H.264) Up to 60Mb/s	HIGH BITRATE VIDEO (H.264) Up to 45Mb/s	HIGH BITRATE VIDEO (H.264) Up to 25Mb/s	HIGH BITRATE VIDEO (H.264) Up to 15Mb/s	HIGH BITRATE VIDEO (H.264) Up to 15Mb/s
AUDIO FEATURES MONO, 48KHZ, AAC COMPRESSION WITH ADVANCED MULTI-BAND AGC (AUTOMATIC GAIN CONTROL) Yes	AUDIO FEATURES MONO, 48KHZ, AAC COMPRESSION WITH ADVANCED MULTI-BAND AGC (AUTOMATIC GAIN CONTROL) Yes	AUDIO FEATURES MONO, 48KHZ, AAC COMPRESSION WITH ADVANCED MULTI-BAND AGC (AUTOMATIC GAIN CONTROL) Yes	AUDIO FEATURES MONO, 48KHZ, AAC COMPRESSION WITH ADVANCED MULTI-BAND AGC (AUTOMATIC GAIN CONTROL) Yes	AUDIO FEATURES MONO, 48KHZ, AAC COMPRESSION WITH ADVANCED MULTI-BAND AGC (AUTOMATIC GAIN CONTROL) Yes
STUDIO QUALITY EXTERNAL MICROPHONE SUPPORT Yes	STUDIO QUALITY EXTERNAL MICROPHONE SUPPORT No	STUDIO QUALITY EXTERNAL MICROPHONE SUPPORT No	STUDIO QUALITY EXTERNAL MICROPHONE SUPPORT No	STUDIO QUALITY EXTERNAL MICROPHONE SUPPORT No
INCREASED AUDIO RANGE BY APPROX. 10DB (COMPARED TO HERO3+ BLACK EDITION) Yes	INCREASED AUDIO RANGE BY APPROX. 10DB (COMPARED TO HERO3+ BLACK EDITION) Yes	INCREASED AUDIO RANGE BY APPROX. 10DB (COMPARED TO HERO3+ BLACK EDITION) No	INCREASED AUDIO RANGE BY APPROX. 10DB (COMPARED TO HERO3+ BLACK EDITION) No	INCREASED AUDIO RANGE BY APPROX. 10DB (COMPARED TO HERO3+ BLACK EDITION) No
HANDLES APPROX. 2X GREATER DYNAMIC RANGE (COMPARED TO HERO3+ BLACK EDITION) Yes	HANDLES APPROX. 2X GREATER DYNAMIC RANGE (COMPARED TO HERO3+ BLACK EDITION) Yes	HANDLES APPROX. 2X GREATER DYNAMIC RANGE (COMPARED TO HERO3+ BLACK EDITION) No	HANDLES APPROX. 2X GREATER DYNAMIC RANGE (COMPARED TO HERO3+ BLACK EDITION) No	HANDLES APPROX. 2X GREATER DYNAMIC RANGE (COMPARED TO HERO3+ BLACK EDITION) No
SUPPORTS 3.5MM STEREO MICROPHONE VIA OPTIONAL ADAPTER (SOLD SEPARATELY) Yes	SUPPORTS 3.5MM STEREO MICROPHONE VIA OPTIONAL ADAPTER (SOLD SEPARATELY) Yes	SUPPORTS 3.5MM STEREO MICROPHONE VIA OPTIONAL ADAPTER (SOLD SEPARATELY) Yes	SUPPORTS 3.5MM STEREO MICROPHONE VIA OPTIONAL ADAPTER (SOLD SEPARATELY) Yes	SUPPORTS 3.5MM STEREO MICROPHONE VIA OPTIONAL ADAPTER (SOLD SEPARATELY) No
USABILITY FEATURES GOPRO APP COMPATIBILITY Yes	USABILITY FEATURES GOPRO APP COMPATIBILITY Yes	USABILITY FEATURES GOPRO APP COMPATIBILITY Yes	USABILITY FEATURES GOPRO APP COMPATIBILITY Yes	USABILITY FEATURES GOPRO APP COMPATIBILITY No
GOPRO STUDIO COMPATIBILITY Yes	GOPRO STUDIO COMPATIBILITY Yes	GOPRO STUDIO COMPATIBILITY Yes	GOPRO STUDIO COMPATIBILITY Yes	GOPRO STUDIO COMPATIBILITY Yes
BUILT-IN TOUCH DISPLAY No	BUILT-IN TOUCH DISPLAY Yes	BUILT-IN TOUCH DISPLAY No	BUILT-IN TOUCH DISPLAY No	BUILT-IN TOUCH DISPLAY No
BATTERY 1100mAh lithium-ion rechargeable	BATTERY 1160mAh lithium-ion rechargeable	BATTERY 1180mAh lithium-ion rechargeable	BATTERY 1050mAh lithium-ion rechargeable	BATTERY Built-in 1180mAh lithium-ion rechargeable
PORTS Micro HDMI, mini USB, microSD, HERO Port, Composite A/V (via adapter, sold separately), 3.5mm Stereo Mic (via adapter, sold separately)	PORTS Micro HDMI, mini USB, microSD, HERO Port, Composite A/V (via adapter, sold separately), 3.5mm Stereo Mic (via adapter, sold separately)	PORTS Micro HDMI, mini USB, microSD, HERO Port, Composite A/V (via adapter, sold separately), 3.5mm Stereo Mic (via adapter, sold separately)	PORTS Micro HDMI, mini USB, microSD, HERO Port, Composite A/V (via adapter, sold separately), 3.5mm Stereo Mic (via adapter, sold separately)	PORTS Mini USB, microSD
STORAGE (MEMORY)	STORAGE (MEMORY)	STORAGE (MEMORY)	STORAGE (MEMORY)	STORAGE (MEMORY)

microSD Class 10 or UHS-1 up to 64GB (sold separately)

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microSD Class 10 or UHS-1 up to 64GB (sold separately)

microSD Class 10 or UHS-1 up to 64GB (sold separately)

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¹May require a camera software update. [Learn more.](#)

²20p240 is available in Narrow FOV only.

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<i>GoPro Hero 4 Silver</i>	\$440.00
<i>Memory Card</i>	\$88.00
<i>Pole Mount</i>	\$22.00
<i>Mic Stand Mount</i>	\$17.00
<i>Rechargeable Battery</i>	\$22.00
Total =	\$589.00

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No _____
Brief Title of PIR	<u>Electronic Dust and Waterproof Level with Case</u>	
Estimated Cost	<u>\$350.00 X 2 = \$700</u>	Department Priority _____
Brief Summary of Request		
<p>Requesting 2 electronic levels for use by Project Managers and Inspection Staff. The electronic level provides precise feedback, verifying percentage grade to ensure proposed pavement is in compliance with the Texas Department of Licensing and Regulations (TDLR) for American Disability Act (ADA), especially for pedestrian facilities improvements.</p>		
Discussion of Need		
<p>The electronic level increases the efficiency and accuracy of pavement inspections, assuring that pedestrian facilities are fully compliant with ADA requirements. Trails and other pedestrian facilities and intermodal transportation features are increasingly part of the County's MCIP investment, so the need for proper tools to construct these trails is increasing as well. Verification of ADA compliance is necessary for almost every MCIP project.</p> <p>The level will save both time and money and will help the County and its partners avoid costly mistakes. In addition, it will make trails, sidewalks and intersections safer and more usable for our constituents. The availability of pedestrian facilities also contributes to the desirability of Dallas County as a destination of choice and provides a healthy transportation alternative to our residents.</p>		
Staff Review and Comment		
Form G		FY2016

All smart level

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Kitchen & Bath Fixtures

Power & Hand Tools

Woodworking

Tools & Home Improvement > Power & Hand Tools > Measuring & Layout Tools > Levels



Stabila 36548 48-Inch Electronic Dust and Waterproof IP65 TECH Level with Case

by Stabila

22 customer reviews

List Price: ~~\$341.76~~

Price: **\$252.55 & FREE SHIPPING**

You Save: **\$89.20 (26%)**

Note: Not eligible for Amazon Prime.

Only 3 left in stock.

Ships from and sold by David's Tools.

Estimated Delivery Date: April 28 - 30 when you choose Expedited at checkout.



- Display flips when positioned upside down to read correctly
 - Lighted digital display
 - Select different modes, degrees; percent; & rise and run
 - Metric or inch readings
 - Temporarily hold display readings
- [See more product details](#)

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Ad feedback

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This item: Stabila 36548 48-Inch Electronic Dust and Waterproof IP65 TECH Level with Case **\$252.55**

Stabila 36524 24-Inch Electronic Dust and Waterproof IP65 TECH Level with Case **\$249.99**

Customers Who Bought This Item Also Bought



Stabila 36524 24-Inch Electronic Dust and Waterproof IP65 TECH Level with Case

13

\$249.99



M-D Building Products 92325 48-Inch Smart Tool Digital Level with Carrying Case

19

\$129.70



Tajima CR202B-P Chalk-Rite II Ultra Thin Chalk Box

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Product Description

Product Description

The Stabila 48-inch TECH/Electronic IP65 Level is an easy-to-use level ideal for measuring both level and plumb. The electronic level uses two AA batteries and allows for accurate readings in various modes covering both imperial and metric measurements. The length of the Stabila 48-inch TECH digital electronic level makes for more accurate measurements over longer distances like stairs and bench tops. The top and side displays, as well as the sound function, make it simple to use this Stabila electronic level in a variety of positions. The single grip also makes it easy to hold and position. Calibration is fast and simple with the help of Stabillas bright liquid vials and patented wall-grip end caps. This Stabila TECH level has an IP65 rating for dust and water protection and is covered by a two-year warranty.

From the Manufacturer

Stabila 48 inch dust and waterproof electronic level with case and batteries; Made in German with an illuminated display. Ability to

Product Information

Technical Details

Part Number	36548
Item Weight	3 pounds
Product Dimensions	50 x 5.4 x 3 inches
Item model number	36548
Size	48 inch
Item Package Quantity	1
Batteries Included?	Yes
Batteries Required?	Yes
Warranty Description	Stabila will repair without charge any defects due to faulty materials or workmanship for 2 years from the date of purchase.

Additional Information

ASIN	B00400TTTK
Customer Reviews	22 reviews 4.6 out of 5 stars
Best Sellers Rank	#37,254 in Home Improvement (See top 100)
Shipping Weight	5.1 pounds (View shipping rates and policies)
Date First Available	February 28, 2011

Warranty & Support

Product Warranty: For warranty information about this product, please click here

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IP65 Smart Level
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(22)

4.6 out of 5 stars

5 star

4 star

3 star

2 star

1 star

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See all 22 customer reviews

Most Helpful Customer Reviews

Ad feedback

11 of 11 people found the following review helpful

As level as they come...

By D.Forbes on October 26, 2013

Verified Purchase

Purchased both the 48-inch and 24-inch IP65 Tech level's and have been running them for approx 2 months now. Absolutely fantastic levels. Like others have mentioned, they are a little on the pricey side, however working as a cabinet installer for 17yrs, exclusively doing high end kitchens, I figured I couldn't afford not to buy them.

They are pretty slick units, a few of my likes:

-speed and accuracy of readouts is incredible, there is zero delay in adjustments, bang on in 1/10th of a second. I have the mode set to give me the most precise measurements at .00-.05 degree increments. For example after I've installed a kitchen island and it has been secured, I've left the level turned on, and noticed as I walked by the island the level will bounce back and forth from .00 to .05 degrees indicating a 1/32nd of an inch deviation in the floor from the weight of my footsteps. You would never ever notice that on ANY other level.

-the illuminated display is great, super easy to read in tough lighting conditions, which is a regular occurrence in renovation conditions.

-a MAJOR bonus for a cabinet installer is the fact it has an audible function. When levelling cabinets, more often than not, your eyeballs are not in direct contact with the levels vials or digital display, your down on your knees or even laying on the floor reaching under cabinets installing shims. Now all I have to do is listen for the audible signal to tell me when I'm level, as opposed to constantly getting in and out of position to visually confirm the level itself...a huge bonus, love it. -one thing that I was a little worried about was how much juice they'd use, and well I've just killed the two sets of "AA" batteries in both levels. [Read more](#)



Comment Was this review helpful to you? Yes No

11 of 12 people found the following review helpful

Wooow! The Rolls Royce of levelers! Made in Germany superior quality!

By P. NGUYEN on April 16, 2012

Verified Purchase

This thing is unbelievable. I have to admit I was a little hesitant on spending \$200+ dollars on a leveler but I wanted something that had an electronic readout (I am a techie) and just my luck a company name Stabila makes one and as a bonus it is not made in China! I am sucker for high quality top of the line products and this is for sure the best of the best. Even if it's top of the line and made in China, I won't buy it. What's cool is that this thing is all metal, has a nice weight to it, and has dual back lit LCD screens on the front and on the flat edge. Way cool. I actually would have bought the magnetized version of the 48 inch IP65 had I known about it, but was contemplating whether to spend an additional \$60. I've read that the "rare earth magnet" used is quite strong. Most of my work is woodworking so I can live without the magnet. It even comes with durable carrying case. All in all this is a super quality level. Calibration is very simple and even the Stabila website has a video on how to calibrate it if you ever need it to. It even has beeps when you are leveled so you can take your eyes off of the bubbles and on to other important things if there is a need. The way they mount their leveling bubbles is even patented. For a German company that has been around for almost 150 years I don't expect any less. You won't find this at Home Depot, Lowes, or Orchard Supply Hardware. Amazon has the best prices and free 2 day shipping if you are a Prime member. Very happy and satisfied.

Comment Was this review helpful to you? Yes No

3 of 3 people found the following review helpful

ADA approved

By Sean A. on August 18, 2013

Verified Purchase

This level has helped me meet the toughest of ADA requirements on several projects. Its expensive but it has not failed me yet. Used on asphalt, concrete form work and inspections. Held calibration and easy for project personnel to check themselves. More the enough units of measure; slope, angle percentage etc. Needs a tougher rigid case to protect during transport especially when you paid so much for it.

Comment Was this review helpful to you? Yes No

1 of 1 people found the following review helpful

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Works Perfectly

What else is there to say?

Published 2 months ago by BWI

Purchased 2 of these and have a bunch of happy campers. Very accurate

Last year ordered a cheaper brand got scolded by my operations folks. Purchased 2 of these and have a bunch of happy campers. Very accurate, durable and functional.

Published 3 months ago by Colorado

Five Stars

Ordered for the guys at work. Dont know anything about it, but havent heard any complaints.

Published 3 months ago by Terri L Moore

A quality time-savig tool

I finally gave in and bought a smart level because the city inspectors were using them to approve or reject work. [Read more](#)

Published 4 months ago by IM

Five Stars

perfect for stair laoyouts does exactly what it is supposed to do.

Published 5 months ago by Anthony C. Hayes

Great tool to have

I'm a plumber and site utility worker and this is a great tool to have.

Published 6 months ago by Armando R Lopez

This level is so perfect (my son's own words)

This level is so perfect (my son's own words). He likes the "electronic" feature. It's the "Cadillac" of levels.

Published 7 months ago by Phyllis F.

Great tool, go digital

This is worth every penny if you are doing work by yourself. I'm framing a basement and I can't believe I even bothered with a conventional level. [Read more](#)

Published 8 months ago by Jamie Gordon

I recommend you save a \$100

I am a professional cabinet installer. Have been at it for about 50 years I only do residential cabinet installation, i bought this level mainly to level 8' tall utility cabinets. [Read more](#)

Published 8 months ago by Vito D. Amato

Four Stars

good

Published 8 months ago by Jose P.

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Comparison: Stabila vs. M-D / Bosch

By M E on April 12, 2015

Verified Purchase

I ordered and compared this directly to the M-D Building Products Smart Tool 48" level (which is the same as the Bosch, just different labeling).

I build for a living, and never felt I needed a digital level. I decided to buy one because my newer employees never seem to be able to read one properly, and out of level joists combined with out of plumb walls lead to unnecessary headaches and time by the time you get to the roof, hanging doors, etc. What I've happily discovered, is these sure are nice on my aging eyes too. And the optional audible function (off by default, button press if you want it) makes getting plumb and level easy when it's getting dark or you're trying to take a reading well above your head. And the accuracy. And getting precise slopes when you want. Now I'm just surprised these haven't taken off a bit more among pros. The best thing of all is that you can re-calibrate this thing. My guys are always knocking levels over, and eventually the vials get out of whack, and then you've got to send it in for repair or let's face it buy another cuz you don't have time for that. Unless you physically bend this thing or break the control, you can calibrate it to read perfectly level again after wear and tear that would put an ordinary level out to pasture.

A word of warning: one thing I initially found annoying compared to a regular level is that it may seem like these super-accurate displays take longer to "settle" on the correct reading because they're so exact. You can set them to somewhat less precision (tenths vs. hundredths of degrees) and the reading won't jump around as much. At their most precise, both levels take about 3-4 seconds to stabilize at a reading when going all the way from vertical to horizontal. [Read more >](#)

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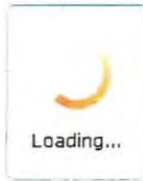
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-  Stabila 36540 48-Inch Electronic Magnetic Dust and Waterproof IP65 TECH Level with Case (3)
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(/)

Products (/products) > Levels (/products/levels) > TECH Digital Electronic Level Type 196-2



TECH Digital Electronic Level Type 196-2



Electronic measuring technology / Two digital displays / Audible inclination guide / IP 65 Dust and Waterproof / Removable shock-absorbing end caps with anti-slip wall grips

FEATURES

- Precise slope measurements as needed for ADA 4.8.2 handicap ramp compliance
- Fast and accurate readings

- Dual screens (Front & Top) allow easy viewing from any angle
- Electronic displays illuminate for easy viewing in low light conditions
- 5 display modes (degrees in 1 or 2 decimal points, percent, feet & inches (rise/run) in decimal, Feet & inches in fractions, and mm/m)
- Instantly converts measurements to any scale. Rise & run to degrees, degrees to percent, etc...
- Audible tones for sight free use
- Simple one button calibration
- 14" model designed to fit between wall studs to check slope on waste pipes
- Uses 2 AA batteries
- Carrying case included with 24" and 48" models

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Catalog Number
36514

Description
14" Tech/Electronic IP65 Level

Hand Grips

No Hand Grips

Horizontal Vials

1 Horizontal Vial

Vertical Vial

none

Weight lbs

1.15



Catalog Number

36524

Description

24" Tech/Electronic IP65 Level

Hand Grips

One Hand Grip

Horizontal Vials

1 Horizontal Vial

Vertical Vial

2 Vertical Vials

Weight lbs

1.6



Catalog Number

36548

Description

48" Tech/Electronic IP65 Level

Hand Grips

One Hand Grip

Horizontal Vials

1 Horizontal Vial

Vertical Vial
2 Vertical Vials

Weight lbs
2.8



Catalog Number
36572

Description
72" Tech/Electronic IP65 Level

Hand Grips
Two Hand Grips

Horizontal Vials
1 Horizontal Vial

Vertical Vial
2 Vertical Vials

Weight lbs
4.2



Catalog Number
20070

Description
Replacement end caps

Hand Grips

Horizontal Vials

Vertical Vial

Weight lbs

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PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>GPS</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Trimble GEO 7X (and accessories and necessary services): \$10,000
 The item specified is professional-grade, easy-to-use and precise, not only taking advantage of the latest satellite technology, but providing state-of-the-art wifi and bluetooth interfaces with mobile devices and computers. This new GPS unit can also take medium-resolution photography (including video). The County's existing GPS hardware (Trimble GEO XM and GEO XT) are outdated and software to upgrade them is approximately \$2,000. The technology being almost 10 years old makes it doubtful that it would be prudent to upgrade since it would require costly software updates in order to even be functional and interface with current Windows technology, in addition to the fact that it fails to exploit more accurate and time-saving modern technologies. GPS has been used to maintain compliance with government mandates such as GASB 34, to support critical 911 addressing, collect ROW information for MCIP projects and generally assure that data input and maintained by Public Works GIS accurately reflects field conditions.

Expected Benefits

Both GPS unit specified provides professional-grade location. GLONASS (built into the 7X) increases speed and accuracy. Rangefinder enables laser geolocation of objects that are inaccessible. The 7X is designed to work better under canopy, extending its usefulness when other GPS equipment might fail or render inaccurate data. Aerial imagery and other GIS data can be loaded onto the GPS equipment to assist with field work. Basic photography and video can also be captured with the device.

The GPS unit will enable us to collect precise GIS data in the field, which can then be easily uploaded into the County's Enterprise GIS. Programs supported include (but are not limited to):

- GASB 34 and other government mandates
- 911 addressing
- ROW information for MCIP projects

The equipment will basically allow the resumption of GPS data collection, which has been suspended due to the antiquated and obsolete condition of Public Works' existing GPS hardware.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2016

TRIMBLE GEO 7 SERIES

KEY FEATURES

Trimble Flightwave remote positioning technology
Easy and productive data capture of assets with remote measurement

Trimble Floodlight satellite shadow reduction technology
More positions and increased accuracy in tough GNSS environments

Maximize your GNSS productivity and be ready for the future

Track existing and planned GNSS constellations

End-to-end data collection solution
Flexible software options, to collect, process, and manage data



READY FOR ANYTHING

Be truly productive with the Trimble® Geo 7 series. No matter what gets in your way.

Eliminate physical barriers to field success
Geo 7X handhelds offer two powerful technology innovations so you stay productive when the going gets tough.

For times when occupying the position is simply not possible, smart mappers turn to Trimble Flightwave™ technology. Flightwave-enabled workflows easily integrate offset measurements from the Geo 7 rangefinder module directly with Trimble data collection software. Users can simply point and shoot to get the position, despite dangerous conditions or right-of-way challenges—saving time each day while getting previously impossible work done.

Trimble Floodlight™ technology keeps you working when heavy overhead cover obstructs weak satellite signals.

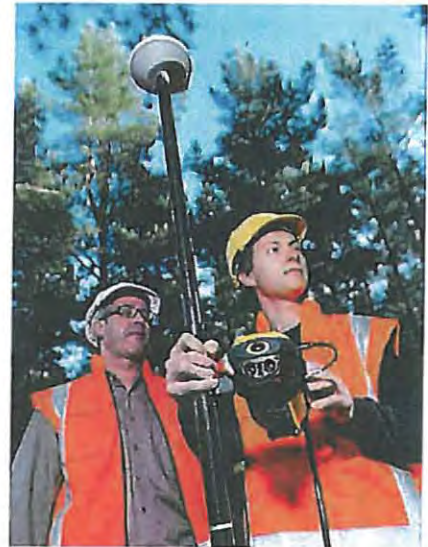
Smart data collection

By providing compatibility with existing and planned GNSS constellations, the Geo 7X has the smarts to maximize productivity by delivering reliable GNSS tracking today and in the future.

Compatible with the breadth of Trimble GIS field and office software, the Geo 7X gives you flexible end-to-end data collection solutions and workflow choices. From the field-proven Trimble TerraSync™ and Positions™ software, to the customizable data collection workflows of Trimble TerraFlex™ software. Work productively, the way you want to.

Everything you need to work

Better faster camera, greater processing power, and more—it's all there to keep you working. Stay on target, no matter what, with the Trimble Geo 7 series.



TRIMBLE GEO 7 SERIES

DATASHEET

PHYSICAL DIMENSIONS

Geo 7X handheld (H x W x D)	234 mm x 99 mm x 56 mm (9.2 in x 3.9 in x 2.2 in)
Geo 7X handheld with rangefinder	1080 g

GNSS, ORIENTATION, AND DISTANCE¹

GNSS sensor	L1/L2 GNSS receiver and antenna
Chipsset	220 channel Trimble Maxwell™ 6
Systems	GPS, GLONASS, Galileo, BeiDou, QZSS
SBAS	WAAS, EGNOS, MSAS, GAGAN
SBAS+	Yes
Floodlight	Yes
Receiver protocols	NMEA, TSIP2
Update rate	1 Hz
Time to first fix	< 45 seconds (typically)
Real-time correction protocols	RTCM2.x/RTCM3.x/CMR+/CMRx
Real-time Centimeter mode accuracy ²	
Horizontal	1 cm + 1 ppm HRMS
Vertical	1.5 cm + 2 ppm VRMS
Postprocessed Centimeter mode accuracy ²	
Horizontal	1 cm + 1 ppm HRMS
Vertical	1.5 cm + 1 ppm VRMS
H-Star™ accuracy	10 cm + 1 ppm HRMS
Code accuracy (real time)	75 cm + 1 ppm HRMS
Code accuracy (postprocessed)	50 cm + 1 ppm HRMS
SBAS accuracy	Typically submeter

Orientation sensors	3-axis gyro, magnetometer, accelerometer
Heading accuracy	1.5°
Inclination accuracy	0.5°
Roll accuracy	0.5°

Distance sensor	Laser rangefinder module
Communication protocols	NMEA or Trimble proprietary
Passive range	Up to 120 m
Reflective range	Up to 200 m
Accuracy ³	0.05 m
Range precision	0.01 m

NETWORK AND WIRELESS CONNECTIVITY

GSM/GPRS/EDGE	850 / 900 / 1800 / 1900 MHz
UMTS/HSPA+	800 / 850 / 900 / 1900 / 2100 MHz
CDMA/EV-DO Rev. A	800 / 1900 MHz (Verizon certified)
Wi-Fi	802.11b/g
Bluetooth profiles	BT 2.0 +EDR (SPP, OPP, FTP, PAN, A2DP, DUN, HID)

POWER AND BATTERY⁴

Type	Rechargeable, removable Li-Ion
Capacity	11.1V 2,500 mAh
Charge time	< 4 hours (typical)
Real time DGNSS usage (via Integrated 3G/3.5G)	Up to 7 hours
Real time DGNSS usage (via Bluetooth)	Up to 9.5 hours
Autonomous GNSS usage	Up to 10.5 hours
Non-GNSS use	Up to 24 hours
Standby	Up to 50 days

SYSTEM CPU, MEMORY, AND CAMERA

CPU	Texas Instruments DM3730 1 GHz + GPU
Memory	4 GB user memory + SD slot (up to 32 GB), 256 MB RAM
Camera	5 MP

DISPLAY AND TOUCH PANEL

Display	4.2" VGA (640 x 480) LED transfective
Touch panel	Resistive touch panel with polarized light filter
Brightness	280 cd/m ²

OS

Microsoft® Windows® Embedded Handheld version 6.5 Professional. English (U.S.), Chinese (Simplified), Chinese (Traditional), French, German, Italian, Japanese, Korean, Spanish, Portuguese (Brazil), Russian.

SYSTEM REQUIREMENTS

Syncing with a PC requires Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later. Some field applications and services require mobile internet access.

ENVIRONMENTAL USE

Operating ambient temperature	-4° to 140° F (-20° to 60° C)
Storage temperature	-22° to 158° F (-30° to 70° C)
Relative humidity	95% non-condensing
Maximum operating altitude	29,000 ft (9,000 m)
Maximum storage altitude	40,000 ft (12,000 m)
Water/dust ingress	IP65
Functional shock	MIL-STD 810G Method 516.6 Procedure I
Drop	4 ft (1.22 m)
Vibration	MIL-STD 810 G Method 514.6 Procedure I

SOFTWARE COMPATIBILITY

Please refer to the Product Compatibility list. (www.trimble.com/mappingGIS/productcompatibility)

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- 1 Accuracy and reliability may be subject to anomalies due to multipath, obstructions, satellite geometry, and atmospheric conditions. Always follow recommended GNSS data collection practices. Specified Centimeter accuracy can normally be achieved for baselines of 30 km or less. Specified H-Star accuracy can normally be achieved for baseline lengths of 100 km or less. Centimeter and H-Star accuracy is typically achieved within 2 minutes.
- 2 Stated accuracy is with Trimble Zephyr™ Model 2 GNSS Antenna.
- 3 1-sigma, @ 20 C, to Kodak Grey card at 50 m.
- 4 Actual run time will vary with conditions and environment of use.

Specifications subject to change without notice.



CE 0682



NORTH AMERICA
Trimble Navigation Limited
10368 Westmoor Dr
Westminster CO 80021
USA

EUROPE
Trimble Germany GmbH
Am Prime Parc 11
65479 Raunheim
GERMANY

ASIA-PACIFIC
Trimble Navigation
Singapore Pty Limited
80 Marine Parade Road
#22-06, Parkway Parade
Singapore 449269
SINGAPORE

TRIMBLE AUTHORIZED DISTRIBUTION PARTNER



88180-62	Trimble Geo 7X Handheld Flood light	1	\$	6,995.00
93879-00	Trimble Geo 7 series Rangefinder module	1	\$	1,195.00
89185-00	Geo 7 series External GNSS Antenna	1	\$	70.00
			\$	8,260.00

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>Senior Bridge Engineer Workstation</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

One (1) Dell 3610 Precision Workstation \$3,000
 The workstation cited has been specified to meet the demanding requirements of the computer-aided design (CAD) software which the transportation engineer will use to perform his regular duties. In particular the software requires advanced processing, memory and graphics. These requirements exceed even the County's enhanced PC specification. (Attached spec will need to be updated as noted.)

Expected Benefits

Ability to run CAD and GIS applications and other advanced software in order to perform the engineering and design tasks required to manage the County's bridges and other unincorporated assets.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2016**



QUOTATION

Quote #: 707007988
 Customer #: 122468867
 Contract #: 42AFU
 Customer Agreement #: DIR-SDD-1951
 Quote Date: 05/04/2015
 Customer Name: DALLAS CO

Date: 5/4/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: MATTHEW P ADAMS PHONE: 1800 - 2893355
 Email Address: Matthew_P_Adams@Dell.com Phone Ext: 5132600

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$1,407.45	GROUP TOTAL: \$1,407.45
Description			Quantity
Dell Precision T3610 CTO Base (210-AAXE)			1
8GB (4x2GB) 1600MHz DDR3 Non-ECC (370-AADH)			1
US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black (580-AADG)			1
Display Not Included (480-AAJX)			1
DUAL 1GB NVIDIA Quadro NVS 315 (DMS59 to 2DVI adapter) (ULGA12) (490-BBVL)			1
500GB 3.5inch Serial ATA (7,200 Rpm) Hard Drive (400-AAWR)			1
Integrated Intel AHCI chipset SATA controller (2 x 6Gb/s, 4 x 3.0Gb/s) - SW RAID 0/1/5/10 (403-BBDS)			1
No Media Card Reader (385-BBBL)			1
Microsoft Office Trial, MUI, OptiPlex, Precision, Latitude (630-AABP)			1
Thank you for buying Dell (421-9982)			1
Dell Data Protection System Tools Digital Delivery/DT (422-0008)			1
Adobe Reader 11 (640-BBDH)			1
Dell Precision Optimizer (640-BBES)			1
Dell Data Protection Protected Workspace (640-BBEW)			1
Visit www.dell.com/encryption (640-BBHR)			1
Not Selected in this Configuration (640-BBHS)			1
Dell Applications for Windows 7 (658-BBIH)			1
Non RAID (780-BBCJ)			1
No Anti-Virus Software (650-AAAJ)			1
Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro license) (536-BBBJ)			1
US Order (332-1286)			1
Dell Precision T3610 425W Chassis (329-BBNN)			1
Dell USB Optical Mouse - MS111 - black (570-AAAJ)			1
No Energy Star (387-BBBE)			1
No Additional Network Card Selected (Integrated NIC included) (555-BBJO)			1
No Controller (526-BBBC)			1
8x Slimline DVD+/-RW Drive (429-AAHH)			1

No Sound (510-BBBX)	1
Internal Speaker (520-AADM)	1
US/Thai/Philippines Power Cord (450-AAFS)	1
Windows 8.1 DVD OS Recovery(English) (620-AASU)	1
Dell Backup and Recovery Basic (637-AAAS)	1
No External Speaker (520-AABF)	1
English and French Shipping Docs (340-AAMK)	1
Dell Limited Hardware Warranty Plus Service (997-7047)	1
Onsite/In-Home Service After Remote Diagnosis 3 Years (997-7048)	1
No Out-of-Band Systems MGMT,Dell Precision T3610 (631-AACZ)	1
Dell UltraSharp 24 Monitor - U2412M (480-AASC)	1
Resource DVD not Included (430-XXYU)	1
No Additional Hard Drive (401-AADF)	1
No Additional Hard Drive (401-AADF)	1
Tech Sheet, English (340-AEYR)	1
Intel Xeon Processor E5-1607 v2 (Quad Core, 3.0 GHz, 10 MB),Dell Fixed Precision T3610 (338-BCTC)	1
Heatsink (412-AABW)	1
No DDPE Encryption Software (954-3465)	1
SHIP,PWS,LNK,NO,NO,AMF (340-AEYP)	1
No Storage Device or Recordable Media (414-BBBC)	1
C1 SATA 3.5 Inch, 1-2 Hard Drives (449-BBCG)	1
Chassis Intrusion Switch (461-AAAB)	1
Boot drive or boot volume is less than 2TB (411-XXXY)	1
Shipping Material for System (328-BBEO)	1
No Accessories (461-AABV)	1
PowerDVD Software not included (429-AABU)	1
No Additional Hard Drive (401-AADF)	1
Regulatory Label, Dell Precision T3610 (328-BBER)	1
Intel Xeon Label (389-BBRO)	1
No Dell Tera2 Remote Access host card for the Wyse P25 Zero Client (386-BBBE)	1

SOFTWARE & ACCESSORIES		GROUP TOTAL: \$27.99	
Product	Quantity	Unit Price	Total
Dell Stereo USB Monitor Soundbar AC511 (318-2885)	1	\$27.99	\$27.99

*Total Purchase Price:			\$1,435.44
Product Subtotal:			\$1,435.44
Tax:			\$0.00
Shipping & Handling:			\$0.00

State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS

(* Amount denoted in \$)

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This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

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If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

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If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms: A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software. B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address, and for software downloads is based on your "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P. Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

All information supplied to DALLAS CO for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

Dell Inc. listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit [dell.com/privacy](https://www.dell.com/privacy).

From: [Joel Wasinger](#)
To: [Dwight Adwell](#)
Cc: [Tushar Solanki](#); [Steven Henderson](#); [Antoinette Bacchus](#)
Subject: RE: Computer specs
Date: Friday, May 08, 2015 14:00:49

Dwight,

I've taken a quick look at the specs and here are some things that I at least have questions about:

- 1) We want these workstations to include a second monitor.
- 2) There should also be a media card reader.
- 3) In the past, I know that there's been a difference between the soundbar for the standard monitors and the Ultrasharp—and, indeed, there was a mismatch at one point. The bar included doesn't indicate that it's for the Ultrasharp and I just want to make sure that the soundbar will fit the requested monitor.
- 4) The video card spec'ed has less memory (1 GB v. 2) than what was originally requested.
- 5) I've generally requested all of the resource media (drivers and documentation), which don't seem to be included in the updated spec.
- 6) I'm not clear what's included in terms of service. We've typically requested the three-year.

Joel M. Wasinger
GIS Coordinator
Dallas County Public Works
Joel.Wasinger@dallascounty.org
214-653-7460

From: Joel Wasinger
Sent: Friday, May 08, 2015 12:01
To: Tushar Solanki; Steven Henderson
Cc: Dwight Adwell
Subject: RE: Computer specs

I apologize for my previous email; I hadn't seen the email with the spec. I'm unlikely to get to reviewing it today. If Steve has reviewed it, I'm sure we're fine.

Joel M. Wasinger
GIS Coordinator
Dallas County Public Works
Joel.Wasinger@dallascounty.org
214-653-7460

From: Joel Wasinger
Sent: Friday, May 08, 2015 11:55
To: Tushar Solanki; Steven Henderson
Cc: Dwight Adwell
Subject: RE: Computer specs

I'm assuming that this has been resolved and that Dwight is working off of this spec, but here's what

we submitted for FY 2015 budget. This is a spec targeted at CAD use.

Joel M. Wasinger
GIS Coordinator
Dallas County Public Works
Joel.Wasinger@dallascounty.org
214-653-7460

From: Tushar Solanki
Sent: Wednesday, May 06, 2015 16:56
To: Steven Henderson
Cc: Joel Wasinger
Subject: RE: Computer specs

Steve,

Bentley (Microstation and GeoPAK) and AutoCAD will be utilized.

Thanks,
Tushar

From: Steven Henderson
Sent: Wednesday, May 06, 2015 4:24 PM
To: Tushar Solanki
Cc: Joel Wasinger
Subject: RE: Computer specs

Tushar,

What software(s) is utilized for doing CAD for the department?

Thanks,
Steve

From: Tushar Solanki
Sent: Wednesday, May 06, 2015 4:20 PM
To: Steven Henderson; Joel Wasinger
Subject: FW: Computer specs

Steve and Joel, please advise if these specs are sufficient for CAD use.

Thank you
Tushar

From: Irvin Hicks
Sent: Wednesday, May 06, 2015 10:31 AM
To: Tushar Solanki
Subject: FW: Computer specs

Tushar,

Attached is the version Dwight has been purchasing relative to your needs. Will this work?

Thank you
Irvin Hicks, Office Manager
Dallas County Public Works
411 Elm Street, 4th Floor
Dallas, Tx 75202
214 653 7154



From: Dwight Adwell
Sent: Wednesday, May 06, 2015 10:16 AM
To: Irvin Hicks
Subject: RE: Computer specs

Hi Irvin,

I had just updated that 2013 quote for Steve Henderson a few days ago. Here is the newer Dell T3610 price and specs. I would get with Steve Henderson or Joel Wasinger to verify the specs for the CAD use. This newer quote has a 24 inch monitor and less expensive than the old quote.

Dwight

From: Irvin Hicks
Sent: Wednesday, May 06, 2015 9:10 AM
To: Dwight Adwell
Subject: FW: Computer specs

Dwight,

Hello. I need to make a computer purchase but wanted you to look at the specs first. This is a budgeted item. Please advise.

Thank you
Irvin Hicks, Office Manager
Dallas County Public Works
411 Elm Street, 4th Floor
Dallas, Tx 75202
214 653 7154



From: Tushar Solanki
Sent: Wednesday, May 06, 2015 9:07 AM
To: Irvin Hicks
Cc: Antoinette Bacchus
Subject: Computer specs

Irvin,

Here are revised specs for you to proceed with purchasing. Thanks.

Tushar

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Transportation & Planning Training	
Estimated Cost	\$ 17,000 21,000 incl (11,000 travel)	Department Priority

Brief Summary of Request

The Transportation and Planning Division of Public Works includes 13 staff members with a broad range of responsibilities and training needs. Among the responsibilities that require ongoing staff training:

- Compliance with state and federal mandates
- Publications and Outreach
- Transportation Planning
- Project Management
- Bridge Inspection and Bridge Program Management
- Inter-agency Partnering and Leadership
- Sign Shop

(GIS training is addressed in GIS Enterprise PIR)

We will work within the requested budget by pursuing local options, taking advantage of various discounts and low-cost, high-impact training opportunities and otherwise working creatively to minimize expense. Projected costs include meals and travel where necessary. Attached items exemplify the sort of opportunities that will be pursued.

Discussion of Need

Highlights of needs to be addressed:

- 1) Federal mandates (e.g., MS4 and GASB 34). Training helps staff not only keep the County in compliance but more effectively achieve the full intent of said mandates--accountability and service to our constituents and good stewardship of environmental and other resources.
- 2) Department Director and AD for T&P to attend the National Association of Counties annual conference: the County's MCIP and other DCPW activity are a vital way that Dallas County coordinates with and provides leadership to our regional partners. The NACO conference affords opportunities to develop new skills and improve our effectiveness in this arena.
- 3) Senior staff to attend the 2016 Texas Transportation Forum. Attendance at this forum will keep Public Works up-to-date with the latest TxDOT legislation and transportation trends across the state and nation.
- 4) Public outreach and presentation software. T&P leads the department's public outreach efforts using professional publications software. This outreach is a vital part even of the County's broader public contact. Training will enable us to take best advantage of software in place while expanding this specific skill set of our staff.
- 5) Innovative project methodologies. T&P manages difficult, "planning-heavy" transportation projects which not only involve complex partnerships and construction challenges but are likely to incorporate (or be amenable to) cutting edge management or construction methodologies. For instance, Dallas County is helping lead the way in our region with projects involving context sensitive solutions, aggressive and effective public involvement and modern roundabouts, just to name a few. Training assures that our staff is abreast of the state of the art in the industry and that they are fully equipped to execute the best of those emerging practices and policies.
- 6) Sign shop. Safety and equipment training assure that our sign shop staff are effective and safe.

Staff Review and Comment



EPA's Region 6 Office

Serving: Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribal Nations

17th Annual EPA Region 6 Stormwater Conference Hot Springs, AR October 18-23, 2015



The U.S. Environmental Protection Agency (EPA) Region 6, in partnership with Hot Springs, Arkansas, Municipal Separate Storm Sewer Systems (MS4s), and States in R6 is hosting the 17th Annual EPA Region 6 Stormwater Conference on **October 18 – 22, 2015**, at the Hot Springs Convention Center, 134 Convention Boulevard, Hot Springs, Arkansas. This conference will address and discuss the various issues and challenges of managing municipal stormwater, as well as new and upcoming rules and regulations.

U.S. EPA Region 6	Green Infrastructure and Low Impact Development 2015 POSTER COMPETITION	CLICK FOR MORE INFORMATION
------------------------------	--	---

Interested in Giving a Presentation?

Please click [here](#) if you are interested in being a speaker.

Who Should Attend?

This conference is recommended for stormwater professionals including permittees, owners, operators, contractors, consultants, engineers, regulators, and etc. of stormwater systems.

What Topics will the Agenda Include?

Stormwater Management Programs (Phase 1 & 2)

Public Education & Outreach, Public Participation, IDDE, Good Housekeeping, Post Construction Management, Ordinance & Regulation, Funding different programs, other elements of managing a successful program.

Sustainability, Green Infrastructure & Low Impact Development

GI/LID Design, Cost, Implementation, & Maintenance, Smart Growth and other implementation practices.

TMDL's and Watershed Protection

Water Quality Assessment, Monitoring, and Sampling under TMDL Program, Constructed Wetland, Stream Restoration, Impact of SW Pollution in the Ecosystem, modeling, etc.

BMP Case Studies

BMP Selection, Installation, Maintenance, and Compliance. Best Examples of Structural & Non-Structural BMPs to meet Water Quality Goals, Selection of Appropriate BMPs, Determination of Effectiveness of BMPs, Proper Installation & Maintenance. Pollution Prevention and Runoff Reduction Controls.

Construction & Industrial Stormwater Management

Construction or Industrial Stormwater Management related – permitting, public or privately owned facilities, case studies, etc.

Advanced Topics & New Technologies

Advanced topics on SW Pollution Prevention related issues, climate change, technology etc.

Agenda for Conference (Coming Soon!)

Sponsor/Vendor Information

Exhibitor Registration Form (Coming Soon!)

Exhibitor Information Sheet (Coming Soon!)

string(38) "SCIECA - South Central Chapter of IECA"



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Event Registration

16th Annual EPA Region 6 Storm Water Conference

Description:


July 27 – August 1, 2014

Fort Worth, Texas

The 2014 EPA Region 6 Storm Water Conference will be held at the Worthington Renaissance Hotel at 200 Main Street, Fort Worth, Texas 76102 in downtown Fort Worth from July 27-August 01, 2014.

Hotel and Field Trip Info:

 [Hotel Booking Website and Reservation Info](#)

 [Field Trip Info](#)

Payment Methods:

    Check or Purchase Order

Registration Fees:

Early Bird Registration (before June 30, 2014) per person: \$350

Late Registration: (after June 30, 2014) per person: \$390

One Day Registration: **\$220**

Note: Additional guests are invited to the Thursday Evening Social and can be included for \$65 per person (please plan to pay at the event).

Address:

Worthington Renaissance Hotel
200 Main Street
Forth Worth, TX
76102

[Map and Directions](#)

Start Date: July 27, 2014
End Date: August 1, 2014 
Start Time: 8:00 am
End Time: 5:00 pm
Choose an Option:

Registration Details

Attendee Information

First Name *

Last Name *

Email *

Phone *

Title

Organization

Billing Address

Billing Address 2

City

State

Zip

Country

Monday Inspector Training Workshop

Will you participate in a Monday Inspector Training Workshop?

Select One

One Day Attendees

If selecting a One Day Registration, please indicate the day you will attend.

Select One

Field Trip Sign Up

Select the field trips below you wish to attend. [More Field Trip Info](#)

- Field Trip A:
Miller/Coors
Distributing (limited to 30)
- Field Trip B:
Eastern Hills Drainage Improvements
- Field Trip C: West
7th Street Bridge and Urban Village Development

Please indicate your field trip selection priority (eg B, C, A)

Thursday Evening Social

Are you attending the Thursday Evening Social? (included in conference registration package) *

Select One

Anti-Spam Measure: Please enter the following phrase



Type the text

[Privacy & Terms](#)

Submit

Connect

16th Annual EPA Region 6 Stormwater Conference

July 27 - August 1, 2014 [Save the Date](#)
The Worthington Renaissance Hotel
Fort Worth, Texas

[Register Online](#)

16th Annual EPA Region 6 Stormwater Conference

[Call for Presentations](#)

2013 EPA Region 6 S.W. Conference Presentations

[View/Download Now](#)

Join SCIECA

If you are a profession in the erosion and sediment control industry... SCIECA is the organization for YOU. [Learn More](#)

Connect with SCIECA!



[SCIECA Bylaws](#)

Network



SCIECA Newsletters

[2014 January - March](#)

[2013 July - September](#)

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2015 Monthly Webinar Series - Bundle of 12

[VIEW REGISTRATIONS](#) [TELL A FRIEND](#)

2015 Monthly Webinar Series - Bundle of 12 3/18/2015

When: Third Wednesday of every month
3:00 to 4:00 p.m. Eastern time

Contact: Debra Goeks
info@apbp.org
 Phone: [262-228-7025](tel:262-228-7025)

REGISTRATION INFORMATION

Online registration is closed.

- [View the 68 people who have already registered](#)

DETAILS

Register here for a full year of APBP's monthly webinars
 Buy a Bundle of 12 webinars for the price of 10! (~~\$600~~ \$500)

Webinars take place the third Wednesday of each month, at 3:00 p.m. Eastern time.

Regular participants at APBP's monthly webinars know that they're a great way to bring stakeholders, colleagues and clients together to explore bicycle and pedestrian issues and build support for active transportation. Plus, the webinars offer training credits that may meet your professional accreditation requirements.* And with our generous discount structure, the more sessions you buy, the more you save.

The 2015 schedule includes these topics (session details and speakers subject to change without notice).

Jan 21	Level of Service for Pedestrians and Cyclists - <i>Registration includes a link to the recording of this session</i>
Feb 12	New Tools for Estimating Walking and Bicycling Demand
Mar 18	Pedestrian and Bicycle Counting Programs
Apr 15	Legal Rights and Issues for Pedestrians and Bicyclists
May 20	Law Enforcement Strategies to Improve Pedestrian and Bicyclist Safety
Jun 17	First Mile / Last Mile Connections to Transit
Jul 15	Health in All Policies
Aug 19	Streetscape Design to Improve Walking and Bicycling
Sep 16	Shared Streets, Slow Streets
Oct 21	Tactical Urbanism
Nov 18	Ebike Boxes
Dec 16	The Best Guides and Manuals You've Never Heard Of

Individual webinars cost \$50 per session for APBP members (non-members pay \$85)

You are purchasing a site license. This means that an unlimited number of people may view the webinar at your site. Each site license includes one internet connection, one phone connection (toll charges apply, or use VoIP), one set of handouts for unlimited attendees in the same location, and access to the recording. (You may be required to download free software from Citrix GoToMeeting in order to participate in the webinar.) Access information will be e-mailed to the address on the registration form one week in advance of each webinar.

*APBP applies to the AICP for Certification Maintenance credits for each webinar. We also provide a certificate of attendance for people who track their professional development hours.

Thanks to these businesses that sponsor APBP's webinar program every month:

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Latest News [more](#)

4/27/2015
This Week at APBP: April 27

4/20/2015
This Week at APBP: April 20

4/15/2015
Washington Chapter Hosts
Seattle Bike Tour + Happy Hour

Calendar [more](#)

4/29/2015
Active Transportation Funding
and the Next Transportation Bill

5/12/2015
U.S. Federal Policy Briefing

5/20/2015
Law Enforcement Strategies to
Improve Pedestrian and Cyclist
Safety

6/17/2015
First Mile / Last Mile Connections
to Transit

7/14/2015
U.S. Federal Policy Briefing



Local Government Project Procedures Training

Non-TxDOT Employee Training Catalog

[Home](#) > [Inside TxDOT](#) > [Divisions](#) > [Human Resources](#)

Local Govnmt Proj Procedures

DESCRIPTION: This course is based on the Texas Department of Transportation's (TxDOT's) Local Government Project Procedures (LGPP). These procedures include Local Government and TxDOT oversight and compliance assurance responsibilities for the various combinations of funding sources, highway systems, and project delivery methods. In the LGPP, a local government includes municipalities, counties, Regional Mobility Authorities, local Toll Authorities, and private entities. The LGPP serves as a guide to assist the Local Government in identifying regulatory requirements, assist in determining which state and federal regulatory requirements apply, and specific actions needed by the Local Government and TxDOT. TxDOT employees who oversee locally administered projects will need to attend the course as well. TxDOT's Advanced Funding Agreements with local entities require that the local entity assign an individual "qualified" through this training be assigned to the locally administered projects. This qualified person may be an employee of the local entity or their consultant. This course is offered by the Texas Engineering Extension Service (TEEX) through a Local Technical Assistance Program (LTAP) funded by TxDOT. **NOTE: No fee is required for local government entities or their consultant.**

Objectives: Upon completion of this course, participants will be able to:

1. Describe the roles and responsibilities of TxDOT staff and local entities on LGPP projects.
2. Assess the level of awareness and compliance with federal and state regulatory requirements.
3. Manage a locally let project in compliance with LGPP processes.
4. Describe the resources available to a person involved with the LGPP process.
5. Describe the laws, regulations and processes involved with the LGPP process.

TRAINING CODE: CONS12

OLD TRAINING CODE:

COURSE DURATION (in hours): 12.00

AUDIENCE: TxDOT personnel and local government or their consultant's employees responsible for project oversight.

PREREQUISITES:

AGENDA: First Day, 8:00 a.m. - 5:00 p.m. Second Day, 8:00 a.m. - Noon

MIN-MAX NO. OF STUDENTS: 10-18




COURSE CEU: 0.0

COST: 150.00

CONTACT: Richmond, Angela K

PHONE: 512/486-5419

Adobe Illustrator CC: Part 1

Will Run	Learning Method	Campus	Start Date	End Date	Days	Time	Vendor Subsidy	MSRP	Register
	OLL	ALL	5/4/2015	5/4/2015	Mon	8-4 Central	None	\$500.00	 

Course Outline

Course Duration: 1 day

Overview: This course covers the Graphic Design & Illustration Using Adobe Illustrator CC objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives.

- **LESSON 1 - INTRODUCING ILLUSTRATOR CC**
 - Apply Design Principles, Elements, and Graphics Composition
 - Evaluate Graphics Scalability
 - Navigate the User Interface
 - Customize the User Interface

- **LESSON 2 - CREATING DOCUMENTS CONTAINING BASIC SHAPES**
 - Create Documents
 - Save Documents
 - Draw Basic Shapes

- **LESSON 3 - CREATING DOCUMENTS CONTAINING CUSTOMIZED PATHS**
 - Draw Paths
 - Modify Paths

- **LESSON 4 - CREATING GRAPHICS CONTAINING CUSTOMIZED TEXT**
 - Insert Text
 - Apply Flow Text Along a Path
 - Insert Bounded and Threaded Text
 - Apply Text Styles
 - Insert Typographical Characters




- **LESSON 5 - CUSTOMIZING OBJECTS**
 - Import, Place, and Link Graphics
 - Alter the Appearance of Objects

- **LESSON 6 - CUSTOMIZING BASIC SHAPES**
 - Apply Strokes and Brushes
 - Fill Shapes
 - Apply Graphics Styles
 - Distort Text with Text Envelopes

- **LESSON 7 - PREPARING DOCUMENTS FOR DEPLOYMENT**
 - Update Text
 - Wrap Text
 - Hyphenate Text
 - Optimize Content for Print
 - Optimize Content for the Web
 - Optimize Content for PDF Documents

Outline:

Adobe Illustrator CC: Part 2

Will Run	Learning Method	Campus	Start Date	End Date	Days	Time	Vendor Subsidy	MSRP	Register
	OLL	ALL	10/2/2015	10/2/2015	Fri	8-4 Central	None	\$500.00	 

Course Outline

Course Duration: 1 day

Overview: In this course, students will use painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing, and prepare graphics for the web.

Prerequisite Courses:

- [Adobe Illustrator CC: Part 1](#)
- [Using Microsoft Windows 8.1](#)

- **LESSON 1 - DRAWING COMPLEX ILLUSTRATIONS**

- Apply the Grid, Guides, and Info Panel
- Combine Objects to Create Complex Illustrations
- Organize Artwork with Layers
- Create a Perspective Drawing
- Trace Artwork

- **LESSON 2 - ENHANCING ARTWORK USING PAINTING TOOLS**

- Paint Objects Using Fills and Strokes
- Paint Objects Using Live Paint Groups
- Paint with Custom Brushes
- Add Transparency and Blending Modes
- Apply Meshes to Objects
- Apply Patterns

Outline:

- **LESSON 3 - CUSTOMIZING COLORS AND SWATCHES**

- Manage Colors
- Customize Swatches
- Manage Color Groups
- Adjust Color

- **LESSON 4 - FORMATTING TYPE**

- Set Character Formats
- Apply Advanced Formatting Options to Type

- **LESSON 5 - ENHANCING THE APPEARANCE OF ARTWORK**

- Apply Effects to an Object
- Create Graphic Styles
- Apply a Mask to an Object
- Apply Symbols and Symbol Sets

- **LESSON 6 - PREPARING CONTENT FOR DEPLOYMENT**

- Prepare Artwork for Printing

- Prepare Transparency and Colors for Printing

- Create Slices and Image Maps

- Save Graphics for the Web

- Prepare Documents for Video

- Prepare Files for Other Applications

- **LESSON 7 - SETTING PROJECT REQUIREMENTS**




- Identify the Purpose, Audience, and Audience Needs

- Determine and Evaluate Standard Copyright Rules for Artwork, Graphics, and Graphics Use

- Determine and Evaluate Project Management Tasks and Responsibilities

Microsoft Project Training

Project 2010 - Level 1

Will Run	Learning Method	Campus	Start Date	End Date	Days	Time	Vendor Subsidy	MSRP	Register
	OLL	ALL	9/24/2015	9/24/2015	Thu	8-4 Central	None	\$400.00	 

Course Outline

Course Duration: 1 day

Overview: In this course, students will create and manage a project schedule using Microsoft® Project 2010.

- **LESSON 1 - GETTING STARTED WITH MICROSOFT PROJECT**

- Explore the Microsoft Project 2010 Environment
 - Display an Existing Project Plan in Different Views

- **LESSON 2 - CREATING A PROJECT PLAN**

- Create a Project Plan
 - Assign a Project Calendar
 - Add Tasks to a Project Plan
 - Enter the Task Duration Estimates
 - Add Resources to a Project Plan

- **LESSON 3 - MANAGING TASKS IN A PROJECT PLAN**

- Outline Tasks
 - Link Dependent Tasks
 - Set Task Constraints and Deadlines
 - Add Notes to a Task
 - Add a Recurring Task

Outline:

- **LESSON 4 - MANAGING RESOURCES IN A PROJECT PLAN**

- Create a Resource Calendar
 - Assign Resources to Tasks
 - Enter Costs for Resources
 - Resolve Resource Conflicts

- **LESSON 5 - FINALIZING A PROJECT PLAN**

- Shorten a Project Using the Critical Path
 - Set a Baseline
 - Print a Project Summary Report

2015 ANNUAL CONFERENCE AND EXPOSITION



REGISTRATION FORM

Please type or print clearly all applicable information requested below. Information following asterisks (*) will appear on your Conference badge. Please make a copy for your records.

If you require hotel accommodations, please complete the Hotel Reservation Form.

*Last Name

*First Name

*Title

*Nick Name (ie: Buddy, Cindy, Joe, etc.)

*County/Organization

ADDRESS:

*City

*State Zip Code

Phone Cell

RECEIVE TEXT MESSAGE UPDATES DURING THE CONFERENCE

Fax

Email

OPT OUT. Please check if you do not want your information shared.

● Conference Tote Bag

Please indicate if you would like to receive a Conference Bag and one will be ordered for you.

Yes, I would like to receive one. No thank you.

● Dietary Restrictions

Please let us know if you have any of the following dietary needs:

Gluten Free Vegan
 Vegetarian Low Sodium

List any Allergies:

● New to NACo?

(Please check any of the statements below that apply to you.)

My county is a new NACo member.

This is my first NACo Conference.

I am a member of the affiliate.

● Family/Guest Information (if applicable)

Spouse/Guest and Youth registration fees include admission to all General Sessions, the Conference Celebration Event, the Exhibit Hall.

Spouse/Guest* Full Name

* If you are a County or Corporate employee, you may not register as a guest or spouse.

Youth(s) Full Name

Conference Tote Bag for Spouse/Guest

Yes, they would like to receive one. No thank you.

Office Use Only

Date Received: Total:

Check #: Date Entered:

Amount of Check:

Entered by:

● Registration Fees (check box that applies)

If you plan on attending the Sunday, July 12 Awards Luncheon, an additional fee of \$15 will apply, so be sure to check the box next to the registration fee with the Luncheon added.

	Early Bird (Fax/Mail) Postmarked by 5/29	Advance (Fax/Mail) 5/30-7/9	On-Site Charlotte, NC
NACo Board of Directors	<input type="checkbox"/> \$515	<input type="checkbox"/> \$540	<input type="checkbox"/> \$650
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$530	<input type="checkbox"/> \$555	<input type="checkbox"/> \$665
NACo County Member	<input type="checkbox"/> \$515	<input type="checkbox"/> \$540	<input type="checkbox"/> \$650
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$530	<input type="checkbox"/> \$555	<input type="checkbox"/> \$665
State Association of Counties Staff	<input type="checkbox"/> \$515	<input type="checkbox"/> \$540	<input type="checkbox"/> \$650
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$530	<input type="checkbox"/> \$555	<input type="checkbox"/> \$665
NACo Corporate Member	<input type="checkbox"/> \$515	<input type="checkbox"/> \$540	<input type="checkbox"/> \$650
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$530	<input type="checkbox"/> \$555	<input type="checkbox"/> \$665
County Non-Member	<input type="checkbox"/> \$740	<input type="checkbox"/> \$765	<input type="checkbox"/> \$850
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$755	<input type="checkbox"/> \$780	<input type="checkbox"/> \$865
Corporate Non-Member	<input type="checkbox"/> \$765	<input type="checkbox"/> \$815	<input type="checkbox"/> \$900
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$780	<input type="checkbox"/> \$830	<input type="checkbox"/> \$915
Government	<input type="checkbox"/> \$565	<input type="checkbox"/> \$615	<input type="checkbox"/> \$770
(Federal or State employees only)			
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$580	<input type="checkbox"/> \$630	<input type="checkbox"/> \$785
Spouse/Guest	<input type="checkbox"/> \$150	<input type="checkbox"/> \$170	<input type="checkbox"/> \$180
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$165	<input type="checkbox"/> \$185	<input type="checkbox"/> \$195
Youth	<input type="checkbox"/> \$150	<input type="checkbox"/> \$170	<input type="checkbox"/> \$180
<i>Luncheon Fee Added</i>	<input type="checkbox"/> \$165	<input type="checkbox"/> \$185	<input type="checkbox"/> \$195
Working Press (Editorial Staff ONLY)	<input type="checkbox"/> Complimentary		

Sub-total

\$

● Additional Conference Celebration Event Tickets

(1 ticket is included with your registration fee). You may purchase additional tickets for the Conference Celebration Event on Monday, July 13 for \$50 each for non-registered guests.

of Tickets: @ \$50 each. Sub-Total for Extra tickets: \$.....

● NEXTGEN Community Service Project

July 10, 2015 • 9:00 a.m. – 11:00 a.m.

of Volunteers: @ \$25 each. Sub-Total for Volunteer Project: \$.....

● Advance Leadership Training: Creating Working Relationships that are Effective

July 12, 2015 • 8:30 a.m. – 12:00 p.m.

Yes, I would like to attend this session (\$50)

Sub-Total for Training Session: \$.....

● NACo Technology Innovation Summit – Available for County Attendees ONLY

July 10, 2015 • 8:00 a.m. – 5:00 p.m.

(no additional fee required)

Yes, I would like to attend this session at no-charge.

Total Registration and Ticket Fees

\$

● Special Services (check if applicable)

Yes, I will require special assistance.



Please let us know your requirements by attaching a separate sheet of paper outlining your needs.

● Payment Method (select one)

Check PO American Express Visa MasterCard Discover

Card Number..... Exp. Date

Cardholder's Name

Signature

Your signature authorizes NACo to charge your credit card for the total amount due.

Payment Policy: Conference registration fee must accompany this form. Send check or company purchase order, made payable to the National Association of Counties, to the Conference Registration Center at the address listed below. A purchase order will only HOLD a registration. All fees must be paid in full in order to obtain your badge and registration materials at the conference

Cancellation Policy: See NACo Website for more information.

Please return your completed conference registration form to:

NACo Conference Registration Center
 PO Box 79007 / Baltimore, MD 21279-0007

Or fax your completed forms to: (866) 741-5129 • On-line Registration at: www.naco.org
 Questions? Please call: (202) 942-4292 or email: nacomeetings@naco.org

2015 NACo Annual Conference and Exposition
Preliminary Schedule
As of March 12, 2015

Schedule is subject to change. All events will take place at the Charlotte Convention Center unless otherwise noted.

Friday, July 10

7:30 a.m. – 5:00 p.m.
Registration

8:00 a.m. – 5:00 p.m.
Steering Committee, Subcommittee and Affiliate Meetings
All delegates are welcome to attend any NACo Steering or Sub-Committee meeting.

8:30 a.m. – 5:00 p.m.
Technology Innovation Summit
Advance registration required.

9:00 a.m. – 11:00 a.m.
Next Generation NACo Community Service Project

Next Generation NACo is planning a service project as part of the 2015 NACo Annual Conference & Exposition.

This year's service project is for the Safe Alliance Domestic Violence Shelter. Their Mission is to provide hope and healing for people in crisis through a variety of programs and services:

- Safe Alliance assists over 20,000 people annually throughout their geographic footprint that includes offices in Cabarrus County, Charlotte, Lake Norman and Union County. They also reach thousands more through our educational and prevention programs as well as institutional advocacy efforts.
- Safe Alliance is a United Way of the Central Carolinas member agency.
- The Charlotte Domestic Violence/Safe Alliance shelter has 80 beds and is located on a 5-acre site in Charlotte and their 40,000 square foot facility has state-of-the art security.
- With an increase in capacity, Safe Alliance can now offer longer stays for their clients. The shelter space includes: 10 emergency units and 19 apartment – style units, counseling rooms, conference rooms, kitchen/dining room, children's spaces, donation room, health clinic, laundry and job training center.
- In addition to emergency and transitional accommodations, Safe Alliance offers safety planning, trauma counseling, support groups, case management, child care, legal advocacy and representation, help with addiction issues, life skills training, health care and career planning services.

NACo volunteers will perform various cleaning tasks at the domestic violence shelter building such as sweeping dormitories, cleaning bathrooms, changing trash, sweeping and mopping cafeteria and other duties.

The fee to participate is \$25 – and the maximum number of volunteers is 25. Please sign up early and spend time with your colleagues while giving back to the community of Charlotte. Registration is open to all NACo attendees.

Transportation will be provided from the Charlotte Convention Center to the shelter.

Friday, July 10

3:00 p.m. – 4:00 p.m.

New Member Orientation/ First Time Conference Attendees Reception

4:00 p.m. – 5:30 p.m.

Exhibit Hall Reception

Open to all Exhibitors and Attendees! Stroll the exhibit hall aisles and get an advance look at the suppliers showcasing their products and services.

Saturday, July 11

7:30 a.m. – 5:00 p.m.

Registration

9:00 a.m. – 3:00 p.m.

Exhibit Hall Open

Includes Exhibit Hall Lunch

8:00 a.m. – 3:00 p.m.

Steering Committee, Subcommittee and Affiliate Meetings

All delegates are welcome to attend any NACo Steering or Sub-Committee meeting.

9:30 a.m. – 10:30 a.m.

Peer Roundtable Discussion in the Exhibit Hall

1:30 p.m. – 2:30 p.m.

Peer Roundtable Discussion in the Exhibit Hall

3:30 p.m. – 5:00 p.m.

Opening General Session

5:00 p.m. – 7:00 p.m.

State Association and Affiliate Meeting/Reception Block

Sunday, July 12

7:30 a.m. – 4:00 p.m.

Registration

7:30 a.m. – 8:30 a.m.

Non-Denominational Worship Service

7:30 a.m. – 9:00 a.m.

State Association and Affiliate Meeting Block

8:30 a.m. – 12:00 p.m.

Exhibit Hall Open

Includes Continental Breakfast

Sunday, July 12 Cont.

9:00 a.m. – 12:00 P.m.

Concurrent Educational Sessions

9:00 a.m. – 1:00 p.m.

Advance Leadership Training: Building Effective Working Relationships

Effective relationships are essential to the success of local elected officials. Imagine how much more effective your relationships would be if you really understood how other people see things...and could put this awareness into practice. It would be like having an instruction manual for relating with your colleagues! NACo has developed a leadership program with this in mind, just for you!

Are you looking to improve teamwork, develop leaders, support change management, improve relationships and resolve conflicts? Then you should plan to attend the **Advance Leadership Training at the 2015 NACo Annual Conference!** The Strength Deployment Inventory (SDI) is a practical and useful self-awareness inventory that increases relationship effectiveness. It is a life inventory based on relationship awareness theory, a validated self-assessment tool that delivers proven business and personal outcomes by decreasing the underlying conflicts that diminish relationships.

Please see the Registration Form to sign-up for this session. An additional fee is required.

12:30 p.m. – 2:30 p.m.

Awards Luncheon Program

Advance registration and an additional \$15 fee required.

2:45 p.m. – 4:00 p.m.

Concurrent Educational Sessions

Monday, July 13

8:00 a.m. – 2:00 p.m.

Registration

8:00 a.m. – 9:15 a.m.

Concurrent Educational Sessions

9:30 a.m. – 11:00 a.m.

Election of Officers and Business Meeting

11:15 a.m. – 12:00 p.m.

NACo Regional Meetings

12:45 p.m. – 1:15 p.m.

New NACo Board of Directors Organizational Meeting

1:45 p.m. – 3:15 p.m.

Closing General Session

Monday, July 13 Cont.

6:30 p.m. – 9:00 p.m.

Conference Celebration Event

NASCAR Hall of Fame and Crown Ballroom

The NASCAR Hall of Fame will be *revving* to go for the beginning of a memorable evening. Grab a beverage as you wind your way thru the 150,000 square foot facility dedicated to the history and heritage of NASCAR. This high-tech venue is designed to educate and entertain race fans and non-fans alike, and includes artifacts, interactive exhibits and more! Your next *pit stop* will be the Crown Ballroom – the newest addition to the Charlotte Convention Center. Here you will experience culinary delights, visual delights and audio delights while we celebrate the end to the 80th NACo Annual Conference!



COURSE NUMBER

FHWA-NHI-130055

COURSE TITLE

Safety Inspection of In-Service Bridges

NOTE: This course was updated in 2012 and now contains mandatory prerequisite requirements for participants and host requirements in preparation for the field exercises. See details below.

This course is based on the 2012 FHWA "Bridge Inspector's Reference Manual (BIRM)" and provides training on the safety inspection of in-service highway bridges. The course includes two virtual bridge inspection exercises* facilitated using NHI's virtual bridge inspection computer-based training (CBT) technology; instruction on critical findings, their identification and response; curriculum on the American Association of State Highway and Transportation Officials element level inspection approach; and activities that maximize participant engagement throughout the course. This course does not go into depth on fracture critical, underwater, or complex bridge inspections. Other specialty courses, 130078 Fracture Critical Inspection Techniques for Steel Bridges and 130091 Underwater Bridge Inspection, cover these topics.

Participants will be asked to complete mid-term and end-of-course assessments each with a cumulative score of 70% or better to successfully complete the course and receive a certificate of completion. The sponsoring agency/State may monitor the examinations and retain the scores to qualify or certify bridge inspectors. Satisfactory completion of this course will fulfill the comprehensive bridge inspection training requirements of the National Bridge Inspection Standards. Note: Many States have additional requirements to become a bridge inspection team leader.

Participant Prerequisite Requirement: ALL participants must have met one of the three prerequisite requirements for participation in this course** and bring a course completion certificate bearing their name to the first day of the class. The passing score for all prerequisites is 70% or better. Individuals have the option to complete one of the following three prerequisite requirements: 1) 130054 Engineering Concepts for Bridge Inspectors, a 5-day Instructor-led course; 2) 130101 Introduction to Safety Inspection of In-Service Bridges, a 14-hour Web-based training and assessment; and/or 3) 130101a Prerequisite Assessment for Safety Inspection of In-Service Bridges, a Web-based assessment.

Host Requirements: Hosts must provide a training room large enough to accommodate at least 30 participants as well as the 15 NHI virtual bridge laptops that will be used for the virtual bridge exercises. Additionally, the host must ensure that ALL students have successfully met the prerequisite requirement** and have a valid course completion certificate for one of the three prerequisite options.

*Alternatively, the State can exercise the option to request to have a physical field trip in lieu of one or both virtual bridge exercises. If this option is exercised, the host/sponsoring agency is required to provide transportation for course participants to attend the field trip portion of this course at the host/sponsoring agency's own expense. The host must coordinate with the instructor to identify bridges for inspection during the field trip exercises, in advance of the course delivery.

**Please note: prerequisite must be completed within two years of the course start date. Additionally, it is recommended that prior to attending this course participants spend some time in the field, at bridge inspection sites, but not required.

OUTCOMES

Upon completion of the course, participants will be able to:

- Discuss the duties and responsibilities of a bridge inspector and define inspection concepts including personal and public safety issues associated with bridge inspections
- List the inspection equipment needs for various types of bridges and site conditions
- Describe, identify, evaluate, and document the various components and deficiencies that can exist on bridge components and elements
- List design characteristics and describe inspection methods and locations for common concrete, steel, and timber structures
- Identify and evaluate the various culvert and waterway deficiencies
- Discuss the need to inspect underwater portions of bridges
- Describe nondestructive evaluation methods for basic bridge materials
- Demonstrate how to field inspect and evaluate common concrete, steel, and timber bridges

TARGET AUDIENCE

Federal, State, and local highway agency employees; and consultants involved in inspecting bridges or in bridge inspection management and leadership positions. A background in bridge engineering is strongly recommended. All participants must successfully complete (score 70% or better) one of the following three prerequisite requirements within two years prior to attending this training: 1) 130054 Engineering Concepts for Bridge Inspectors ; 2) 130101 Introduction to Safety Inspection of In-Service Bridges ; or 3) 130101a Prerequisite Assessment for Safety Inspection of In-Service Bridges .

TRAINING LEVEL: Intermediate

FEE: 2015: \$1800 Per Person; 2016: \$1800 Per Person

LENGTH: 10 DAYS (CEU: 6.7 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

NHI Customer Service: (877) 558-6873 • nhicustomerservice@dot.gov



All events scheduled to take place at the Hilton Downtown Austin, Texas

Wednesday | January 14, 2015

3:00 p.m. – 7:00 p.m.	REGISTRATION	4th Floor Pre-Function
5:30 p.m. - 7:30 p.m.	OPENING RECEPTION	6th Floor Austin Grand Ballroom

Thursday | January 15, 2015

7:00 a.m. – 6:00 p.m.	REGISTRATION	4th Floor Pre-Function
7:00 a.m.	COFFEE AND NETWORKING	6th Floor Pre-Function
7:30 a.m. – 8:45 a.m.	OPENING BREAKFAST	6th Floor Austin Grand Ballroom

Road Hand Award

Russell Perry Award

The State of Transportation in Texas

Ted Houghton, Chair, Texas Transportation Commission

John A. Barton, P.E., Deputy Executive Director, Texas Department of Transportation

9:00 a.m. - 11:30 a.m.	GENERAL SESSION I	4th Floor Governors Ballroom
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The Transformation of Texas: 1950 to 2050

Lloyd Potter, Ph.D., State Demographer, State of Texas

Highway Trust Fund: Boom to Bust!

The Honorable Earl Blumenauer, U.S. Congressman, Oregon

Outlook for the 84th Texas Legislative Session

The Honorable Robert Nichols, State Senator, Texas

KEYNOTE ADDRESS: The Next 100 Years

George Friedman, Ph.D., Author/Futurist, Chairman, Stratfor

12:00 p.m. - 1:00 p.m.	LUNCH	6th Floor Austin Grand Ballroom
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Governor Rick Perry Leadership in Transportation Award

KEYNOTE INTERVIEW

Elon Musk, CEO and Chief Product Officer, Tesla Motors

Evan Smith, CEO and Editor-in-Chief, The Texas Tribune

1:20 p.m. – 3:20 p.m.	GENERAL SESSION II	4th Floor Governors Ballroom
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TechDOT: Innovation as an Agent for Transportation Transformation

Moderator:

Darran Anderson, Chief Strategy and Innovation Officer,
Texas Department of Transportation

Panelists:

Ray Almgren, V.P. of Marketing, National Instruments

Paige Fitzgerald, Waze Manager, Google

Rob Spillar, P.E., Director of Transportation, City of Austin

Boomers to Millennials...Oh My!

Barbara Gannon, Ph.D., Psychologist and Principal, GannonConsult



Caution or Chaos: Connected and Autonomous Vehicles

Moderator:

Todd Humphreys, Ph.D., Assistant Professor, Aerospace Engineering and Engineering Mechanics, The University of Texas at Austin

Panelists:

Jason Cardwell, Director of Sales, AT&T

John Maddox, P.E., Director, University of Michigan Transportation Research Institute

Mark Worman, Manager, Personal & Commercial Lines Form Filing Program, Texas Department of Insurance

3:20 p.m. – 3:40 p.m.	NETWORKING BREAK	4th Floor Pre-Function
3:40 p.m. – 5:30 p.m.	GENERAL SESSION II	4th Floor Governors Ballroom

Texas Energy Sector: Fueling the Future of America!

Moderator:

Jennifer Hiller, Staff Writer, San Antonio Express News

Panelists:

Mark Berg, Executive Vice-President, Pioneer Natural Resources

The Honorable Byron Dorgan, Senior Fellow, Bi-Partisan Policy Center

John Esparza, President and Chief Executive Officer, Texas Trucking Association

The Honorable Todd Staples, President, Texas Oil & Gas Association

High Speed Rail: Can it be a Game Changer for the Lone Star State?

Moderator:

Bill Meadows, Chairman, Commission for High-Speed Rail, Dallas/Ft. Worth Region

Panelists:

The Honorable Robert Eckels, President, Texas Central Railway

P. Michael Reininger, President and Chief Development Officer, All Aboard Florida

Dan Richard, Chair, California High-Speed Rail Authority

Russell Zapalac, P.E., Chief Planning/Project, Officer, Texas Department of Transportation

6:00 p.m. – 8:00 p.m.	NETWORKING RECEPTION HOSTED BY HNTB	6th Floor
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Friday | January 16, 2015

7:30 a.m.	REGISTRATION	4th Floor Pre-Function
7:30 a.m.	COFFEE AND NETWORKING	6th Floor Pre-Function
8:00 a.m. - 10:00 a.m.	KEYNOTE BREAKFAST	6th Floor Austin Grand Ballroom

KEYNOTE ADDRESS

The Honorable Glenn Hegar, Comptroller, State of Texas

“20 Years: Driving Texas’ Transportation Initiatives”

Ted Houghton, Chair, Texas Transportation Commission - 12 years of service

Fred Underwood, Commissioner, Texas Transportation Commission - 8 years of service

Program is subject to change without notice.

The opinions and views represented by speakers and panelists are not endorsed or approved by the Texas Department of Transportation.



**Ray Almgren, V.P. of Marketing,
National Instruments**

Ray Almgren, Vice President of Marketing, leads teams responsible for marketing the corporate brand, NI LabVIEW, and educational products.

Since joining NI in 1987, Almgren has held positions across marketing and R&D focusing on growing the use and adoption of LabVIEW, the heart of the NI design platform.

Almgren evangelizes the importance of science, technology, engineering, and math (STEM) education as chairman of the For Inspiration and Recognition of Science and Technology (FIRST) in Texas board and member of the National FIRST Executive Advisory Board. Almgren is also a member of engineering advisory boards including The University of Texas at Austin, Southern Methodist University, and Tufts University.

Almgren holds a bachelor's degree in electrical engineering from the University of Texas at Austin.



**Darran Anderson, Chief Strategy
and Innovation Officer, Texas Department
of Transportation**

Darran Anderson serves as Chief Strategy and Innovation Officer.

Anderson's duties include leadership and strategic direction for the innovation and continuous improvement of people, processes and technology of the agency. He is a Project Management Professional, a former consultant for a large business and a program manager for a small business, as well as a retired U.S. Army officer.

Anderson has 26 years' experience in leadership, staff operations, training, tests, experimentation, and modeling and simulation. He served as an Artillery officer both at Fort Bliss and Fort Hood, and participated in Operations Desert Storm and Iraqi Freedom, among other assignments. In his specialty of modeling and simulations, he has overseen simulation-driven tests, experiments, exercises and unit mission rehearsals; coordinated architecture and systems development; initiated the innovative design and development of several training systems; and managed programs, strategic policies and resources for the construction of Mission Training Complexes across the Army, and their related manning, equipping and sustainment. He most recently worked at the U.S. Army Night Vision and Electronic Sensors Directorate, Modeling and Simulations Division where he supported program management and strategic planning and engagement across DoD.

Anderson is a native Texan and earned a bachelor's degree in government from the University of Texas at Austin.



**Jeff Austin III, Commissioner,
Texas Transportation Commission**

Jeff Austin III is a member of the Texas Transportation Commission, which oversees statewide activities of the Texas Department of Transportation. He was appointed commissioner by Gov. Rick Perry on Oct. 20, 2011.

Austin is vice chairman of Austin Bank and Texas NA. He is a board member of First State Bank in Athens, and of Capital Bank in Houston, and a past president of First State Bank in Frankston. He is a board member and past chair of the Texas Bankers Association, a member of the American Bankers Association Government Relations Committee and the Bank CEO Network, an executive committee member and past director of the Texas Lyceum, and a board member and a past president and scoutmaster of the East Texas Area Council of Boy Scouts.

He was the presiding officer of the North East Texas Regional Mobility Authority, and board chair of the Tyler Area Chamber of Commerce. He is also a past board member of the Bob Bullock History Museum, the Tyler Economic Development Corporation, the Better Business Bureau of East Texas, the University of Texas Tyler Business School Advisory Board, the University of Texas Tyler Health Center Development Board, and the Trinity Mother Frances Hospital Foundation.

Austin received a bachelor's degree and a master's degree in Business Administration from the University of Texas at Tyler, and is a graduate of the Southern Methodist University Southwestern Graduate and Intermediate Schools of Banking, and the Harvard Business School Advanced Management Program. Austin has two daughters and resides in Tyler.



**John Barton, P.E., Deputy Executive
Director, Texas Department of
Transportation**

John Barton is the Deputy Executive Director of the Texas Department of Transportation (TxDOT). In this role he provides executive control and oversight of all TxDOT operations and the management and operation of the state's transportation system. These responsibilities include the development and administration of policies, programs and operating strategies for TxDOT. He is charged with ensuring Texas' transportation system is constructed and maintained in the most cost-effective manner

and address the state's growing safety, mobility and reliability needs.

Barton graduated with honors with a Bachelor of Science Degree in Civil Engineering from Texas A&M University in 1986.



**Mark Berg, Executive Vice-President,
Pioneer Natural Resources**

Mr. Berg was elected the Company's Executive Vice President, Corporate in May 2014, and prior to that, he served as Executive Vice President and General Counsel since April 2005. Before joining the Company, Mr. Berg served as Executive Vice President, General Counsel and Secretary of American General Corporation, a Fortune 200 diversified financial services company, from 1997 through 2002. Subsequent to the sale of American General to American International Group, Inc., Mr. Berg joined Hanover Compressor Company as Senior Vice President, General Counsel and Secretary. He served in that capacity from May 2002 through April 2004.

Mr. Berg began his career in 1983 with the Houston-based law firm of Vinson & Elkins L.L.P. He was a partner with the firm from 1990 through 1997. Mr. Berg graduated Magna Cum Laude and Phi Beta Kappa with a Bachelor of Arts degree from Tulane University in 1980. He earned his Juris Doctorate with honors from The University of Texas Law School in 1983.



**The Honorable Earl Blumenauer,
U.S. Congressman, Oregon**

A lifelong resident of Portland, Oregon, Congressman Earl Blumenauer (OR-3) has devoted his entire career to public service.

While still a student at Lewis and Clark College, he spearheaded the effort to lower the voting age both in Oregon and at the national level. He was elected to the Oregon Legislature in 1972, where he served three terms and Chaired the House Education and Revenue Committee in 1977-78. In 1978, he was elected to the Multnomah County Commission, where he served for eight years before being elected to the Portland City Council in 1986. There, his 10-year tenure as the Commissioner of Public Works demonstrated his leadership on the innovative accomplishments in transportation, planning, environmental programs and public participation that have helped Portland earn an international reputation as one of America's most livable cities.

Elected to the US House of Representatives in 1996, Mr. Blumenauer has created a unique role as Congress' chief

spokesperson for Livable Communities: places where people are safe, healthy and economically secure. From 1996 to 2007, he served on the Transportation and Infrastructure Committee, where he was a strong advocate for federal policies that address transportation alternatives, provide housing choices, support sustainable economies and improve the environment. He was a member of the Foreign Affairs Committee from 2001 to 2007, and vice-chair of the Select Committee on Energy Independence and Global Warming from 2007 to 2010.

He is currently a member of the Budget Committee and Ways and Means Committee and the subcommittees on Health and Trade.

Congressman Blumenauer's academic training includes undergraduate and law degrees from Lewis and Clark College in Portland.



Jason Cardwell, Director of Sales, AT&T

Jason Cardwell, Director of Sales, AT&T His responsibilities include leading company-owned retail stores and distribution planning in Austin, Corpus Christi, and surrounding areas. As a 23-year employee of AT&T in the wireless industry, Jason has extensive knowledge and experience in consumer and business sales, marketing and operations. Jason also serves as advisory board director here in Austin for Back on My Feet, a national non-profit focused on helping those experiencing homelessness achieve self-sufficiency. Jason was born and raised in Austin and is a graduate of Texas A&M University with a Bachelor of Science degree in Meteorology.



**The Honorable Byron Dorgan,
Senior Fellow, Bi-Partisan Policy Center**

U.S. Senator Byron L. Dorgan served as a Congressman and Senator for North Dakota for 30 years before retiring from the U.S. Senate in 2011. He served in the Senate Leadership for 16 years. He was Chairman of Senate Committees and Subcommittees on the issues of Energy, Aviation, Appropriations, Water Policy and Indian Affairs.

Senator Dorgan is active in his post Senate life teaching, speaking, consulting, writing and much more. He is a recognized leader in the policy areas of energy, economy and tax, aviation and transportation, trade, and Native American issues.

Senator Dorgan is a Visiting Professor at Georgetown University. He works part time as a Senior Policy Advisor with

the Washington DC Law Firm Arent Fox. He is also a Senior Fellow with the Bipartisan Policy Center, a Washington DC think tank, focusing primarily on energy issues.

The Senator is the author of four books. The first, a New York Times Bestseller book "Take this Job and Ship It," and a second book, "Reckless... How Debt, Deregulation and Dark Money Nearly Bankrupted America." He also co-authored two novels "Blowout" and "Gridlock."

Senator Dorgan has a Bachelors of Science degree from the University of North Dakota, and a Masters of Business Administration from the University of Denver.



The Honorable Robert Eckels, President, Texas Central Railway

Judge Robert Eckels' legal practice is built on a decades-long career in public service and leadership of the nation's third largest county.

Robert is recognized as a national leader in issues of transportation, public finance/public private partnerships, homeland security, the environment and health care.

He was the founding chairman of the Texas High Speed Rail and Transportation Corporation, a coalition of local governments, educational institutions and the private sector working to bring high speed rail to Texas. Robert left that organization in December of 2010 to accept a position as President of Lone Star High Speed Rail, LLC; a private enterprise seeking to build a high speed rail system linking the major metropolitan areas of Texas with true high speed rail service.

As County Judge of Harris County, he served as chair of the Harris County Toll Road Authority, a 500 lane mile toll road system that is the only county owned toll road system in the nation. He built partnerships with Houston METRO for the Westpark Toll Road which exceeded demand projections within weeks of completion and the Texas Department of Transportation with the Katy Freeway Managed Lanes Project which allowed years to be taken off the freeway construction schedule. With TxDOT and local jurisdictions, he built the Houston Transtar Transportation and Emergency Operations Center into a global model of interagency partnerships for transportation operations and sustained training and planning for disaster mitigation, response and recovery.

Judge Eckels received international recognition when Harris County responded to Hurricane Katrina and the floods, wind and storm surge that led to massive destruction and loss of life in New Orleans and the US Gulf Coast from Louisiana to Alabama. The Harris County Astrodome and Reliant Park

became the largest shelter operation in US history as over 250,000 residents of storm ravaged areas fled to the Houston region.

Judge Eckels, who was first elected as a state representative in his 20's, served six terms before being elected county judge - a role with executive, legislative and judicial functions for Harris County, which is home to nearly 4 million residents.



John D. Esparza, President and CEO Texas Trucking Association

John D. Esparza, a graduate of Texas Tech University in Lubbock and a sixth generation West Texas native, serves as president and CEO of Texas Trucking Association (TXTA) and Executive Director of Southwest Movers Association (SMA). TXTA, one of the largest trucking associations in the nation, was established in 1932 in Austin, while SMA got its start in 1917.

Prior to becoming TXTA president, Esparza served as senior advisor for Community Affairs to Texas Governor Rick Perry, focusing on political, policy and legislative issues.

Esparza currently serves on the Texas Tech University Board of Regents, appointed by Governor Rick Perry in February 2013. He is also a member of the National Board of Directors for the Texas Tech University College of Media and Communications.



Paige Fitzgerald, Waze Manager, Google

Paige Fitzgerald is the Manager of the Waze Connected Citizens Program, which connects cities and citizens to outsmart traffic together. The program launched in October 2014 in New York with 10 inaugural partners and has since expanded to over 20 participating DOTs and international municipalities. Before joining the Waze team at Google, Paige earned a joint MBA and Masters in Public Policy from Harvard Business School and Harvard Kennedy School. During graduate school Paige spent time both consulting with McKinsey & Company and growing a start-up social enterprise in New Delhi, India. Prior to graduate school, Paige spent six years working in the public sector in Washington, D.C., most recently helping to develop the US' international nuclear policy as a Special Assistant to the Deputy Secretary of Energy.



**George Friedman, Ph.D., Author/ Futurist,
Chairman, Stratfor**

George Friedman is the Chairman of Stratfor, a company he founded in 1996 that has become a leader in the field of global intelligence and geopolitical forecasting.

Dr. Friedman is the author of the best-selling books, "The Next Decade" and "The Next 100 Years," with his prescient predictions of the decline of the European Union and the rising tension between Russia and the West and their struggle over Ukraine and the borderland countries. Dr. Friedman's other books on warfare and intelligence include, "America's Secret War," "The Future of War" and "The Intelligence Edge." His next book, "Flashpoints: The Emerging Crisis in Europe" will be published in January 2015.

A very popular keynote speaker for his insights into the changing global scene, Dr. Friedman is in high demand at numerous conferences and industry-specific events in the United States and around the world.

Dr. Friedman received his Bachelor's degree from the City College of the City University of New York and holds a Ph.D. in Government from Cornell University.



**Dr. Barbara K. Gannon, Principal
GannonConsult**

Dr. Barbara Gannon, Principal of GannonConsult, is a leadership consultant and clinical psychologist with practical experience across the transportation sector.

She is highly respected for her dedication to the development of senior, mid-level, and emerging transportation professionals across the surface transportation sector and has trained over 1,500 transit, highway, and tolling professionals over the last 25 years. Currently, GannonConsult partners with Texas DOT and TTI to deliver the Texas Transit Leadership Initiative to train and support current and future Texas transit professionals. In addition, Dr. Gannon has directed national and regional courses for transit and highway leaders, including the IBTTA Leadership Academy. GannonConsult is currently developing a cross-modal professional development course for mid-level transportation professionals.

Dr. Gannon began her career in transit as an operations manager and general manager in Pennsylvania. She is a licensed clinical psychologist, having served as a Clinical Instructor in Psychology at the Harvard Medical School and

as a staff psychologist at Dana-Farber Cancer Institute. She served as Executive Vice President of the Eno Transportation Foundation from 2010 – 2012, where she developed their Center for Transportation Leadership. In 2014 the Conference of Minority Transportation Officials honored Dr. Gannon as a recipient of their Women Who Move The Nation award.

GannonConsult is a nimble consultancy that helps executives calibrate their strengths with the rigorous demands of their work. In addition to the development of individual transportation leaders, GannonConsult is called upon to facilitate difficult conversations and board retreats, and to provide focused consultation for strategic planning and capital construction project partnering sessions.



**Jennifer Hiller, Staff Writer, San Antonio
Express News**

Jennifer Hiller writes about the oil boom and its impact on communities for the San Antonio Express-News. She has worked at several newspapers across Texas, as well as at the Honolulu Advertiser and Arkansas Democrat-Gazette. Jennifer has won several state and national journalism awards and is a graduate of the University of Texas at Austin, where she received a degree in journalism.



**Ted Houghton, Chair,
Texas Transportation Commission**

Ted Houghton is chair of the Texas Transportation Commission, which oversees statewide activities of the Texas Department of Transportation.

Gov. Rick Perry appointed Houghton chair on Oct. 7, 2011. He was originally appointed to the commission in December 2003 and reappointed in February 2009.

A native of El Paso, Houghton is self-employed in the professional fields of financial services, executive benefits, and estate planning. He is the first resident of El Paso to serve on the commission.

Houghton has served on the School Land Board. He also served for eight years on the El Paso Water Utilities Public Service Board. For El Paso's Rapid Transit Board, he served as vice president, chair of the public relations and communications committee, and treasurer of the political action committee. He also served on the board of directors of the El Paso Electric Company and as president of the Sun Bowl Association. He was a member of the 1984 Los Angeles Olympic Committee.

Ted is married to Hettie Cardon Houghton and they have five children, Jennifer Houghton Lindsay, Cinco, John, Michael and Chris Houghton.



Todd Humphreys, Ph.D., Assistant Professor, Aerospace Engineering and Engineering Mechanics, The University of Texas at Austin

Dr. Humphreys specializes in the application of optimal estimation techniques to problems in satellite navigation, orbital and attitude dynamics, and signal processing. He directs the Radionavigation Laboratory at UT-Austin, where software-defined GPS receivers are developed as a platform for GPS technology innovation and study of the ionosphere and neutral atmosphere. His recent focus has been on defending against intentional GPS spoofing and jamming. In 2008 he co-founded Coherent Navigation, a startup that hardens GPS by, among other things, exploiting telephony signals from the Iridium satellite constellation. Dr. Humphreys joined the faculty of the Cockrell School of Engineering in Fall 2009.



Bob Kaufman, Chief Communications and Marketing Officer, Texas Department of Transportation

Mr. Kaufman is responsible for many internal and external communication functions for the agency, including Communications, Public Involvement, Travel Information, Public Strategies, Media Relations, Travel Services, Creative Services, Internal Communications, Travel Information Centers and Travel Publications.

Before joining TxDOT in 2012, Kaufman worked on Dell's corporate communications team, including leading Dell's corporate responsibility communications. Previously he supported Dell's global consumer business, managing public relations for North America and leading the global reviews team. Kaufman has also managed PR programs for Dell services and executive communications.

Prior to Dell, Kaufman was Director of Public Information for the Railroad Commission of Texas and led communications and media strategy for the state agency that regulates oil and gas production.

He was also a Washington, D.C.-based producer for "CBS This Morning" managing CBS's busiest assignment desk, and was a television producer and reporter in and around the Washington, D.C. area.



John Maddox, P.E., Director, University of Michigan Transportation Research Institute

John Maddox serves as the Assistant Director for the Mobility Transformation Center (MTC) at the University of Michigan, and as the Director of Collaborative Program Strategy at UMTRI.

For the MTC, Maddox is responsible for strategizing and implementing MTC's efforts on external affairs including government relations and stakeholder engagement, as well as overall program strategy. Maddox also leads MTC's efforts, along with MDOT, on the Southeast Michigan Initial Deployment; a deployment of nearly 20,000 connected vehicles and hundreds of miles of connected technology infrastructure on corridors across southeast Michigan.

As the Director of Collaborative efforts at the UMTRI, Maddox is responsible for identifying and coordinating research collaboration opportunities with federal and state governments, industry, and other academic organizations to tackle significant problems in transportation safety, the environment, and mobility that can be addressed best through collaborative research.

Mr. Maddox has an extensive background at the U.S. Department of Transportation and in the auto industry. From December 2008 to August 2012, Mr. Maddox served as the Associate Administrator for Vehicle Safety Research at the National Highway Traffic Safety Administration (NHTSA). He spearheaded all of NHTSA's research efforts, including Connected Vehicles, Automated Vehicles, Cybersecurity, Distraction, and others.

Before working at NHTSA, Mr. Maddox spent over five years with Volkswagen Group North America as Safety Compliance Officer, and fourteen years with Ford Motor Company as a senior research engineer and had multiple international assignments in product development, engineering design, and automotive safety.



Bill Meadows, Chairman, Commission for High-Speed Rail, Dallas/Ft. Worth Region

Ably combining a career in the insurance and finance industries with extensive public service, Bill Meadows has been actively involved in business, political and public realms and civic endeavors throughout his life. His accomplishments generally and specifically have improved the overall quality of life for citizens of Fort Worth, Tarrant County and Texas for nearly four decades.

Professionally, Bill began his career the mid-1970s after graduating from Southwestern University with a BA in history and studying further at Harlaxton Institute in Grantham, England. Returning to his native Fort Worth, he immediately went to work for The Rigg Group, Inc., a financial services and brokerage holding company. He held executive positions with the Wm. Rigg Co. Insurance division until the company's sale to Hub International in 2007. He was executive vice president and a part of The Rigg Group executive committee for nearly 30 years. He's currently Chairman Emeritus for Hub International Insurance Services.

Bill has also been an active board member of Summit Bancshares Inc. and its affiliates, with executive committee involvement from 1984 through 2006 when SBI was sold to Cullen Frost; he then served as an advisory board member for Frost for several years. Bill is also a member of or formerly has served on the boards of Liberty Bancshares, Inc.; First Choice Power, Inc./Texas New Mexico Power, and Integrated Transfer Systems, among others.

Bill's public involvement is wide-ranging, from current service on the board of DFW International Airport and the North Texas High Speed Rail Commission (for whom he is chairman) to former positions with the Texas Transportation Commission and board service for the Texas Water Development Board. He was elected to the Fort Worth City Council for four terms and served as mayor pro-tem during part of his tenure, worked for the board of the North Texas Tollway Authority as vice-chair, was a member of the planning group for Region C Water Planning, and was involved in committee service for advisory board at the airport and for the Tarrant Regional Water District. Bill was vice-chair of the City of Fort Worth Parks and Community Services Board, as well. He has been a tireless, involved member of the Fort Worth Stock Show and Rodeo board and Southwestern University's board of trustees.

As president of Fort Worth Country Day School's board of trustees, he headed their executive leadership search committee. He energetically accomplished a similar task to identify a new executive director for the Fort Worth Museum of Science and History. He's taken opportunities to lead efforts for or contribute to work by the United Way for Metropolitan Tarrant County, Streams and Valleys Inc., the University of North Texas Health Science Center's Endowment Committee, the Hatton Sumners Foundation board of directors and the board of the Fort Worth Chamber of Commerce, too.

The recipient of numerous awards, including Fort Worth's Outstanding Citizen in 2009 (Golden Deeds awardee) and an award for outstanding community service from the YMCA of

Metropolitan Tarrant County, Bill and his wife, Pati, an attorney, maintain active involvement in numerous service projects for their community. Pati and Bill have two adult children who, with their spouses, also live in Fort Worth.

When time allows, Bill's an avid outdoorsman, enjoys travels to many continents and is a dedicated student of the Spanish language. His ability to communicate complex issues in understandable terms and his capacity to connect people and influence lives and careers has inspired individuals from all walks of life.



**Jeff Moseley, Commissioner,
Texas Transportation Commission**

Jeff Moseley is a member of the Texas Transportation Commission, which oversees statewide activities of the Texas Department of Transportation. Gov. Rick Perry appointed him in June 2012.

Prior to his appointment, Moseley was chief executive officer of the Greater Houston Partnership. During seven years in this role, he worked on numerous regional transportation policy efforts and partnered with transportation stakeholders such as the Gulf Coast Regional Mobility Partners and the I-69 Corridor Coalition.

He previously served as director of the Governor's Office of Economic Development and Tourism. Between 1991 and 1999, Moseley served as Denton County Judge. During that time, he was a member of the metropolitan planning organization for the North Central Texas Council of Governments, supported the passage of two mobility bond campaigns, organized the I-35 Corridor Coalition and was involved in the creation of the North Texas Tollway Authority.

Moseley is a partner in Griffith Moseley Johnson and Associates, which provides economic development and site selection consulting. A sixth-generation Texan, he and his wife, Jackie, have two daughters, Joi and Jenni. Moseley received the Outstanding Alumnus Award from Southern Nazarene University in Oklahoma.



**Elon Musk Co-Founder, CEO, and Product
Architect**

Elon Musk is the CEO and Product Architect of Tesla Motors and the CEO and Chief Designer of Space Exploration Technologies (SpaceX). At Tesla, Elon has overseen product development and design from the beginning, including the

all-electric Tesla Roadster, Model S and Model X. Transitioning to a sustainable energy economy, in which electric vehicles play a pivotal role, has been one of his central interests for almost two decades, stemming from his time as a physics student working on ultracapacitors in Silicon Valley.

At SpaceX, Elon is the chief designer, overseeing development of rockets and spacecraft for missions to Earth orbit and ultimately to other planets. In 2008, SpaceX's Falcon 9 rocket and Dragon spacecraft won the NASA contract to provide a commercial replacement for the cargo transport function of the Space Shuttle, which retired in 2011. The SpaceX Falcon 1 was the first privately developed liquid fuel rocket to reach orbit. In 2010, SpaceX became the first commercial company to successfully recover a spacecraft from Earth orbit with its Dragon spacecraft. In 2012, SpaceX became the first commercial company to dock with the International Space Station and return cargo to Earth with the Dragon.

In addition, Elon is the non-executive chairman and principal shareholder of SolarCity; which he helped create. SolarCity is now the leading provider of solar power systems in the United States. Prior to SpaceX, Elon co-founded PayPal, the world's leading Internet payment system, and served as the company's Chairman and CEO. Before PayPal, Mr. Musk co-founded Zip2, a provider of Internet software to the media industry. He has a physics degree from the University of Pennsylvania and a business degree from Wharton.



The Honorable Robert Nichols, State Senator, Texas

First elected to the Texas Senate in 2006, Robert Nichols represents 19 counties including the greater part of East Texas and Montgomery County. In the Texas Senate, Nichols serves as Chairman for both the Transportation Committee and the Select Committee on Transportation Funding. He is also the Vice Chairman of the Intergovernmental Relations Committee. He serves on the Senate Finance, Health and Human Services, Natural Resources and State Affairs Committees. He is a member of the Legislative Audit Committee and a former Vice Chairman of the Sunset Advisory Committee. During his four sessions as a state senator, Nichols authored and passed legislation to protect landowners' rights, increase educational opportunities in East Texas and reform transportation policies. He has worked to reduce Medicaid fraud, and promote free-market principles. During his time with the Sunset Advisory Committee, he was able to help eliminate six state agencies which saved the tax payers \$161.9 million. He has been named a 'Champion for Children' by the Equity Center, a 'Courageous

Conservative' by the Texas Conservative Coalition, a 'Friend of County Government' by the Texas Association of Counties and a 'Champion of Free Enterprise' by the Texas Association of Business. Before running for Senate, Nichols served as transportation commissioner for eight years where he established a reputation for increasing efficiency without compromising quality. Nichols is a businessman from Jacksonville, Texas. In his hometown he served on city council, was elected mayor, built four successful manufacturing facilities, earned 32 U.S. patents, 128 foreign patents, and created more than 900 jobs for East Texas families. Working his way through college by selling fireworks and ironing clothes for other students, Nichols earned a bachelor's degree from Lamar University in 1968. He married his high school sweetheart, Donna, and they are the proud parents of three children: Brittney, Joshua, and Collynn'rae. He is a member of the First United Methodist Church in Jacksonville.



Lloyd Potter, Ph.D., State Demographer, State of Texas

Dr. Potter was appointed as the Texas State Demographer in June of 2010 by Governor Rick Perry. He is Professor of Demography at the University of Texas at San Antonio (UTSA) where he serves as Director of the Institute for Demographic and Socioeconomic Research and the Texas State Data Center.

Dr. Potter holds a Bachelor of Science degree from Texas A&M University, a Master of Science degree in education from the University of Houston at Clear Lake, a Ph.D. in demography and sociology from the University of Texas at Austin and a Master of Public Health degree from Emory University. His current work focuses upon understanding and communicating demographic processes in Texas, training doctoral level applied demographers in the areas of public policy and health, and conducting demographic research on public policy and health related topics.



P. Michael Reininger, President and Chief Development Officer, All Aboard Florida

As President of All Aboard Florida, P. Michael Reininger is responsible for delivering the project's built environment, including the rail infrastructure, stations and transit-oriented real estate development, and developing all the operational functions, including the brand and customer service experience.

Prior to joining All Aboard Florida in 2012, Mr. Reininger

was managing partner for the Union Station Neighborhood Company in Denver, Colo. He also managed the development of several major projects during a 12-year tenure with subsidiaries of The Walt Disney Company, including Disney Vacation Club, Disneyland Paris and Disney Cruise Line. Mr. Reininger previously served as Executive Vice President and Chief Development Officer for AECOM and Senior Vice President of Creative Services and Corporate Marketing for the St. Joe Company.

Mr. Reininger holds a Bachelor of Architecture, Design Specialization from Texas Tech University and executive certifications in resort and hotel master planning, financial engineering and business management from Harvard University School of Design, Harvard Business School and Wharton School of the University of Pennsylvania.



Dan Richard, Chair, California High-Speed Rail Authority

Dan Richard was appointed to the California High-Speed Rail Authority Board by Governor Edmund G. Brown Jr. in August 2011 and was elected Chairman of the Board by his colleagues in February 2012.

Richard has been the Principal of Dan Richard Advisors since 2010. He was previously Managing Partner of Heritage Oak Capital Partners from 2007 to 2009 and a Senior Vice President at Pacific Gas and Electric Company from 1997 to 2006.

Richard was an elected member of the San Francisco Bay Area Rapid Transit District (BART) from 1992 to 2004, where he served twice as president of the Board. At BART, Richard led efforts to secure \$4 billion for rehabilitation projects, the system's expansion to the San Francisco Airport, and seismic retrofiting.

Richard received his Juris Doctor degree from McGeorge School of Law.



Evan Smith, CEO and Editor-in-Chief, The Texas Tribune

Evan Smith is the Editor-in-Chief, CEO and co-founder of The Texas Tribune, a nonprofit, nonpartisan digital news organization recently called "one of the nonprofit news sector's runaway success stories." The Tribune's deep coverage of Texas politics and public policy can be found at its website, texastribune.org, in newspapers and on TV and radio stations across the state, and in the print and online editions of the Washington Post.

Since its launch in 2009, the Tribune has won international acclaim and numerous honors, including nine Edward R. Murrow Awards from the Radio Television Digital News Association. Previously Evan spent nearly 18 years at Texas Monthly, including eight years as Editor and a year as President and Editor-in-Chief.



Rob Spillar, P.E., Director of Transportation, City of Austin

Robert Spillar, P.E. is the City of Austin Transportation Director. As the lead transportation professional for the City of Austin, he is responsible for the City's multimodal transportation portfolio, including transportation planning, traffic engineering and operations, parking enterprise, right-of-way permitting, special events management, and more. Under his leadership as the Transportation Director, he has developed numerous regional partnerships to improve the transportation system conditions not just in Austin, but in Central Texas. These partnerships have resulted in projects including the completion of the Ben White/Loop 1 interchange using pass through financing, interim improvements to the Oak Hill "Y" employing innovative intersection design, modernization of parking operations with a complete new system, and a renewed energy and focus on the I-35 corridor through Central Texas.

Prior to the City of Austin, Spillar served as Vice President with Parsons Brinckerhoff and as the Director of Traffic Management for the City of Seattle. Robert holds a Bachelor and Masters of Civil Engineering from the Universities of Texas and Washington respectively.



The Honorable Todd Staples, President, Texas Oil & Gas Association

Todd Staples is the President of the Texas Oil & Gas Association, the state's oldest and largest trade association representing every facet of the oil and gas industry, including small independents, major producers, pipelines and refineries. Staples was twice elected statewide to serve as the Texas Agriculture Commissioner and is the author of Broken Borders, Broken Promises, a book that details our nation's border and immigration challenges and provides a bold path forward. He served with distinction as a member of the Texas Senate and House and began his elected service on the city council in his hometown of Palestine. As a successful businessman and rancher, he was deeply involved in volunteer service for his local church, community and state. Today, Staples continues his passion to help make the Lone Star State the best place to do business and raise a family.



**Fred Underwood, Commissioner,
Texas Transportation Commission**

Fred Underwood is a commissioner of the Texas Transportation Commission, which oversees statewide activities of the Texas Department of Transportation. Underwood was appointed commissioner by Gov. Rick Perry on January 8, 2007.

Underwood is president of the Trinity Company, a cotton bale storage facility. He serves as chairman of the Ways and Means Committee of the Cotton Warehouse Association, where he previously served as president. He is both past vice president and past director of the National Cotton Council.

Underwood also previously served as chairman of Lubbock International Airport Board and as a board member of the Lubbock Chamber of Commerce. Underwood received a bachelor's degree in management from Texas Tech University.



**Victor T. Vandergriff, Commissioner,
Texas Transportation Commission**

Victor T. Vandergriff is a member of the Texas Transportation Commission, which oversees statewide activities of the Texas Department of Transportation. He was appointed commissioner by Gov. Rick Perry on March 26, 2013, and took his seat on the commission on April 30, 2013.

Vandergriff is an attorney and private businessman specializing in business development and legislative issues.

From 2009 to 2013, Vandergriff served as the chairman of the Texas Department of Motor Vehicles Board. He was also a board member for the North Texas Tollway Authority from 2007 to 2013 and served as chairman from 2010 to 2011.

Vandergriff formerly served as Vice President of V.T., Inc. and Automotive Investment Group, the largest private retail automotive group in the United States. He was involved as an owner, dealer and executive manager in the automobile industry for more than 25 years. Vandergriff and his family have owned and operated automobile dealerships for more than 80 years in the Dallas-Fort Worth region.

Vandergriff attended the University of Southern California, where he received a degree from the School of Public Administration in Public Affairs. He received his law degree from Southern Methodist University in Dallas.



**Mark Worman, Manager, Personal and
Commercial Lines, Form Filings Program,
Texas Department of Insurance**

Mark became the Manager of the Personal and Commercial Lines Form Filings Program in October of 2012. At TDI, he has managed the Commercial Lines Program, handled special projects for the Property and Casualty Group, served as Assistant Director of Title Examinations, and worked as Examinations Coordinator in the Title Examinations Division.

Prior to joining TDI in 1996, Mark was a licensed insurance broker in California and served as an accounting and operations manager for Alexander & Alexander of California and with Jardine Insurance Brokers in their San Francisco offices.

Mark is a graduate of Texas A&M University with a Bachelor of Business Administration in management and minors in accounting and business analysis.



**Russell Zapalac, P.E., Chief Planning/
Project Officer, Texas Department of
Transportation**

Russell Zapalac serves as the Chief Planning and Project Officer.

His duties include oversight of TxDOT planning, environmental, rail, transit and maritime activities, as well as leading TxDOT's \$27 billion alternate delivery and public-private partnership program.

Throughout his nearly 30-year career, Zapalac has always worked with large highway, rail and transit projects. He served as senior vice president and director of transportation for HDR, where he managed the 17-state central region and led 500 professionals. He served as the program manager for TxDOT's SH 130: Segments 1-4 project. He also worked for the Transportation Corridor Agencies in Orange County, Calif. as the director of Design and Construction where he oversaw a 67-mile, \$5 billion tollway program created with design-build contracts.

Zapalac is on the board of directors for the American Road and Transportation Builders Association, serves on the Transportation Transformation Group's Executive Committee and is the American Road and Transportation Builders Association's 2014 public sector entrepreneur of the year.



Registration

Online Registration Fees

Participant Type	Early	Regular
	By Sept. 30, 2014 5:00 P.M. (CST)	Jan. 5, 2015 5:00 P.M. (CST)
Government & Non-Profit	\$350	\$450
Register		
Standard	\$545	\$645
Register		

Standard: Individuals not employed by government agencies or nonprofit organizations.

Nonprofit: Employees of an organization that hold 501(c)3 tax exempt status.

Government: Employees of local, state or federal government agencies. A valid government ID will be required upon pick up of registration materials.

Payment Methods

Credit Card: Visa, MasterCard, Discover or American Express

Check: Made payable to TTI-TTF15

Cash: Exact amounts only

For additional registration information, please contact our partners at the [Texas A&M Transportation Institute](#).

Transfers

Registration fees may be transferred to another name in lieu of requesting a refund.

To request a transfer prior to **Jan. 5, 2015**, please call [\(888\) 550-5577](tel:888-550-5577) or email events@tamu.edu. Transfer requests will also be accepted onsite.

Refunds

Refund requests must be received in writing by the Texas A&M Transportation Institute no later than **Friday, Nov. 7, 2014**. Once approved, the registration fee will be refunded, less a \$100 handling fee.

Texas A&M Transportation Institute
Attn: Event Management & Planning

Texas A&M University
3135 TAMU
College Station, TX 77843-3135

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Planning	\$ 100.00	4	\$ 400.00
Compliance with state and federal mandates	\$ 350.00	2	\$ 700.00
NACO	\$4,000.00	2	\$ 8,000.00
TX Transportation Forum	\$2,000.00	3	\$ 6,000.00
Publications and Outreach	\$ 500.00	2	\$ 1,000.00
Trails and Context Sensitive		4	\$ -
Project Management	\$ 500.00	2	\$ 1,000.00
Bridge Inspection	\$1,800.00	1	\$ 1,800.00
Sign Shop	\$ 300.00	5	\$ 1,500.00
			<u>\$ 20,400.00</u>
			10,000

Travel .

6,000

3,200

2,000

11,000



**DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION**

May 21, 2015

TO: Commissioners Court
 THROUGH: Ryan Brown, Budget Officer
 FROM: Erica Terrazas, Budget and Policy Analyst
 SUBJECT: Sheriff's Office PIR Analysis – FY2016

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The department of Sheriff's Office has submitted 45 new staffing requests and three (3) reclassification requests for consideration by the Commissioners Court. The Sheriff's Office has also submitted

Sheriff - New Positions						
Department	Budget		Position Title	Positions	Grade	Cost
	Fund	No.				
Sheriff - Executive	120	3110	Wellness Coordinator	1	E	\$ 71,681
Sheriff - Executive		Grant	Deputy	1	66	\$ 72,911
Sheriff - Personnel	120	3122	Detention Service Officer	3	40	\$ 186,297
Sheriff - Personnel	120	3122	Deputy - Recruiter	1	66	\$ 72,916
Sheriff - Personnel	120	3122	Deputy - Background Investigator	1	66	\$ 72,916
Sheriff - Training	120	3123	Lieutenant	1	69	\$ 93,669
Sheriff - Training	120	3123	Deputy - Asst. Coordinator	1	66	\$ 72,916
Sheriff - Bonds	120	3125	Clerk V	3	9	\$ 154,718
Sheriff - SID	120	3134	Gang Detective	1	66	\$ 72,916
Sheriff - SID	120	3134	Secretary	1	6	\$ 50,457
Sheriff - Quality Assurance	120	3140	Deputy	1	66	\$ 72,916
Sheriff - Quality Assurance	120	3140	Senior Sergeant	1	68	\$ 82,542
Sheriff - West Tower	120	3142	Detention Service Supervisor	1	42	\$ 67,831
Sheriff - Central Intake	120	3147	Jail Expunction Officer	1	40	\$ 58,488
Sheriff - Central Intake	120	3147	Building Control Officer	1	40	\$ 58,488
Sheriff - Central Intake	120	3147	Medical Screening Officer	5	40	\$ 232,440
Sheriff - South Tower	120	3148	Video Visitation Officer	10	40	\$ 586,724
Sheriff - South Tower	120	3148	Transfer Officer	5	40	\$ 292,441
Sheriff - South Tower	120	3148	Sanitation Officer	5	40	\$ 292,441
Sheriff - Print Shop	532	91046	Supervisor	1	B	\$ 59,798
			TOTAL	45		\$ 2,725,506

Sheriff - Reclassifications							
Department	Fund	Budget No.	Position Title	No. of Positions	Current Grade	Proposed Grade	Cost
Sheriff - Executive	120	3110	Legal Advisor (#380)	1	Att IV	Att V	\$ 16,080
Sheriff - Photo Lab	120	3126	Photo Tech II (#3126)	1	7	8	\$ 2,233
Sheriff - Fugitive	120	3130	Clerk I (#2604)	1	5	7	\$ 3,537
TOTAL				3			\$ 21,850

Sheriff Equipment Requests								
Department	Fund	Budget No.	Account	Item	Requested	Recommended	Per Item	Total Cost
Sheriff-CID	120	3134	2090	Digital Range Finders	6	6	150	\$ 900
Sheriff-CID	120	3134	8610	Crime Scene Barriers	1	1	5,300	\$ 5,300
Sheriff-CID	120	3134	2090	Mobile Digital Computers	19	Submitted to IT	NA	
Sheriff-CID	120	3134	2090	Shredder	1	Submitted to Records Mgmt	380	
Sheriff-CID	120	3134	2090	Leg Irons	35	35	24	\$ 855
Sheriff-CID	120	3134	2090	Digital SLR camera	8	8	1,838	\$ 14,700
Sheriff-CID	120	3134	2090	Eotech Red Dot Rifle Sight	11	0	427	\$ -
Sheriff-Traffic	120	3137		Portable Radios	10	Submitted to Mark Weathersby	800	
Sheriff - North Tower	120	3140	2095	Computers	2	Submitted to IT	1,025	
Sheriff - North Tower	120	3140	2090	Exec. Chairs	2	2	490	\$ 980
Sheriff - North Tower	120	3140	2090	Admin. Double Pedestal Desk	2	0	1,366	
Sheriff - North Tower	120	3140	2090	Admin. Flush Ht Return Desk	2	0	790	
Sheriff - North Tower	120	3140	2090	Conf. Table	1	0	224	
Sheriff - North Tower	120	3140		Portable Radio with charger	14	Submitted to Mark Weathersby	1,300	
Sheriff - North Tower	120	3140	2090	Guest Stacker chairs set of 2	12	0	2,214	
Sheriff - North Tower	120	3140	2090	Industrial Refrigerator (No price available)	1	Additional Review	NA	
Sheriff - West Tower	120	3142	2095	Computer	9	Submitted to IT	1,025	
Sheriff - West Tower	120	3142	2095	Printer	9	Submitted to IT	250	
Sheriff - South Tower	120	3148	2090	Pallet Jack	1	1	500	\$ 500
Sheriff - South Tower	120	3148	2090	24-Hour Chairs	50	10	600	\$ 6,000
Sheriff - South Tower	120	3148	2090	Desk	2	1	1,617	\$ 1,617
Sheriff - South Tower	120	3148	2090	File Cabinet	2	Submitted to Records Mgmt	905	
Sheriff - South Tower	120	3148	2090	Tilt Truck	1	1	1,500	\$ 1,500
Sheriff - South Tower	120	3148	2090	Chairs (Administration)	4	2	628	\$ 1,256
TOTAL								\$ 33,608

FINANCIAL IMPACT/CONSIDERATIONS

The estimated impact for requested new positions is \$2,725,506 and for reclassifications is \$21,850. The total recommended equipment cost is \$33,608.

RECOMMENDATION

The Office of Budget and Evaluation recommends approving the proposed list of equipment above for a total cost of \$33,608. Items such as radios, faxes, scanners, and computer equipment will be given the additional review and recommendation from the appropriate department as listed.

The Office of Budget and Evaluation proposes monitoring overtime in the Jails and will recommend additional staff if warranted. OBE also proposes monitoring staffing needs as they arise and will also continue to monitor the need for Med Mod staffing.

As such, no staffing changes are recommended by the Office of Budget and Evaluation.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Elections</u>	Budget No	<u>1210</u>
Brief Title of PIR	<u>TRAINING COORDINATOR (Exempt)</u>		
Approx. Net Cost	<u>Grade A, \$41,082.00</u>	Department Priority	<u>1</u>

Brief Summary of Request
Elections Department needs a full-time Training Coordinator.

Discussion of Need
See Attached Addendum to Performance Improvement Request for Training Coordinator.

Discussion of Related Performance Measure
This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Staff Review and Comment
This position would be paid from the 1210 budget. Much of this expense would be charged back to contracting election entities.

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Training Coordinator	
Staff Cost		
Grade	A	
Salary	\$40,582.00	
FICA @ 7.65%	\$3,104.52	
Retirement @ 11.5%	4,666.93	
Insurance @ \$8,500	\$8,500.00	
Total		\$56,853.45
Related Equipment		
	\$ Amount	
Number		
Desk	1	
Furniture	n/a	
Computer	2,000.00	
Printer	\$250.00	
Network Cabling	n/a	
Software	n/a	
Vehicle	n/a	
Travel	Not yet known	
Pager	n/a	
Cell Phone	n/a	
Other	n/a	
Total		\$2,250.00
Other Costs (describe)		
Special Training	n/a	
Consultant Fees	n/a	
Renovation/Space	n/a	
Total		- \$0 -
Less Additional Revenue Source		
Grand Total		\$59,353.45

Form E1

FY2015



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Elections Training Coordinator
Proposed Position Grade:	Exempt, Grade A
Department Name:	Dallas County Elections Department
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Toni Pippins-Poole, Elections Administrator
Supervisor Phone:	(214) 819-6335
Supervisor Email:	toni.pippins-poole@dallascounty.org
Court Order # and Date:	N/A

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to coordinate, prepare, and implement training of Election Judges and Clerks, Deputy Voter Registrars and volunteers related to various Departmental functions.
This is accomplished by See attached, Addendum to Performance Improvement Request for Training Coordinator.
Other duties include See attached, Addendum to Performance Improvement Request for Training Coordinator.

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Conducts training presentations and instructs large groups of Elections Officials in all phases of Early Voting, Election Day, and post election procedural, equipment, and computer training.	Time	E or NE
Tasks performed to accomplish this function:	25	E
Conducts training presentation to large and small groups. Position must be capable of learning the contents of all Election Department training materials. Must be able to comfortably and competently present training material to poll workers and volunteers. Must also train other individuals tasked to teach Election Department training material. Must be proficient with the use of teaching and presentation software and equipment tools such as Power-Point, Microsoft Word, Adobe Acrobat, projectors, etc., as well as delegate this work to others.		
2. Function: Assist with development, implementation, and presentation of Elections training curriculum.	Time	E or NE
Tasks performed to accomplish this function:	25	E
Must be able to communicate well orally, and in writing. Proofs and submits edit recommendations for all specific Elections Training Manuals. Proofs and submits edits for all written procedural communications distributed to Elections Officials and poll workers during the conduct of the election. On an ongoing basis continues to update and improve training material. During elections, assembles, formats and manages the production of all poll worker training material. Manages the production of all training material. Must be able to assess needs, estimate quantities of training material, and be able to assist with procurement of services and material to print and bind training materials.		
3. Function: Ensures compliance with current Federal, Texas Election Code laws and Dallas County policies through independent research.	Time	E or NE
Tasks performed to accomplish this function:	25	E
Performs research and analysis of Federal, State, and local laws and policies to determine best practices for poll location management and election administration. Manages Training Class Data. Tracks, records, and analyzes class attendance and performance data.		
4. Function: Oversees the Online Poll Worker Training	Time	E or NE
Tasks performed to accomplish this function:	20	E
Creates and uploads videos, photos, files and documents to online training module. Offers technical support by phone to poll workers needing assistance navigating the online training. Coordinates with Department's vendors to develop, maintain, and manage the online website and content.		
5. Function: Other related duties as assigned	Time	E or NE
Tasks performed to accomplish this function:	5	NE
Assists with development and administration of curriculum for training Elections Division temporary staff. Assists with development and implementation of elections administration procedures. Makes recommendations and suggestions for improvements or changes to existing procedures, technology, and software.		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Microsoft Office (Power Point, Word, EXCEL), Adobe Acrobat. Personal computer, copiers, color scanners and printers. Scheduling software.

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	N/A
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type?

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

Must plan and arrange for training requirement for Election Judges and Clerks (Regular, Student, Bilingual) to fit the Election cycles. Must coordinate with Department leadership to determine courses, curriculum, content, and schedules of all training.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$ 100,000.00	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Clerk II	2
Temporary Employees	2-4

6. **Management and Supervisory Responsibility:** If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general

public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.	None known
	2.	
My Current Classification		
Other classifications in the county that would prepare applicants for my current classification.	1.	None known
	2.	

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Dallas County Elections Department (DCED) FY-2016 Budget

Addendum to Performance Improvement Request for Election Staff Training Coordinator – Grade A (Exempt)

DISCUSSION OF NEED:

The Training Coordinator would be tasked to perform or assist with the following:

- Assists with development and administration of curriculum for training Elections Officials.
- Proofs and submits edit recommendations for various Elections Training Manuals for Early Voting and Election Day.
- Proofs and submits edits for all written procedural communications distributed to Elections Officials during the conduct of the election.
- Conducts training presentations and instructs large groups of Elections Officials in all phases of Early Voting, Election Day, and post-election procedural, equipment, and computer training.
- Management of training class records and data. Tracks, records, and analyzes class attendance and performance data.
- Assists with development and administration of curriculum for training Elections Division temporary staff. Updates DCED's Election Form Manual.
- Assists with development and implementation of elections administration procedures. Makes recommendations and suggestions for improvements or changes to existing procedures, technology, and software. Assist with ordering supplies related to preparing training materials.
- Assists with testing of all new or revised procedures, technology, and software. Ensures compliance with current Texas Election Code laws and DCED policies through independent research.
- Assists with management of Online Poll Worker Training Program. Creates and uploads videos, photos, files and documents to online training module. Offers technical support by phone to poll workers needing assistance navigating the online training
- Assists the Elections Administrator (EA) and other Department staff with training needs. Oversees work of 2 to 4 part-time and/or temporary employees. Consults with EA and other Department managers and assigns tasks on a day-to-day basis. Consults with management to coordinate and oversee the production of Early Voting, Election Day, and Laptop precinct supply boxes and Emergency ballot packets.
- Miscellaneous. Other Duties as Assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

The Training Coordinator must have knowledge of:

- Federal and State election law
- Computer functions to include word processing, spreadsheet, presentation, database, and desktop publishing software
- Office equipment to include high-speed copier, laminator, and shrink wrapper

Skill in:

- Conducting presentations to large groups
- Problem-solving and decision-making
- Time-management and organization
- Both verbal and written communication
- Translating moderately complex concepts and technical issues for peers and customers

Ability to:

- Identify and prioritize time-sensitive, critical functions
- Manage time well, perform multiple tasks, and meet deadlines
- Organize diverse activities
- Work independently and efficiently
- Establish and maintain effective working relationships with DCED employees, County officials, a large temporary workforce, and the general public

Form F - Program Improvement Request – Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Elections - Voter Registration</u>	Budget No.	<u> </u>
Position Title	<u>Clerk I</u>	Position No.	<u>Various</u>
Current Grade	<u>05</u>	Job Code	<u>600070</u>
		Department Priority	<u>High</u>

Description of Changes in Work Being Performed

Over recent years, state and federal laws have revamped the duties and responsibilities for voter registration clerks. Changes in state-mandated legislation have impacted how clerks must now conduct their day-to-day operations. As opposed to normal data entry clerks, voter registration clerks now have a higher degree of difficulty when it comes to the filtering process of voter registration records because of the impact of the voting process. These clerks must now use critical assessment and fact checking when processing voter records. They must now be able to make judgment calls when assessing these records. Attached are a few of the laws passed that have initiated the dramatic changes for the responsibilities of a voter registration clerk.

Reason/Authority for Change (see Budget Manual)

See the attached voter registration clerk duties and responsibilities (Attachment A).

Departmental Cost Worksheet

Current Grade	5	Proposed Grade	6	
Salary	±\$28,538.00	Salary	±\$30,805.00	
FICA (7.65%)	\$2,183.15	FICA (7.65%)	\$2,356.58	
Retirement (11.5%)	\$3,281.87	Retirement (11.5%)	\$3,542.58	
Total	\$34,003.03	Total	\$36,704.16	
			Total Annual Impact \$2,701.13 x 8 Clerks	

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	Clerk One
Proposed Position Title:	Clerk Two
Current Position Grade:	05
Department Name:	Elections
Position Number:	6
Supervisor Name:	Rivelino Lopez
Supervisor Phone:	214-819-6357
Supervisor Email:	rlopez@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to keep an accurate account of all records pertaining to the voter registration files for the citizens of Dallas County. Fulfill and process public requests of voter/election records.
This is accomplished by upholding the laws, policies and court decisions of federal, state and local governmental jurisdictions.
Other duties include assist at polling locations, conduct state prescribed trainings, distribute election supplies/equipment, attend voter registration events and process payroll for election workers.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
 Loss of Clerk I (Grade 5) position in 2010 that has not been replaced. Introduction of new equipment (VoteSafe & VEMACS) in the summer of 2011. New volunteer deputy training program implemented by the Secretary of State March of 2012. Implementation of Senate Bill 14 (photo ID bill) in 2013.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

Old job duties consisted of data entry, answering phone calls and filing.
New job duties are attached (Attachment A). In 1991, there were 823,000 registered voters in Dallas County. In less than thirty years, the number of registered voters has grown to over 1.2 million registered voters. There are now 50% more records to maintain and keep track of. There are 50% more citizen requests. The position was previously responsible for handling common citizen customer service and is now responsible for handling more complex task and requests from the citizens of Dallas County.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
New duties and responsibilities have been added due to change in legislation and higher demand of raising voter registration and voter education. Losing the Clerk I (Grade 5) position left the department to reassign duties to help maintain a positive workflow.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties/responsibilities have been removed from the position. Duties/responsibilities have been increased to this position.
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
This position now has two immediate supervisors to report to. This position now has the authority to sign off on payments and receipts for goods and services.
What specific tasks or activities make the job duties/responsibilities more complex?
When signing off on payments and receipts, clerk must now know and understand the county policy. When conducting a state prescribed training class, clerks must now know and understand the state laws and stay updated each year the law changes.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Clerk II (Grade 6) is comparable because of the new duties/responsibilities that are now required from a Clerk I (Grade 5).
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Performance expectations are at a minimum 3.0. Phone efficiency expectation is a minimum 90%. Transaction error rate no greater than 1%. Plan includes HR training class to be attended by each clerk. Plan also includes a rotation of duties to gain extensive knowledge of department processes and procedures.

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Input data to complete complex correspondence, forms, reports and documents.	Time	E or NE
Maintain active and inactive application files of registered voters and determine voter eligibility by verifying records including, but not limited to, Department of Motor Vehicles, Secretary of State, and county and state felony abstract records thru the voter registration system. Input all Dallas County volunteer deputy registrars into the voter registration system.	40	E
2. Function: Receive, prepare, verify and process a variety of documents, instruments, records, bills, payments and receipts.	Time	E or NE
Receive voter and election record requests by mail, email, fax, or in person. Receive daily correspondence via mail, in person, email and fax. Prepare the early voting list for the Election Day judges. Clerks prepare packets for the State prescribed volunteer deputy training classes. Verify and process a variety of documents including voter registration applications, felony abstracts, citizenship status and non-residence status from jury services, mapping streets, address confirmation, and confidential voters. Utilize voter registration system, Dallas Central Appraisal District, Google maps, interactive map with Bing Geocoder, and other office equipment to record, store and retrieve information. Prepare bills, payments and receipts. Receive payments for products sold in the Dallas County Elections Department.	20	E
3. Function: Research, locate, pull and prepare a variety of documents, records and other assigned data.	Time	E or NE
Research jury summons, felony abstracts, and death abstracts. Locate, pull and prepare a variety of documents for public information act (PIA) requests.	15	E
4. Function: Effectively answer inquiries and resolve basic and complex customer service issues.	Time	E or NE
Routinely answers customer questions via telephone, letter, email, and/or in person. Clerks provide phone support for all election needs. Assist the early voting workers and election officials on Election Day. During early voting, research the eligibility of voters by phone and instant message from the electronic poll book module. Assist customers with step-by-step instructions on the Dallas County Elections website. Distribute equipment and supplies to elections day workers. Coordinate and manage a regional site location on election night to account for equipment, votes, ballots and election paperwork. Process payroll of all election workers.	10	E

5. Function: Training and Education.	Time	E or NE
Conduct State prescribed Volunteer Deputy Registrar training for eligible citizens in the State of Texas who are registering people to vote. Attend voter registration drives at civic events. Attend annual Secretary of State training to learn new laws, policies and court decisions of federal, state and local jurisdictions.	15	E

E. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Mail sorter and cutter. Paper slicer and cutter.

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VEMACS, VoteSafe, Firefox, Internet Explorer, AskED Tracking and Help Desk, Adobe, Oracle

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>		Frequency of Time			
		0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1. Extreme temperature changes (heat, cold, extreme weather changes)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2. Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3. Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4. Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>		Frequency of Time			
		0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1. Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2. Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3. Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4. Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5. Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	6. Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7. Physical danger or abuse (specify):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8. Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1. Office Environment	<input type="radio"/>	4. Clinic	<input type="radio"/>	6. Residential Facility (not secure)
<input type="radio"/>	2. Shop or Warehouse	<input type="radio"/>	5. Secured Facility	<input type="radio"/>	7. Vehicle
<input type="radio"/>	3. Other (Specify)				

6. Protective Equipment Required: List any protective equipment required for this position.

None

G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1. Less than high school education
<input checked="" type="radio"/>	2. High school diploma or equivalent
<input type="radio"/>	3. One year college
<input type="radio"/>	4. Two-year Associate's degree in:
<input type="radio"/>	5. Four-year Bachelor's degree in:

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: Job related
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

H. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? Yes No

If yes, describe the planning or project management activities associated with this position.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
-----------------------	----	--

<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

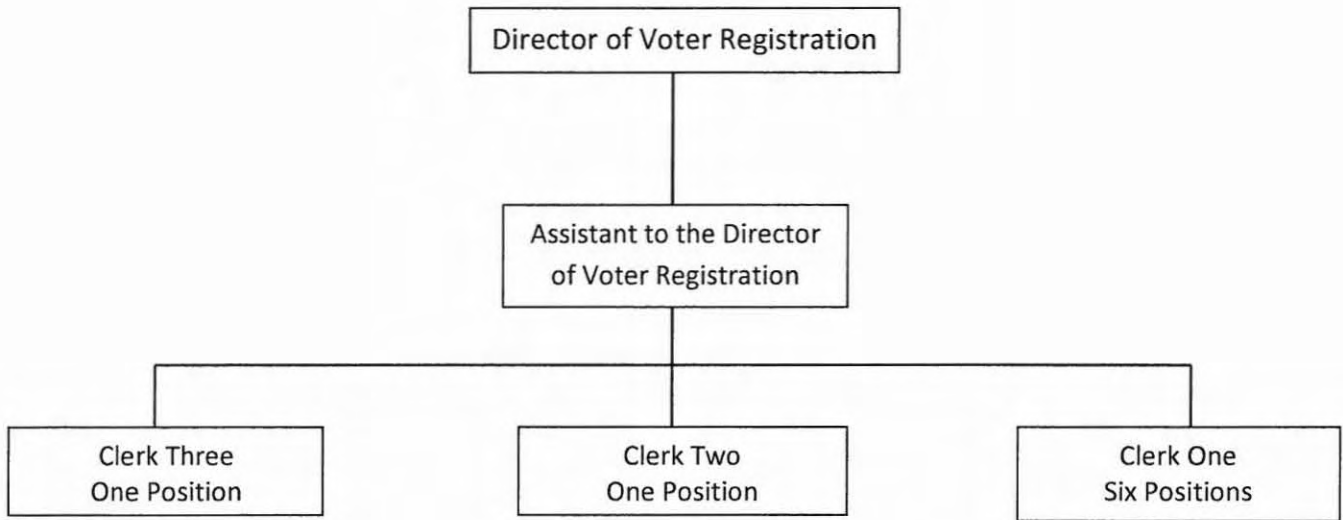
Other classifications in the county to which those that hold my current classification might be promoted.	1. Clerk I 2. Grade 5
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Tax Assessor Clerk II – Grade 6 2. County Clerk II – Grade 6

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Rivelino Lopez	4/2/15
Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Voter Registration Division Organization Chart



Voter Registration Clerk I Duties and Responsibilities (Attachment A)

- Perform complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Utilize computer, calculator, and other standard office equipment to record, store, and retrieve information.
- Compile complex reports and correspondence, drawing from a variety of sources within and outside the department.
- Routinely answer customer questions via letter, e-mail, telephone and/or in person.
- Determine voter eligibility by checking records including DPS, State, and felony records and the Voter Registration System.
- Provide correct and concise information to voters.
- Conduct voter registration drives at civic events.
- Input data into database for new deputy registrars via mail or in person, prepare supply kits and instruct volunteer deputy registrars.
- Assist in verifying petitions.
- Execute reports and CDs for Voter registration sale orders of registered voters, voting history and counts.
- Post and verify voting history for all elections including General, Primaries, Run-offs, City/ISD and Special elections.
- Bind and verify Election Day books for all elections. Verify labels and certification sheets prior to binding.
- Assist with distribution of election supplies.
- Resolve Task Summary as assigned on the state wide database including Cancelled Application Maintenance, Possible Deceased, Possible Duplicate, Possible Felons, DPS Applications, Web Application, Address Confirmation, Duplicate Application Status, and Correspondence.
- Resolve street issues through research in Dallas Central Appraisal District, Interactive map, Google maps Bing maps.
- Set up and print voter registration certificates in-house.
- Prepare special correspondence and confirmation notices on PC using mail merge process.
- Maintain postage accounts and deposits. Sort and distribute mail.
- Provide phone support for early voting clerks and election officials on Election Day and during early voting in researching eligibility of voters.
- Maintain active and inactive application file of registered voters.

Form F - Program Improvement Request – Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

Voter Registration Clerk Duties and Responsibilities

(Attachment A)

Over recent years, state and federal laws have revamped the duties and responsibilities for voter registration clerks. Changes in state-mandated legislation have impacted how clerks must now conduct their day-to-day operations. As opposed to normal data entry clerks, voter registration clerks now have a higher degree of difficulty when it comes to the filtering process of voter registration records because of the impact of the voting process. These clerks must now use critical assessment and fact checking when processing voter records. They must now be able to make judgment calls when assessing these records. Below are a few of the laws passed that have initiated the dramatic changes for the responsibilities of a voter registration clerk:

Help America Vote Act of 2002 (HAVA)

HAVA mandates that all states and localities upgrade many aspects of their election procedures, including their voting machines, registration processes and poll worker training.

- Each election, clerks are now required to attend training on voting machines and the registration process to be able to effectively train the poll workers.

HAVA requires states develop a single, uniform, official, centralized, interactive computerized statewide voter registration list defined, maintained, and administered at the State level. (Previously, voter registration lists could be maintained solely by local officials.) HAVA requires the statewide list be coordinated with other agency databases within the state. HAVA also requires regular "maintenance" of the statewide list including removing ineligible voters and duplicate names are eliminated in accordance with the National Voter Registration Act of 1993 (NVRA).

- Throughout the year, clerks are now required to critically assess and conduct extensive research to verify voter records across the state as well as state-to-state verification.

HAVA requires voters identified as ineligible (such as voters not found on the registered list), but who believe themselves to be eligible, to be able to cast a provisional ballot. After the election, the appropriate local election entity will determine if the voter was eligible, if so counting the vote and notify the voter of the outcome.

- After each election, clerks are now required do some fact checking and be able to make judgment calls based on state prescribed affidavits completed by voters.

Senate Bill 14 of 2011 (SB14 – Photo ID Bill)

SB 14 amends provisions establishing the regular procedure for accepting a voter including adding the requirement that the voter present an acceptable form of photo identification.

- Due to SB14, clerks are now required to provide voters advance notice of the identification requirements, voter education, enhanced training for poll workers, and provisional ballots for voters who lacked the necessary identification.

Another provision to SB14 is a voter's name must be substantially similar. If the name does not match exactly but is "substantially similar" to the name on the official list of registered voters (OLRV), the voter will be permitted to vote as long as the voter signs an affidavit stating that the voter is the same person on the list of registered voters.

- Throughout the year, clerks are now required to critically assess and conduct extensive research to verify the accuracy of voter records on voter applications, forms and other related voter documents.

House Bill 174 of 2011 (HB174)

HB174 relates to the cancellation of the voter registration and to the eligibility to vote of persons who are deceased or not citizens of the United States.

- Due to HB174, clerks are now given an additional layer of checks and balances regarding notification of deceased voters and voters that have been excused or disqualified from jury service because the voter is not a citizen. This verification process now requires clerks to compare this information against the statewide computerized voter registration list.

Along with the above responsibilities, below are the normal daily functions performed by the voter registration clerk:

- Perform complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Utilize computer, calculator, and other standard office equipment to record, store, and retrieve information.
- Compile complex reports and correspondence, drawing from a variety of sources within and outside the department.
- Routinely answer customer questions via letter, e-mail, telephone and/or in person.
- Determine voter eligibility by checking records including DPS, State, and felony records and the Voter Registration System.
- Provide correct and concise information to voters.
- Conduct voter registration drives at civic events.
- Input data into database for new deputy registrars via mail or in person, prepare supply kits and instruct volunteer deputy registrars.
- Assist in verifying petitions.
- Execute reports and CDs for Voter registration sale orders of registered voters, voting history and counts.
- Post and verify voting history for all elections including General, Primaries, Run-offs, City/ISD and Special elections.
- Bind and verify Election Day books for all elections. Verify labels and certification sheets prior to binding.
- Assist with distribution of election supplies.
- Examine and resolve task summary as assigned on the state wide database including cancelled application maintenance, possible deceased voters, possible duplicate voters, possible felons, DPS applications, web applications, address confirmation, duplicate application status, and correspondence.
- Examine and resolve street issues through research in Dallas Central Appraisal District, Interactive map, Google maps Bing maps.
- Set up and print voter registration certificates in-house.
- Prepare special correspondence and confirmation notices on PC using mail merge process.
- Maintain postage accounts and deposits. Sort and distribute mail.
- Provide phone support for early voting clerks and election officials on Election Day and during early voting in researching eligibility of voters.
- Maintain active and inactive application file of registered voters.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Elections Department – Warehouse</u>	Budget No <u>1210</u>
Brief Title of PIR	<u>Request for Forklift</u>	
Estimated Cost	<u>\$30,000.00</u>	Department Priority <u>1</u>
Brief Summary of Request:		
Elections Department Warehouse is in need of a heavy-duty forklift vehicle.		
Discussion of Need:		
Elections Department Warehouse is in need of a heavy-duty forklift vehicle. A vehicle must be required to lift over 10,000 pounds, up to 30 feet. The Warehouses current vehicle is at its end of efficient use, and is in constant need of repair. The current vehicle does not have the weight capacity and lift capacity required for the Warehouse. A new vehicle is needed immediately. With the impending move to another warehouse facility, this vehicle will be required to move from one location to another.		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Elections – Voter Registration</u>	Budget No _____
Brief Title of PIR	<u>Request for Industrial-Grade Burster with Accessories, and Maintenance</u>	
Estimated Cost	<u>\$22,000.00</u>	Department Priority <u>2</u>
Brief Summary of Request:		
<p>High Volume Industrial Burster with Imprinter, Accessories, and Maintenance Services. The elections department is requesting a high volume industrial printer to assist with outdated printing equipment that delays delivery time of important election documents and uses unnecessary resources to manually process these documents.</p>		
Discussion of Need:		
<p>Needed to update the 15 year old voter registration certificate card printers. A Burster is the perfect solution for bursting and cutting documents for the elections department. The burster will process perforated, multiple-item-per-page forms such as voter registration certificates. With a burster, pre-perforated forms can be fed directly from a laser printer into the burster, where they will be automatically burst and stacked sequentially at speeds of up to 500 sheets per minute. This gives us the efficiency needed within the department to process and mail high priority documents to the citizens of Dallas County in a timely manner.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT CAPITAL, EQUIPMENT, RENOVATION

Items to look at

- 1- Forklift - \$30,000
- 2- Industrial Card Buster \$22,000
- 3- Industrial Shredder -
Drome
fu

Department	Elections – Voter Registration
Brief Title of PIR	Industrial Shredder
Estimated Cost	\$2000.00

Brief Summary of Request:
 Cross Cut Paper Shredder. The elections department is requesting an inc shredder to assist with the proper destruction of sensitive documents.

Discussion of Need:
 The cross cut shredder requested is needed to replace a single-cut outdated shredder. This new shredder will better shred sensitive and confidential election documents. The old shredder is aging and working slower. The Election Department, Voter Registration also has a higher volume of documents to shred.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Elections Voter Registration</u>	Budget No	<u>1210</u>
Brief Title of PIR	<u> </u>		
Estimated Cost	<u>4 (ea) Risograph Printers @ \$28,855 ea. total \$115,420.00</u>	Department Priority	<u>1</u>
Brief Summary of Request:			
High-speed, high-volume risograph (RISO) printers for voter registration			
Discussion of Need			
To replace the out of date Printronix printers Voter Registration uses to print voter certificates for the citizens of Dallas County. The new RISO printers will print the certificates faster and have them ready to mail out. The printers are capable of printing mass mail outs for small entities so Dallas County will not have to go out for a bid from a vendor for those projects.			
Staff Review and Comment			



Dallas County
Office of Budget and Evaluation

June 22, 2015

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Ronica L. Watkins, Assistant Budget Officer
Subject: Tax Office Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Tax Office submitted the following new request for consideration:

- Overtime request for Security Officers to be located at the various Tax Offices during peak season and the increase of part-time hours during peak season.

FINANCIAL IMPACT

The overtime budget requests will result in a continuation of \$19,000 in the overtime budget to be utilized during peak season time.

RECOMMENDATION

The Office of Budget and Evaluation recommends the continuation of the \$19,000 approved as part of the FY2015 Budget for overtime Security Officers be included in FY2016 Budget.

Dallas County Tax Office
John R. Ames, CTA
Tax Assessor/Collector



Dallas County Tax Office
FY 2016 Budget

March 11, 2015



DALLAS COUNTY TAX OFFICE
JOHN R. AMES, CTA
TAX ASSESSOR/COLLECTOR

MEMORANDUM

Date: March 11, 2015

To: Ryan Brown, Budget Director
Ronica Watkins, Assistant Budget Director

From: John R. Ames, Tax Assessor/Collector

Re: FY2016 Budget

A handwritten signature in blue ink, appearing to be "JRA", enclosed in a blue oval.

Attached is the Tax Office FY2016 budget. Also included is the overtime request for security officers to be at our locations during peak season and the need for part time and seasonal staff.

I have carefully reviewed our needs for each line item based on past expenses and projected increases in postage, dues and maintenance contracts.

Mission Statement

Provide Dallas County Citizens with Excellent Service using Innovative Technology to Ensure Quality Collections

Records Building ♦ 500 Elm St ♦ Dallas, TX 75202 ♦ 214-653-7811

OPERATING EXPENDITURE DETAIL

Department Tax Office

Budget No. 1035

Expense Codes	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Request	Comments/Justification
2080	\$2,010	\$2,170	\$2,400	\$2,195	Dues & Subscriptions
2095		\$650	\$750	\$500	Computer Software
2155	\$170	\$170	\$170	\$170	Notary/ Bond Fees
2160	\$160,000	\$160,000	\$155,000	\$155,000	Office Supplies
2170	\$295,535	\$327,380	\$362,500	\$362,850	Postage
2180	\$50,384	\$44,316	\$49,400	\$49,400	Printing/Imaging
2590	\$3,000	\$3,000	\$2,500	\$2,500	County Auto Maintenance
2950	\$1,570	\$1,150	\$743	\$600	Book/Supplements
3095	\$10,000	\$14,000	\$14,000	\$14,000	Fuel
5590	\$126,000	\$93,600	\$99,800	\$93,600	Other Professional Fees
6520	\$67,778	\$74,603	\$52,200	\$51,200	Maintenance Contracts
7020	\$66,926	\$61,926	\$42,000	\$42,000	Equipment Rental
Total	<u>\$783,373</u>	<u>\$782,965</u>	<u>\$781,463</u>	<u>\$774,015</u>	

Staff Review and Comment

Form A

FY2016

**Dallas County Tax Office
2015 Budget Request**

Line Item	Vendor	Amount	Comments
2080 Dues & Subscriptions	TAAO	395.00	4 members @ \$90 and ICTA for JRA @ \$35
	TAAO (local)	180.00	12 members @ \$15
	TSAA	100.00	JRA TSAA & CSTA
	TACA	1,285.00	30 members @ \$40 and JRA @ \$85
	State Bar of Texas	235.00	Paul E. Hamilton
		\$ 2,195.00	
2095 Ipswitch - 3 yr renewal	SHI	\$ 500.00	File transfer software - 8 licenses
2155 Notary/Bond Fees		\$ 170.00	Notary fees for 2 licenses
2160 Office Supplies	Staples	\$ 155,000.00	Office Supplies
2170 Postage	USPS	360,000.00	Tax Statement Mailings (Postage increased January 26, 2014)
	USPS	2,600.00	PO Box Rentals 2 @ \$1,300 each
	USPS	250.00	Permit Fee
		\$ 362,850.00	
2180 Printing/Imaging	Various	47,700.00	Envelopes
	DOT	500.00	Business Cards
	Varies	1,200.00	Coin Operated Decals
		\$ 49,400.00	
2590 County Auto Maintenance		\$ 2,500.00	4 vehicles - new in 2013 & 2014
2950 Books/Supplements	NADA T&R	225.00	1 online subscriptions
	State Comptroller	300.00	Tax Code Books 15 @ \$20
	State Comptroller	75.00	Tax Code & Law Books 3 @ 25
		\$ 600.00	
3095 Fuel		\$ 14,000.00	4 vehicles

**Dallas County Tax Office
2015 Budget Request**

Line Item		Vendor	Amount	Comments
5590	Other Professional Fees	NDSI	92,600.00	Tax statement printing & monthly supplemental statements
		ACT	1,000.00	Truth in Taxation Software
			\$ 93,600.00	

6520	Maintenance Contracts	RTLawrence	23,000.00	Annual Support (includes NCR iTran 180 processing machine)
		Processing & Storage Technologies	16,000.00	Ultra Mail Openers (2); Formax Shredder; Destroyit Shredder 3105 (check shredder)
		Office Store Depot	700.00	Fax Maintenance Contract 14 @ \$50
		Roland Safe	1,000.00	Safe Repairs
		Opex	10,500.00	Model 51 opener; AS3690 Scanner; Motorized Height Table
			\$ 51,200.00	

7020	Equipment Rental	Konica Minolta	23,000.00	Lease for 14 copiers plus \$300/mo for excess copy charges
		Pitney Bowes	19,000.00	DI425 Inserter; DI500 Inserter; Mail System Connect 3000
			\$ 42,000.00	

2015 Budget Request	\$ 774,015.00
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REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department <u>Tax Office</u>	Budget No. <u>1035</u>
Description of Function <u>Security Officers for peak tax season</u>	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Dec 30 th and 31 st , 2015	162			9 Officers both days 9 Officers both days 9 Officers – one day Note: There is a security officer that works at the Oak Cliff Government Center the last week of each month. The Tax Office does not fund that cost and it is not included here.
Jan 29 th and Feb. 1, 2015	162			
Feb 29 th , 2015	81			
<u>Total</u>	<u>405</u>		<u>\$19,000</u>	

<u>Overtime History</u>				
FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Approved
13,143	\$17,504	\$15,103	\$15,282	\$19,000

REQUEST FOR EXTRA HELP BUDGET

Department Tax Office Budget No. 1035

Description of Function Part-time help

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
20 Grade 6 Permanent Part – time that Work 80 hours Per month	17,680	12.06	\$213,221		20 in the 9 branches
Seasonal – peak tax Time	5,800	12.06	\$69,948		1 – Customer Care 3 – RPS/Accounting 6 – Property Tax
Total	23,480		\$281,847		

Part-time Hours History

FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Approved
17,161	15,938	23,415	23,936	23,480

Form C



DALLAS COUNTY TAX OFFICE
JOHN R. AMES, CTA
TAX ASSESSOR/COLLECTOR

TO: Ronica Watkins, Budget Analyst
CC: Ryan Brown, Budget Director
FROM: John R. Ames, Tax Assessor/Collector
DATE: March 6, 2015
RE: FY 2016 SIT Budget

Dallas County Tax Office
FY2016 Special Inventory Tax Budget

<u>Position #</u>	<u>Percentage</u>	<u>Rate</u>	<u>Annual</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
6202	5%	13.08	27,206.40	1,360.32	1,110.50	2,470.82
6519	5%	14.81	30,804.80	1,540.24	1,144.96	2,685.20
778	5%	13.50	28,080.00	1,404.00	1,118.87	2,522.87
691	5%	13.44	27,955.20	1,397.76	1,117.67	2,515.43
755	5%	6,704.47	80,453.64	4,022.68	1,620.34	5,643.03
739	5%	5,167.02	62,004.24	3,100.21	1,018.69	4,118.90
8585	5%	7,950.59	95,407.08	4,770.35	1,338.52	6,108.88
8776	5%	5,742.53	68,910.36	3,445.52	1,084.82	4,530.33
733	5%	6,223.00	74,676.00	3,733.80	1,140.02	4,873.82
1967	5%	3,906.76	46,881.12	2,344.06	1,298.89	3,642.94
Salaries & Benefits				<u>27,118.94</u>	<u>11,993.28</u>	<u>39,112.22</u>

Note: Indirect cost at 19.15%
 (11.5% Retirement, 7.65% FICA
 \$8,500 Health Benefits Per Janet Butcher 3/7/2014)

Computers - Hardware & Software	15,000.00
FF&E	75,000.00
Education & Training	15,000.00
Conferences & Travel	15,000.00
Miscellaneous reserves for project contingencies	75,000.00

Operating Expense **\$ 195,000.00**

Total Expense **\$ 234,112.22**



Dallas County
Office of Budget and Evaluation

June 8th, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Shahrzad Rizvi, Budget and Policy Analyst
Subject: Texas A&M AgriLife FY2016 Budget Request Recommendations

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Texas A&M AgriLife Extension has submitted the following requests:

1. the addition of one (1) part time Horticulture Program Assistant position;
2. the addition of one (1) part time Paraprofessional Support position;
3. professional marketing services from at outside vendor;

FINANCIAL IMPACT

The addition of one (1) part-time horticulture Program Assistant position has an estimated recurring annual cost of \$16,868. The addition of one (1) Paraprofessional Support position has an estimated recurring annual cost of \$16,868. The request for professional services has a one-time cost of \$4,000.

RECOMMENDATION

The Office of Budget and Evaluation recommends continuing current funding levels and not authorizing the improvement requests. The position requests are not recommended due to the absence of state support for those positions. The marketing consulting service is not approved due to available marketing opportunities have not been fully implemented.

REQUEST FOR PROFESSIONAL SERVICES

Department Dallas County/Texas A&M AgriLife Extension

Budget No. 2050

Pay To	Description of Services	FY2014 Budget	FY2015 Amount Requested
	Requesting funds to pay professional fees to consultants.	-0-	\$4,000

Process Improvement Consulting Request

Extension needs to hire consultants to provide various services for our program, including, but not limited to marketing, branding, publicity, programmatic training, staff development trends, morale-building workshops, TQM training, etc.

We will occasionally need to pay honorariums, travel and incidentals, etc..

me

REPLACEMENT EQUIPMENT REQUEST

Department		Dallas County/Texas A&M AgriLife Service		Budget No.		2050
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	Desk Chair	15		\$300	Staff needs seat and back support.	
2	Desk Chair	15		\$300	Staff needs seat and back support.	
3	Desk Chair for Texas Learn Grow Eat Go station	Requesting New Chair		\$300	Staff needs seat and back support.	
4	Desk	Requesting New Desk		\$3,200	Staff needs new desk for Texas Grow Eat Go Initiative	
5						
6						
7						
8						
9						
10						

Form D

FY2015

REQUEST FOR EXTRA HELP BUDGET

Department Dallas County/Texas A&M AgriLife Extension Service Budget No. 2050
 Description of Function Dallas County/Texas A&M AgriLife Extension Service

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
Horticulture Program Assistant (Part-time)	999	16.22	16,203	-0-	This position is responsible for coordinating the help desk for over 400 horticulture volunteers; for managing the Master Gardener school; and helping with the set up and management of demonstration gardens throughout Dallas County.
Total	999	16.22	16,203	-0-	

Staff Review and Comment

Form B

FY2015

REQUEST FOR EXTRA HELP BUDGET

Department Dallas County/Texas A&M AgriLife Extension Service Budget No. 2050

Description of Function Dallas County/Texas A&M AgriLife Extension Service

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
Paraprofessional Support Grade 00 Position #1382 (Part-time)	999	16.22	16,203	-0-	This position is responsible for the development and maintenance of certain aspects of the youth development portion of Texas AgriLife Extension in Dallas County. Specific responsibilities include "Farm Day at the Texas State Fair," after-school 4-H programs which impacts over 25,000 local youth on an annual basis.
Total	999	16.22	16,203	-0-	

Staff Review and Comment

Form B

FY2015



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

June 5, 2015

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Veteran Services PIR Analysis – FY2016

BACKGROUND

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. Veteran Services has submitted the following position requests for consideration by Commissioners Court based on the original draft of HB 875, relating to the verification of the veteran status of inmates and prisoners and the role of the County providing assistance, with the exception of one position:

1. Addition of four (4) Caseworker I, Grade CC – \$167,433 (salaries and benefits) and \$13,566 (office furniture, computers, printers, and network cabling)
2. Addition of one (1) Senior Secretary Grade 8 - \$50,458 (salaries and benefits) and \$2,958 (office furniture, computers, printers, and network cabling)
3. Addition of two (1) Clerk II, Grade 6 (one (1) Clerk II is requested to become permanent full time position not based on HB 875) - \$90,408

The Veteran Services Department has also made the following equipment requests:

1. One (1) new Adobe Acrobat XI Professional - \$263
2. One (1) new Laptop and accessories - \$2,000
3. One (1) new LCD Projector, with Screen, HDMI Cable and Air Card - \$2,000

The primary focus of Veteran Services is veterans' assistance. This assistance is directed toward ensuring that all Dallas County veterans receive every benefit to which they are entitled. Current staff is composed of a Veteran Service Officer, a Lead Caseworker, a Caseworker I, a Senior Secretary, and a part time Clerk. In FY2015, the Lead Caseworker was added to further assist the Veteran Services Department with its caseload.

The final version of HB 875 as passed by the Legislature takes effect September 1, 2015 and requires the Sheriff's Office to verify an inmate's veteran status and assist inmates by providing them the information to obtain their benefits. Based on the final version, the Budget Office and Veteran Services have determined that the addition of one (1) Caseworker I, Grade CC will assist with any expected increase to the number of veterans being assisted by the Dallas County Veteran Services Department, as the number of veterans who will choose to receive assistance as

part of HB 875 is unknown. The Budget Office will continue to monitor the number of veterans served.

FINANCIAL IMPACT

The estimated recurring annual cost of one (1) Caseworker I, Grade CC is \$55,811 and \$4,522 in related equipment.

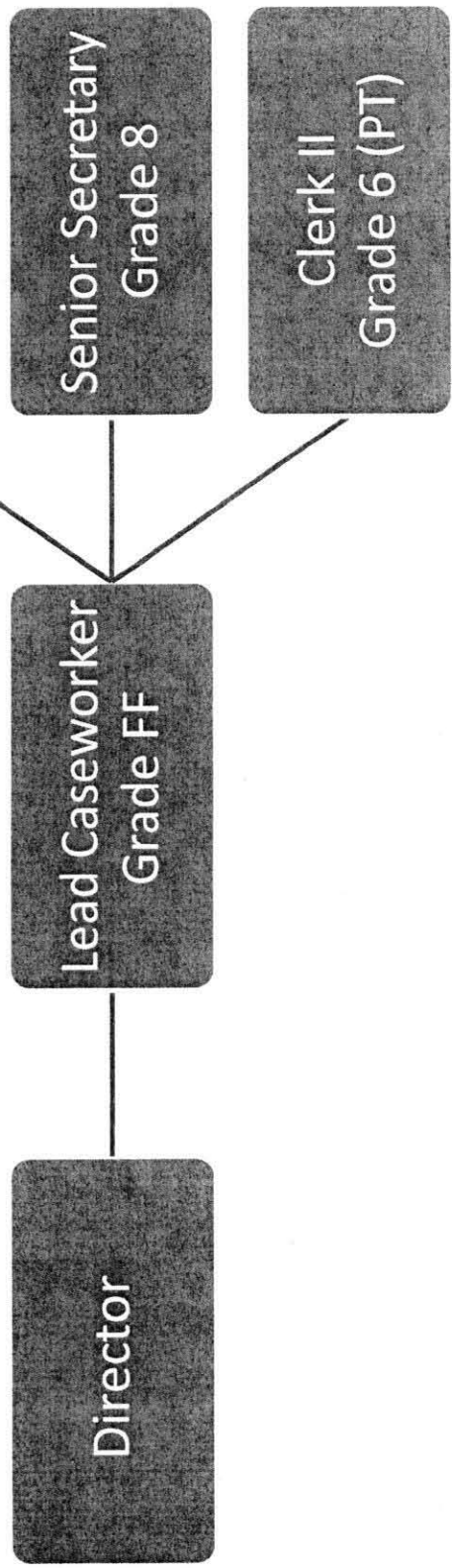
The total estimated cost for the requested equipment is \$4,263, and the requests have been submitted to IT for review.

RECOMMENDATION

The Office of Budget and Evaluation proposes the addition of one (1) Caseworker I, Grade CC is \$55,811 and \$4,522 in related equipment for a total impact of \$60,333.

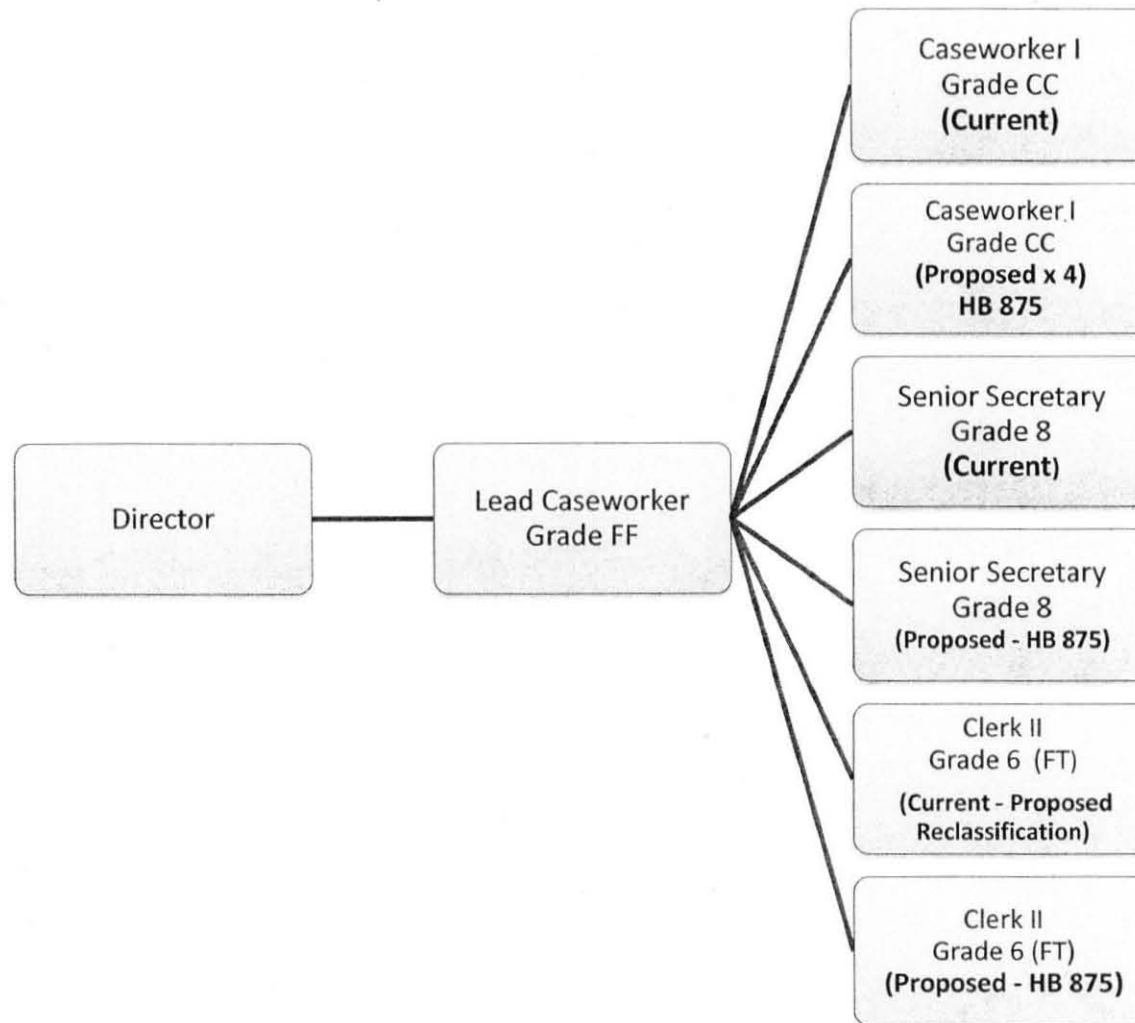
Organizational Chart (Current – FY15)

Veteran Services Department



Organizational Chart (Proposed – FY16)

Veteran Services Department



PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Veteran Services	Budget No.	2060
Position Title	Clerk II Grade 6 (Full Time)	Position No.	4084
Current Grade	Clerk II Grade 6 (Part Time)	Job Code	1160100
		Department Priority	1

Description of Changes in Work Being Performed

Clerk will also be responsible for conducting preliminary interviews of clients, inputting data into the Veterans Information Management System (VIMS), and creating case management files.

Reason/Authority for Change (see Budget Manual)

Clerk will be required to be certified by the Department of Veterans Affairs, through the Texas Veterans Commission, and must complete annual training and pass the mandated certification exam in order to interview clients and conduct business, on the client's behalf, with the VA.

Departmental Cost Worksheet

Current Grade	6	Proposed Grade	6	
Salary	\$25,084.80	Salary w/Benefits	\$39,304.80	
FICA (7.65%)	\$1,918.99	FICA (7.65%)	\$2,356.57	
Retirement (11.5%)	\$2,884.75	Retirement (11.5%)	\$3,542.55	
Total	\$29,888.54	Total	\$45,203.92	
			Total Annual Impact:	\$15,315.38

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Clerk II (Full Time) – Reclassification				
Staff Cost					
Grade	6				
Salary	\$30,804.80				
FICA @ 7.65%	\$2,356.57				
Retirement @ 11.5%	\$3,542.55				
Insurance @ \$8,500	\$8,500.00				
	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="border-top: 1px solid black;">Total</td> <td style="border-top: 1px solid black; text-align: right;">\$45,203.92</td> </tr> </table>	Total	\$45,203.92		
Total	\$45,203.92				
Related Equipment					
Number					
Desk					
Furniture					
Computer					
Printer					
Network Cabling					
Software					
Cell Phone					
Other					
	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="border-top: 1px solid black;">Total</td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td style="border-top: 1px solid black;">Grand Total</td> <td style="border-top: 1px solid black; text-align: right;">\$45,203.92</td> </tr> </table>	Total		Grand Total	\$45,203.92
Total					
Grand Total	\$45,203.92				



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	Clerk II (Part Time)
Proposed Position Title:	Clerk II (Full Time)
Current Position Grade:	6
Department Name:	Veteran Services
Position Number:	4084
Supervisor Name:	James Henderson
Supervisor Phone:	214-819-1887
Supervisor Email:	jhenderson@dallascounty.org

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to provide administrative support to the Veteran Services office staff, thereby reducing their administrative workload, resulting in increased office efficiency, case management, and community outreach.

This is accomplished by conducting preliminary client interviews, entering data into the case management system, researching federal laws and policies, processing and maintaining client files, submitting case files for processing to the VA, requesting military service and medical records, and researching potential grant sources.

Other duties include managing schedules, researching community events for office staff participation, tracking client needs assessment data, ordering office supplies, and entering time and attendance.

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

Within the last year, due to department restructure, the position now requires direct client interaction; responsible for client intake to determine the need for direct services such as financial assistance, housing, or employment services. Incumbent must be able to establish community partnerships and maintain a working knowledge of community resources.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now

responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
Position has a higher level of responsibility. Must be able to interact with Dallas County departments, nonprofits, and other agencies/organizations that provide services to Veterans. Assesses Veteran's need for services and determines best fit for resources. Counsels client or may refer to outside agency, if required. Clerk will be required to be certified by the Department of Veterans Affairs in order to perform client intake and assist with filing claims for benefits. Will also be responsible for timekeeping and ordering of supplies.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
Clerk will also need to interview clients and occasionally file claims for benefits and must be certified by VA to do so.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties will be removed from the position.
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
Will have the authority to enter time for department employees, reconcile expenditures in budget, and order supplies and equipment.
What specific tasks or activities make the job duties/responsibilities more complex?
Will assume some secretarial duties as indicated above and will also function as a service officer assistant; inputting data into the Veterans Information Management System, completing client intake.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
N/A
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
The clerk will be expected to provide exceptional direct assistance or referral services to clients and to establish relationships with other County departments to accomplish some tasks. Strategy 1.5 – Maintain a diverse, talented, and capable workforce to execute core Dallas County functions.

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Answers routine inquiries and resolves basic customer service issues.	Time	E or NE
Tasks performed to accomplish this function:	40%	E
a. Receives all incoming calls and may route to appropriate office staff member when warranted.		
b. Assesses client's needs to determine appropriate action to take regarding claims, basic information requests, and services.		
c. Provides client with requested forms, program information, appropriate community service provider contact information, and prepares benefit verification letters.		
d. Conducts initial interviews for all requests for financial assistance and submits application packets to client.		
2. Function: Inputs data into the Veterans Information Management System (VIMS).	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Receives case file from caseworker.		
b. Verifies client's personal data.		
c. Accurately transcribes case notes.		
d. Cross-references case files with the case management system and enters data.		
e. Inputs compensation amounts and dates when awarded by the Department of Veterans Affairs.		
3. Function: Creates case management files.	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Ensures that files are in compliance with HIPAA laws.		
b. Gathers required documents and prepares copies of claims for filing.		
c. Ensures that copies of client correspondence received directly from the client or Department of Veterans Affairs are included in the files.		
d. Monitors suspenses for timely submission of casework to the Department of Veterans Affairs.		
e. Submits completed claims folder to appropriate service agency for action – Department of VA, Texas Veterans Commissions, Disabled American Veterans (DAV), etc., and ensures that the client receives a copy of the submitted correspondence.		
4. Function: Maintains/reconciles time & attendance reporting.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Enters time into the time and attendance system for office staff.		
b. Monitors vacation and sick leave accruals; informs office director of accrual max balances.		
c. Processes leave request forms; verifies leave balances before submitting to supervisor for approval.		

5. Function: Maintains office files, orders supplies, forms, and informational literature.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Sets up files in accordance with retention policy and HIPAA laws.		
b. Ensures that file folders are properly checked out from file cabinet and returned after use.		
c. Ensures that forms are current and adequately stocked, replenishes when needed.		
d. Ensures that adequate office supplies are on hand; requisitions when needed; monitors office budget to ensure funds are available.		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Fax machine, copier, scanner.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VIMS Software – Veterans Information Management System for Case Management, OnBase

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	6.	Communicable diseases	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	7.	Physical danger or abuse (specify): May encounter aggressive clients or those with mental illness.	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="checkbox"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A.

G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Initial training and certification, per Texas Government Code, Section 434.031
2.	Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? Class C

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input checked="" type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.

<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.
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2. Planning: Does this position involve planning work activities or projects? Yes No
 If yes, describe the planning or project management activities associated with this position.

N/A

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

- | | | |
|-----------------------|----|---|
| <input type="radio"/> | 1. | Researches and prepares information for use in budget documents for a department. May recommend budget allocations. |
| <input type="radio"/> | 2. | Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department. |
| <input type="radio"/> | 3. | Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures. |
| <input type="radio"/> | 4. | Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion. |

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?
 Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

- | | | |
|-----------------------|----|--|
| <input type="radio"/> | 1. | Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. |
| <input type="radio"/> | 2. | Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |

<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Caseworker I – Assistant Veteran Service Officer	
Staff Cost		
Grade	CC	
Salary	\$39,707.20	
FICA @ 7.65%	\$3,037.60	
Retirement @ 11.5%	\$4,566.33	
Insurance @ \$8,500	\$8,500.00	
	Total	\$55,811.13
Related Equipment		
Number		
Desk	\$718.00	
Furniture	\$791.00 (high back chair, side-arm chair, 5 shelf bookcase)	
Computer	\$1,025.00	
Printer	\$250.00	
Network Cabling	\$200.00	
Software	\$300.00	
Cell Phone	\$840.00	
Other	\$398.00 (desk return w/ pedestal)	
	Total	\$4,522.00
	Grand Total	\$60,333.13



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Caseworker I
Proposed Position Grade:	CC
Department Name:	Veterans County Service Office
Position Number:	TBD
Supervisor Name & Position Title ("Reports To"):	James Henderson, Lead Caseworker
Supervisor Phone:	214-819-1887
Supervisor Email:	jhenderson@dallascounty.org
Court Order # and Date:	TBD

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

<p><u>If House Bill 875 is enacted</u>, the purpose of this position is to verify the Veteran status of prisoners within the Dallas County jail system and to provide them with assistance in applying for federal benefits or compensation, for which they may be eligible under programs administered by the United States Department of Veterans Affairs or specific state or local benefit programs or services.</p>

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function:	Time	E or NE
Maintains exterior of facilities	30%	E
Tasks performed to accomplish this function:		

By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Must have the ability to understand and apply DVA laws and regulations when assisting veterans and surviving spouses in applying for DVA benefits for compensation and pension.	Time	E or NE
Tasks performed to accomplish this function:	70%	E
a. Reviews the client's request for benefit assistance to determine client's eligibility for benefits.		
b. Informs the client of required documents necessary to file a claim and assists the client in the completion of all required forms.		
c. Electronically requests Discharge Documents, Military Records, Military Medical Records, and replacement of Medals and Decorations from the National Personnel Records Center, as needed.		
d. Submits all required documents & forms to the VA Regional Office for processing. Is the liaison between the DVA and the client, ensuring that requests for additional information are understood and provided by the client to the DVA.		
e. Assists the client with the appointment of a fiduciary, if applicable.		
f. Assists the client with the claims disagreement/appeals process, if applicable.		
g. Assists the client in requesting a debt waiver for DVA benefit overpayments, if applicable.		
2. Function: Provides information to clients regarding other DVA and State benefits and assists them in applying for each.	Time	E or NE
Tasks performed to accomplish this function:	15%	E
a. Provides information and assistance in completing applicable forms regarding enrollment in the VA Health Care System, Educational Benefits, Insurance Benefits, Home Loan Benefits, and Burial Benefits.		
b. Provides information and assistance in completing applicable forms regarding Property Tax Exemptions for Disabled Veterans.		
c. Provides information and assistance in completing applicable forms regarding Texas Veterans Land Board, State Veterans' Homes, Cemetery Programs, Free Driver's License, Free Hunting and Fishing Licenses, and Free Park Admissions.		
3. Function: Maintains case management records and appropriate documents.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Gathers required documents and prepares copies of claims for filing.		
b. Ensures that files are in compliance with HIPAA laws.		
c. Ensures that copies of client correspondence received from the DVA are added to the files.		
4. Function: Provides information to clients regarding upgrades of both military discharge and characterization of military service and for correction of military records.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Assesses the circumstances regarding client's military discharge or characterization of military service or correction of military records.		
b. Informs the client of applicable laws and assists in determining eligibility of upgrades or correction.		
c. Provides client with applicable forms and guidelines needed to apply/appeal.		
d. Electronically requests Discharge Documents, Military Records, Military Medical Records, and replacement of Medals and Decorations from the National Personnel Records Center, if needed.		
5. Function: Verifies DVA benefit eligibility and provides eligibility letters to clients	Time	E or NE

seeking Human Services/Financial benefits.		
Tasks performed to accomplish this function:	5%	E
a. Verifies client's DVA benefit status with the DVA.		
b. Prepares eligibility letters for client's submission to Health & Human Services for human services/financial benefits.		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Fax, copier, scanner, shredder, overhead projector.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VIMS Software – Veterans Information Management System

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	7.	Physical danger or abuse (specify): May occasionally encounter clients suffering from post traumatic stress disorder (PTSD) or are aggressive.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	8.	Other (specify): Will work in a jail environment.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="checkbox"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input checked="" type="checkbox"/>	6.	Residential Facility (not secure) Assisted Living Facility, Nursing Home
<input type="radio"/>	2.	Shop or Warehouse	<input checked="" type="checkbox"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="checkbox"/>	3.	Other (Specify): Jail environment						

6. Protective Equipment Required: List any protective equipment required for this position.

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="checkbox"/>	5.	Four-year Bachelor's degree in: Behavioral Science or a job-related field of study.
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's

experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Initial training and certification, per Texas Government Code, Section 434.031
2.	Accreditation by the Department of Veterans Affairs
3.	Peer-to-Peer facilitator certification by state agency
4.	
5.	Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? Class C

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

Will be responsible for planning of incumbent's daily activities to include visiting prisoners, parole officers, or Veterans Court.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$289,886.00	Total grant amount \$
Additional comments: Operating Budget - \$3,146.00	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and

specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Juvenile Probation Officer
	2. Disease Intervention Specialist
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Juvenile Residential Officer I or II
	2. HHS Case Manager

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Veteran Services	Budget No	2060
Brief Title of PIR	Senior Secretary – Grade 8		
Approx. Net Cost	\$53,415.96	Department Priority	2

Brief Summary of Request If House Bill 875 is enacted, the Veteran Services Office, in coordination with the Sheriff's Department, will be verifying the Veteran status of each prisoner and providing relevant services to which the Veteran may be eligible.

Discussion of Need
 With the increasing awareness of Veterans involved in the criminal justice system, it is necessary to ensure that Veterans are identified and referred to appropriate treatment and services that support reintegration into society and reduce recidivism. Medical experts agree that no one returns from serving in a war zone unchanged. Best estimates are that as many as 25-30% of returning Veterans suffer from mental illness that makes transitioning back to civilian life far more difficult. This may manifest in alcohol and substance abuse or mental health issues and contribute to a Veteran's arrest for a variety of offenses, ranging from public intoxication and DWI, to assault, domestic violence, and murder. To this point, a significant number of Veterans are booked into the Dallas County jail every month for a wide range of offenses, and a high percentage of arrested Veterans are repeat offenders with alcohol/substance abuse issues. Additionally, many Veterans are not receiving VA services for which they were eligible.
 Current staffing consists of: 1 – Director, 1 – Lead Caseworker Grade FF, 1 – Caseworker I Grade CC, 1 – Senior Secretary Grade 8, 1 – PT Clerk II Grade 6

Discussion of Related Performance Measure
 Vision 1 Indicator(s): Clearly articulate the County's role and responsibilities to the public. Provide mission critical programs and services to the public. Current staffing is not adequate to serve effectively those Veterans and family members who are residing in Dallas County. Without additional staffing, the office will be unable to operate at its full potential, jeopardizing service to the public.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Senior Secretary	
Staff Cost		
Grade	8	
Salary	\$35,214.40	
FICA @ 7.65%	\$2,693.90	
Retirement @ 11.5%	\$4,049.66	
Insurance @ \$8,500	\$8,500.00	
	Total	\$50,457.96
Related Equipment		
Number		
Desk	\$683.00	
Furniture	\$500.00 (chair & side chair)	
Computer	\$1,025.00	
Printer	\$250.00	
Network Cabling	\$200.00	
Software	\$300.00	
Cell Phone		
Other		
	Total	\$2,958.00
	Grand Total	\$53,415.96



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Senior Secretary
Proposed Position Grade:	8
Department Name:	Veterans County Service Office
Position Number:	TBD
Supervisor Name & Position Title ("Reports To"):	James Henderson, Lead Caseworker
Supervisor Phone:	214-819-1887
Supervisor Email:	jhenderson@dallascounty.org
Court Order # and Date:	TBD

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

<p>If House Bill 875 is enacted, the purpose of this position is to verify the Veteran status of prisoners within the Dallas County jail system and to provide them with assistance in applying for federal benefits or compensation, for which they may be eligible under programs administered by the United States Department of Veterans Affairs or specific state or local benefit programs or services.</p>
--

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Provides comprehensive administrative services.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	50%	E

a. Performs direct administrative support services to the Department Head. Schedules and coordinates all programmatic activities and appointment calendar(s), utilizing knowledge of priorities and prearranged plans. Sends meeting notices and reminders.		
b. Researches and resolves more complex issues related to the program function and prepares responses to inquiries, as well as assists in developing standard operating policies and procedures.		
c. Types a wide variety of correspondence, which may be sensitive in nature.		
d. Must maintain confidentiality regarding all correspondence and files.		
e. Assumes responsibility for correctness of spelling, punctuation, format, and grammar.		
2. Function: Serves as a liaison for the department: greets visitors; screens and routes incoming calls; takes messages and/or answers routine inquiries.	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Assesses client needs to determine appropriate course of action.		
b. Refers client to the Service Officer, if warranted.		
3. Function: Prepares requisitions and purchase orders.	Time	E or NE
Tasks performed to accomplish this function:	15%	E
a. Monitors expenditures, researches discrepancies, prepares monthly reports, performs budget analysis on accounts and review of transactions, and maintains fiscal control.		
b. Purchases office supplies and equipment.		
c. Maintains, monitors, and reconciles supply and equipment purchase orders.		
4. Function: Performs other duties as assigned, which may include:	Time	E or NE
Tasks performed to accomplish this function:	10%	E
a. Filing		
b. Researching, gathering and preparing information, and making decisions on routine matters as delegated by the supervisor.		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

		occasional lifting of 25 pounds or less.			
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Fax, copier, scanner, shredder.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VIMS Software – Veteran Information Management System

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	7.	Physical danger or abuse (specify): May occasionally encounter clients suffering from post traumatic stress disorder (PTSD) or are aggressive.	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	8.	Other (specify): Will be working in a jail facility.	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="checkbox"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input checked="" type="checkbox"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="checkbox"/>	3.	Other (Specify): Jail environment						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input checked="" type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Initial training and certification, per Texas Government Code, Section 434.031
2.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.

<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
 If yes, describe the planning or project management activities associated with this position.

N/A

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input checked="" type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$ 289,886.00	Total grant amount \$0
Additional comments: Operating Budget - \$3,146.00	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?
 Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
_____	_____
_____	_____
_____	_____

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		controversial matters.			
■	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	○	■	○
○	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	○	○	○

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>Veteran Services</u>	Budget No	<u>2060</u>
Brief Title of PIR	<u>Clerk II</u>		
Approx. Net Cost	<u>\$41,346.54</u>	Department Priority	<u>2</u>

Brief Summary of Request If House Bill 875 is enacted, the Veteran Services Office, in coordination with the Sheriff's Department, will be verifying the Veteran status of each prisoner and providing relevant services to which the Veteran may be eligible.

Discussion of Need

With the increasing awareness of Veterans involved in the criminal justice system, it is necessary to ensure that Veterans are identified and referred to appropriate treatment and services that support reintegration into society and reduce recidivism. Medical experts agree that no one returns from serving in a war zone unchanged. Best estimates are that as many as 25-30% of returning Veterans suffer from mental illness that makes transitioning back to civilian life far more difficult. This may manifest in alcohol and substance abuse or mental health issues and contribute to a Veteran's arrest for a variety of offenses, ranging from public intoxication and DWI, to assault, domestic violence, and murder. To this point, a significant number of Veterans are booked into the Dallas County jail every month for a wide range of offenses, and a high percentage of arrested Veterans are repeat offenders with alcohol/substance abuse issues. Additionally, many Veterans are not receiving VA services for which they were eligible. Current staffing consists of: 1 – Director, 1 – Lead Caseworker Grade FF, 1 – Caseworker I Grade CC, 1 – Senior Secretary Grade 8, 1 – PT Clerk II Grade 6

Discussion of Related Performance Measure

Vision 1 Indicator(s): Clearly articulate the County's role and responsibilities to the public. Provide mission critical programs and services to the public. Current staffing is not adequate to serve effectively those Veterans and family members who are residing in Dallas County. Without additional staffing, the office will be unable to operate at its full potential, jeopardizing service to the public.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Clerk II	
Staff Cost		
Grade	6	
Salary	\$25,084.80	
FICA @ 7.65%	\$1,918.99	
Retirement @ 11.5%	\$2,884.75	
Insurance @ \$8,500	\$8,500.00	
	Total	\$38,388.54
Related Equipment		
Number		
Desk	\$683.00	
Furniture	\$500.00 (chair + side chair)	
Computer	\$1,025.00	
Printer	\$250.00	
Network Cabling	\$200.00	
Software	\$300.00	
Cell Phone		
Other		
	Total	\$2,958.00
	Grand Total	\$41,346.54



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Clerk II
Proposed Position Grade:	6
Department Name:	Veterans County Service Office
Position Number:	TBD
Supervisor Name & Position Title ("Reports To"):	James Henderson, Lead Caseworker
Supervisor Phone:	214-819-1887
Supervisor Email:	jhenderson@dallascounty.org
Court Order # and Date:	TBD

B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

<u>If HB 875 is enacted</u>, the purpose of this position is to provide administrative support to the Veteran Services office staff, thereby reducing their administrative workload, resulting in increased office efficiency and case management.
This is accomplished by entering data into the case management system, researching federal laws and policies, processing and maintaining client files, submitting case files for processing to the VA, and requesting military service and medical records.
Other duties include managing schedules, researching community events for office staff participation, tracking client needs assessment data, ordering office supplies, and entering time and attendance.

C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Answers routine inquiries and resolves basic customer service issues.	Time	E or NE
Tasks performed to accomplish this function:	40%	E
a. Receives all incoming calls and may route to appropriate office staff member when warranted.		
b. Assesses client's needs to determine appropriate action to take regarding claims, basic information requests, and services.		
c. Provides client with requested forms, program information, appropriate community service provider contact information, and prepares benefit verification letters.		
d. Conducts initial interviews for all requests for financial assistance and submits application packets to client.		
2. Function: Inputs data into the Veterans Information Management System (VIMS).	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Receives case file from caseworker.		
b. Verifies client's personal data.		
c. Accurately transcribes case notes.		
d. Cross-references case files with the case management system and enters data.		
e. Inputs compensation amounts and dates when awarded by the Department of Veterans Affairs.		
3. Function: Creates case management files.	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Ensures that files are in compliance with HIPAA laws.		
b. Gathers required documents and prepares copies of claims for filing.		
c. Ensures that copies of client correspondence received directly from the client or Department of Veterans Affairs are included in the files.		
d. Monitors suspenses for timely submission of casework to the Department of Veterans Affairs.		
e. Submits completed claims folder to appropriate service agency for action – Department of VA, Texas Veterans Commissions, Disabled American Veterans (DAV), etc., and ensures that the client receives a copy of the submitted correspondence.		
4. Function: Maintains/reconciles time & attendance reporting.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Enters time into the time and attendance system for office staff.		
b. Monitors vacation and sick leave accruals; informs office director of accrual max balances.		
c. Processes leave request forms; verifies leave balances before submitting to supervisor for approval.		
5. Function: Maintains office files, orders supplies, forms, and informational literature.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Sets up files in accordance with retention policy and HIPAA laws.		
b. Ensures that file folders are properly checked out from file cabinet and returned after use.		

c. Ensures that forms are current and adequately stocked, replenishes when needed.		
d. Ensures that adequate office supplies are on hand; requisitions when needed; monitors office budget to ensure funds are available.		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Fax, copier, scanner.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VIMS Software – Veterans Information Management System for Case Management

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		(heat, cold, extreme weather changes)				
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health and Safety Conditions			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	7.	Physical danger or abuse (specify): May encounter aggressive clients or those with mental illness	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	8.	Other (specify): Will work in a jail environment.	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

5. **Primary Work Location:** Check the type of location where most of the position's duties are performed.

<input checked="" type="checkbox"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input checked="" type="checkbox"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="checkbox"/>	3.	Other (Specify): Jail environment						

6. **Protective Equipment Required:** List any protective equipment required for this position.

N/A.

F. Position Minimum Requirements

1. **Formal Education:** Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="checkbox"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in: Behavioral Science or a job-related field of study.
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:

<input checked="" type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Initial training and certification, per Texas Government Code, Section 434.031
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input checked="" type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

N/A.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.

<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and

specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Veteran Services</u>	Budget No. <u>2060</u>
Title of PIR	<u>Adobe Acrobat Professional License</u>	Request Type <u>Software</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

One (1) license for Adobe Acrobat XI Professional (available for purchase under State of Texas DIR Contract #: DIR-SDD-2504). Price: \$262.80

We require the ability to create, edit/modify, and view fillable Portable Document Format (PDF) forms and other documents to assist Veterans in filing claims with federal, state, and local government and other agencies.

Expected Benefits

This will increase the efficiencies of the Veteran Services Office by allowing the production and distribution of custom forms and other informational documents.

Vision 1 – Dallas County is a model interagency partner.
Indicators: Provide mission-critical programs and services to the public;
Increase e-business capacity across County offices and departments.

Department Head Signature	<u>Tracy Little</u>	Priority <u>1</u>
Department Contact Person	<u>Tracy Little</u>	Phone <u>214-819-1886</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Veteran Services</u>	Budget No. <u>2060</u>
Title of PIR	<u>Request for Laptop</u>	Request Type <u>Hardware</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

The Veteran Services Office provides assistance to veterans and their families. On many occasions, the client is unable to come into the office to seek assistance; therefore, the service officer is required to go out into the field to file a claim or provide other services. Therefore, we are requesting a laptop computer, for the new Grade FF position, to be used while performing services in the field.

Expected Benefits

A laptop will enable the Service Officer to provide immediate service to the client, decreasing processing time. The client will not have to wait until the Service Officer returns to the office. The client will also have the opportunity to immediately receive a copy of their claim paperwork and will not have to wait until it is returned to them via the mail system (thereby decreasing the possibility of lost paperwork). A laptop will also enable the Service Officer the opportunity to prepare and present quality presentations to clients while away from the office.

Department Head Signature	<u>Tracy Little</u>	Priority <u>1</u>
Department Contact Person	<u>Tracy Little</u>	Phone <u>214-819-1886</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

DALLAS COUNTY

Department: Veteran Services

Department/Activity Description

The mission of the Dallas County Veteran Services Office is to provide assistance to and advocacy for Veterans and survivors with a comprehensive range of federal benefits under Title 38, U.S. Code; state and local benefits, and all other services to which they may be entitled. Services may include assistance with filing claims for disability or supplemental income benefits, appeals, and information on programs, such as healthcare and burial. Outreach is provided to those who are housebound or live in assisted living/nursing home facilities, the homeless, and to the community at large to educate them and bring awareness of the many benefits to which one might be entitled. Since rules, regulations, and claims procedures have become more complicated and stringent each year, the invaluable services and guidance provided from this office have become even more essential to ensure clients receive the full benefits provided by law and to which they are entitled.

ACCOMPLISHMENTS AND CHALLENGES IN FY2014

Directly responsible for clients receiving amounts in excess of \$136,000 in back pay for benefits. Increased community partnerships, resulting in more widespread community involvement regarding housing, employment, education, and transportation needs of Veterans. Hosted Director Katherine Archuleta's (OPM's first Latina director) visit to Dallas, meeting with groups of Women Veterans to discuss barriers to employment. Asked to join Best Southwest to help determine ways that educators and local employers can work together to fill the gaps in these areas to serve the needs of Veterans better. Military drawdowns will continue to create challenges, as troops return to their communities. Providing responsive and efficient veterans services to a diverse population of Veterans, with unique needs and growing demand, will continue to be a challenge for this office with insufficient staffing levels.

GOALS, OBJECTIVES, PERFORMANCE MEASURES

	FY11	FY12	FY13	FY14
Goal: Expand outreach of professional services to Veteran Pop./increasing the distribution of monetary benefits				
Dallas County Veteran Population	120,597	109,485	106,378	105,565
Disability/Supplemental income benefits paid to Veterans and survivors	\$242M	\$260M	\$325M <i>Updated at end of 12/2014</i>	<i>Not Posted as of 3/26/2015</i>
Goal: Provide operative assistance to Veterans and Survivors applying for and receiving benefits and services				
# of inquiries	10,878	13,215	16,001	16,908
% of requests for federal benefits	62%	60%	65%	73%
% of requests for financial assistance	17%	29%	30%	22%
% of requests for other services (education, burial, housing etc.)	9%	11%	5%	5%
Goal: Increase networking endeavors, through community outreach services, to Veterans, survivors, governmental entities, and the community.				
- Presentations/job fairs*	19@2,296	8@491	12@4,694	7@1,159
- Community service events	19	9	9	9
- Home visits/assisted living facilities	29	52	23	19
- Meetings/boards/committees (Director)	142	194	235	192
*Number of events @ number of attendees				

STAFFING TRENDS

Authorized Staffing	FY08/09	FY10	FY11	FY12	FY13	FY14
No. of <u>FT</u> Employees						
- Service Officers	3	2	2	2	2	3
- Admin	1	0	0	0	1	1
No. of <u>PT</u> Employees						
- Service Officers	0	0	0	0	0	0
- Admin	0	1 (Gr. 8)	1 (Gr. 8)	1 (Gr. 8)	0	1 (Gr. 6)