Grant Number: 212-12-D03
Grantee Name: Harris County
Program Title: Harris County Public Defender’s Office
Grant Period: 10/1/2011-9/30/2012
Grant Award Amount: $6,481,005-$5,942,006

The Task Force on Indigent Defense (Task Force) has awarded the above-referenced grant to Harris County for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Task Force by August 12, 2011-September 30, 2012. The grantee will not receive any grant funds until this notice is executed and returned to the Task Force. Funding is provided as listed in the categories in the table below:

<table>
<thead>
<tr>
<th>Direct Costs:</th>
<th>Original Amount</th>
<th>Amount Reduced or Increased</th>
<th>Currently Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Personnel (Total number FTEs - not less than 68)</td>
<td>$5,632,466</td>
<td>-$414,850</td>
<td>$5,217,316</td>
</tr>
<tr>
<td>2) Fringe Benefits</td>
<td>$2,090,522</td>
<td>-$484,900</td>
<td>$1,695,622</td>
</tr>
<tr>
<td>3) Travel and Training</td>
<td>$33,568</td>
<td>$0</td>
<td>$33,568</td>
</tr>
<tr>
<td>4) Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5) Supplies</td>
<td>$470,000</td>
<td>-$134,500</td>
<td>$35,500</td>
</tr>
<tr>
<td>6) Contract Services</td>
<td>$185,000</td>
<td>$360,500</td>
<td>$545,500</td>
</tr>
<tr>
<td>7) Indirect Costs</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Proposed Costs</td>
<td>$8,101,256</td>
<td></td>
<td>$7,427,506</td>
</tr>
<tr>
<td>Less Cash from Other Sources</td>
<td>$1,620,294</td>
<td></td>
<td>$1,485,501</td>
</tr>
<tr>
<td>Total Amount Funded by Task Force</td>
<td>$6,481,005</td>
<td></td>
<td>$5,942,006</td>
</tr>
</tbody>
</table>

Standard Grant Conditions:

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Request for Applications issued on October 15, 2010, including the rules and documents adopted by reference in the Task Force on Indigent Defense’s Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Task Force placing a temporary hold on grant funds, permanently deobligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the “Required Conditions and Report” in Attachment A.
• Any indigent defense plan documents submitted to the Task Force must continue to meet all grant eligibility requirements.

• The Judges hearing criminal and juvenile matters must amend the Indigent Defense Plan to include the program funded under this award and submit to the Task Force by December 31, 2011.

The authorized official for this grant program has read the preceding and indicates agreement by signing this Statement of Grant Award below:


Signature of Authorized Official

Ed Emmett - County Judge

Name & Title (must print or type)

August 21, 2012

Date
Attachment A

Required Conditions and Reports

Method of Calculation

The budget on the Statement of Grant Award was developed in FY2011 under the assumptions that the grant be based on four twelve month periods beginning October 1, 2010. The plan calls for 100% in the first year for a partial start-up phase of $4,150,545; 80% in the second year for the first fully-staffed year of operation of $6,481,005; 20% in the third year of $1,620,251; and 20% in the fourth year of $1,620,251. The Task Force can only commit to one year at a time, but the application contains an estimated four year funding plan. The intention is to follow the declining funding schedule to result in approximately 50% state funding and 50% county funding over the four years. The grant will remain on a fiscal year of October to September.

Program Requirements

In addition to the program requirements stated in the FY2012 Request for Applications (RFA), these specific program requirements apply to this funded program:

— The County will continue to operate the previously funded Harris County Public Defender Office in accordance Article 26.044 Code of Criminal Procedure, the attached application, and local indigent defense plans required to be developed under Article 26.04, Code of Criminal Procedure and submitted under Section 79.036, Government Code.

— The County will submit both progress reports and expenditure reports to obtain reimbursement of expended funds based on actual expenditures;

— The County will cooperate with the Task Force staff to develop reasonable online reports that best reflect the work of the program and demonstrate that the program is operating as intended. The county will track all of the data elements presented in the proposal. The online reports may include some of the data elements in the proposal as well as standard program data elements developed by the Task Force.

— The County must maintain an oversight board to supervise the operation of this department as described in the application. This oversight board must be responsible for recommending the selection and removal of the Chief Public Defender. The administrative role of this oversight board in supervising the Chief Public Defender, including any fiscal authority, must be decided by the commissioners court.

— The County must maintain and provide to the Task Force a written policy that includes caseload standards for each attorney and for the operation of this program as described in the application.

— The County may spend up to $360,500 toward completion of the office build-out in the Public Defender Office space for the activities designated under this grant.

Activity

Harris County will continue to implement and administer of the Harris County Public Defender Office that was agreed to under the terms of the Statement of Grant Award for the FY2011 Discretionary Grant. The Public Defender’s Office will expand to trial and juvenile representation in FY2012.
**Timeline for Reporting and Fund Distribution**

Reports will be submitted on-line over the Internet.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type Report Due</th>
<th>Date Report Due</th>
<th>Fund Distribution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2011</td>
<td>Progress report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2012 through</td>
<td>Budget Status Report</td>
<td>April 16, 2012</td>
<td>April 2012</td>
</tr>
<tr>
<td>March 2012</td>
<td>Progress report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2012 through June</td>
<td>Budget Status Report</td>
<td>July 16, 2012</td>
<td>July 2012</td>
</tr>
<tr>
<td>2012</td>
<td>Progress report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2012</td>
<td>Report and Conclusion.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Doug--

Would it be ok to route this for signature through you? Caprice & Alex are satisfied that the amendment already went to Court as below. Please feel free to return it to Brian directly, or to me; or to Alex, either way we'll make sure Brian @ the Task Force receives it.

Thank you.

-----Original Message-----
From: Bunin, Alex (Public Defender's Office)
Sent: Friday, August 31, 2012 10:32 AM
To: Cadow, Eric (Budget Management)
Cc: Cosper, Caprice (Budget Management); Griffith, Hank (Budget Management)
Subject: Re: FY2012 Amended Statement of Grant Award - Harris County

Fine. Thanks.

Sent from my iPhone

Alex Bunin
713-274-6706

On Aug 31, 2012, at 10:15 AM, "Cadow, Eric (Budget Management)" <Eric.Cadow@bmd.hctx.net> wrote:

> Alex--
> I was going to forward this for signature with the language from 15.b on the 8/21 Agenda* constituting prior Commissioners Court approval of attached amendment, among other documentation. Is that ok with you?
> 
> > Thanks
> >
> > 15b
> > *Request for authorization to use discretionary grant funds for construction of additional office space on the 13th floor of the Criminal Justice Center, subject to review by Budget Management.
> 
> From: Bryan Wilson [mailto:Bryan.Wilson@txcourts.gov]
> Sent: Thursday, August 30, 2012 11:51 AM
> To: CJO Grants Notification (County Judge's Office); CJO Grants Notification (County Judge's Office)
> Cc: Bunin, Alex (Public Defender's Office); Mireles, Carmen (Public Defender's Office); Schott, Barbara (Auditors); Ngo, Tom (Auditors); Cosper, Caprice (Budget Management); Cadow, Eric (Budget Management); Wesley Shackelford; Dominic Gonzales; Edwin Colfax
> Subject: FY2012 Amended Statement of Grant Award - Harris County
Dear Judge Emmett,

Please review and sign the attached Amended Statement of Grant Award. After your approval please scan and return the first two pages to me via e-mail.

Thank you for your assistance and Harris County’s action in response to our request for voluntary de-obligation of grant funds. Your assistance along with other similarly situated discretionary grant funded counties has helped the Texas Indigent Defense Commission to reissue about $3 million in grant funds that would have been unspent this year.

BW
Bryan E. Wilson
Grants Administrator
Texas Indigent Defense Commission
209 W. 14th Street, Room 202 (Price Daniel Sr. Building) Austin, Texas 78701
Direct: 512-936-6996 Fax: 512-463-5724
Main line: 512-936-6994 Toll free in Texas: 866-499-0656 On the web:


<Harris County 2012 Discretionary Continued AMENDED.pdf>
AGENDA ITEM

Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, Texas 77002

Dear Court Members:

Please consider the following item for August 21, 2012 Commissioners Court agenda:

Request approval and authorization to create, post and fill the following grant funded positions.

<table>
<thead>
<tr>
<th>No. of Position(s)</th>
<th>Position Title</th>
<th>Maximum Salary</th>
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</tr>
<tr>
<td>1</td>
<td>Systems Technician</td>
<td>$28.85 / hour</td>
</tr>
</tbody>
</table>

Discretionary grant funds are available in GL Org Key XNM56001, expiring on September 30, 2012. Position requested effective date of September 8, 2012.

Your consideration of this request is greatly appreciated.

Sincerely,

Alexander Bunin, Chief Defender
**POSITION CHANGE REQUEST FORM**

**Department:** Public Defender's Office  
**Department Org. #:** 560

1. **Reason for and Routing of Request:**
   - **Type of Request:**
     - [ ] JL Key Change
     - [ ] JL Object Change
     - [ ] Division Change
     - [ ] GL Org. Key Change
     - [ ] Position Title Change
     - [ ] Car Allowance Change
     - [ ] Change Position Hours/Status
     - [ ] Decrease the Position Maximum
     - [ ] Department Reorganization
     - [ ] End Position (Date)
     - [ ] Increase the Position Maximum
     - [ ] Ledger Code Key Change
     - [ ] New Position Requested
     - [ ] Transfer Position from dept. to dept.

2. **Routing of Department Approved Form:**
   - Forward form directly to HRRM. Commissioners Court approval is not required.
   - Forward form directly to HRRM. Commissioners Court approval required for non-routine title changes.
   - Forward form to HRRM. Commissioners Court approval required.

3. **Current Position Title (If Applicable):**
   - Current Position Number:
   - Ledger Code Key:
   - GL Org. Key:
   - Division:
   - JL Key:
   - JL Object:
   - Pos Stat: [ ] Reg 32+  [ ] Reg 32-  [ ] PT  [ ] Temp  [ ] Model
   - Duration of Hrs per year:
   - Required Hrs per Wk:
   - Position Maximum:
   - Budget Maximum:
   - Max. Car Allowance:

4. **New Position Title:**
   - Administrative Assistant
   - New Position Number (HRRM Use Only):
   - Ledger Code Key:
   - GL Org. Key:
   - Division:
   - JL Key:
   - JL Object:
   - Pos Stat: [ ] Reg 32+  [ ] Reg 32-  [ ] PT  [ ] Temp  [ ] Model
   - Duration of Hrs per year:
   - Required Hrs per Wk:
   - New Position Maximum:
   - New Budget Maximum:
   - Max. Car Allowance:

**Proposed Effective Date (See NOTE below):** 09/08/2012  
**Grant Effective Date (If applicable):** 10/01/2011 to 09/30/2012

**Note:** The position change will ordinarily be effective on the latter of the first day of the pay period following Commissioners Court approval or a later date requested.

**Additional Instructions:**
- If applying for a new job title (a title not previously used in the department), ATTACH A JOB DESCRIPTION WHICH DEFINES: Minimum Qualifications; Job Duties; Supervisory Requirements, and Job Hierarchy (what position does the job report to and what department jobs are equivalent/similar in responsibility). If job title has previously been used DO NOT attach a job description.

**Department Approval**

**Signature (Department Head or Designee):**

**BUDGET MANAGEMENT - BUDGET SERVICES AND PLANNING**

**Signature/Stamp:**

**HRRM USE ONLY**

**Job Title Assigned (HRRM):**

**Job Code Assigned (HRRM):**

**EEOC Code:**

**WC Code:**

**Census Code:**

**Title Changes:** [ ] Non-Routine  [ ] Routine
POSITION CHANGE REQUEST FORM

1. Dept. Name: Public Defender's Office
   Dept. Org. #: 560

2. Reason for and Routing of Request:
   Note: All 3441 forms must be approved by the Department Head.
   Type of Request
   - JL Key Change
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   - Division Change
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   - New Position Requested
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Proposed Effective Date (See NOTE below): 09/08/2012
(Date must be the beginning of a pay period.)
NOTE: The position change will ordinarily be effective on the latter of the first day of the pay period following Commissioners Court approval or a later date requested.

Grant Effective Date (If applicable): 10/01/2011 to 09/30/2012
If all changes listed apply to multiple positions, list all position numbers to which the changes apply on the back or on a separate attached worksheet.

3. Current Position Title (If Applicable):

   Current Position Number:
   Ledger Code Key:
   GL Org. Key:
   Division:
   JL Key:
   JL Object:
   Pos Stat: [Reg 32+] [Reg 32] [PT] [Temp] [Model]
   Duration of Hrs per year:
   Required Hrs per Wk:
   Position Maximum: [HR] [MTH]
   Budget Maximum: [HR] [MTH]
   Max. Car Allowance:

4. New Position Title:
   No. of positions 1
   Systems Technician
   New Position Number (HARM Use Only):
   Ledger Code Key:
   GL Org. Key: XNM56001
   Division: 5601
   JL Key: A39000000
   JL Object: 844A9000
   Pos Stat: [Reg 32+] [Reg 32] [PT] [Temp] [Model]
   Duration of Hrs per year: 2080
   Required Hrs per Wk: 40
   New Position Maximum: $28.85 [HR] [MTH]
   New Budget Maximum: $28.85 [HR] [MTH]
   Max. Car Allowance:

If applying for a new job title (a title not previously used in the department), ATTACH A JOB DESCRIPTION WHICH DEFINES: Minimum Qualifications; Job Duties; Supervisory Requirements, and Job Hierarchy (what position does the job report to and what department jobs are equivalent/similar in responsibility). If job title has previously been used DO NOT attach a job description.

Department Approval
Signature (Department Head or Designee) 6/14/2012
Commissioners Court Approval (If applicable)
Signature/Stamp

BUDGET MANAGEMENT - BUDGET SERVICES AND PLANNING
Remaining PY Cost: Approval Signature Date

HRRM USE ONLY
Job Title Assigned (HRRM):
Job Code Assigned (HRRM): EEOC Code:
Title Changes: [Non-Routine] [Routine]
WC Code: Census Code:
JOB TITLE: Systems Technician

DEPARTMENT: Public Defender’s Office

HOURS: 40 Hours per Week / Evening / Weekend / Overtime as Required

SALARY: The salary is $40,000. – $60,000., depending upon experience.
Based on 26 Pay Periods

EDUCATION: A Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board is preferred.

EXPERIENCE/JOB SKILLS: Two (2) years plus experience administering and maintaining computer systems in a production environment.

JOB DESCRIPTION: The Systems Technician is responsible for providing first-tier technical support to attorneys and staff. Daily tasks include installation/configuration, operation, troubleshooting, and maintenance of systems hardware and software and related infrastructure. The Systems Technician provides consultation and support to all PDO personnel to develop and ensure effective use of computers and related technology in daily office operations, as well as in case preparation and presentation.

Additional requirements include experience with deployment and/or maintenance of Windows 7, Active Directory Users and Computers (ADUC), and Group Policy to perform tasks relating to user account control, automation, remote administration, and desktop support. Strong communication skills and willingness to maintain documentation are also required.

Employment is contingent upon passing a criminal background check.
HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.

CLOSING DATE: Open Until Filled APPLY AT: 1310 PRAIRIE – SUITE 170
AGENDA ITEM

Commissioners Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, Texas 77002

Dear Court Members:

Please consider the following item for August 21, 2012 Commissioners Court agenda:

Request approval and authorization to create, post and fill the following grant funded positions.

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Discretionary grant funds are available in GL Org Key XNM56001, expiring on September 30, 2012. Position requested effective date of September 8, 2012.

Your consideration of this request is greatly appreciated.

Sincerely,

Alexander Bunin, Chief Defender

Presented to Commissioner's Court

AUG 2 1 2012

APPROVE

Subj to Budget Management Review

Recorded Vol 221 Page 7540
POSITION CHANGE REQUEST FORM

1. Dept. Name: Public Defender’s Office  
Dept. Org. #: 560

2. Reason for and Routing of Request: 
Note: All 3441 forms must be approved by the Department Head.

<table>
<thead>
<tr>
<th>Type of Request</th>
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<tr>
<td>JL Key Change</td>
<td>Forward form directly to HRRM. Commissioners Court approval is not</td>
</tr>
<tr>
<td>JL Object Change</td>
<td>required.</td>
</tr>
<tr>
<td>Division Change</td>
<td>Forward form directly to HRRM. Commissioners Court approval required for</td>
</tr>
<tr>
<td>GL Org. Key Change</td>
<td>non-routine title changes.</td>
</tr>
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</tr>
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<td>Change Position Hours/Status</td>
<td></td>
</tr>
<tr>
<td>Decrease the Position Maximum</td>
<td></td>
</tr>
<tr>
<td>Department Reorganization</td>
<td></td>
</tr>
<tr>
<td>End Position (Date)</td>
<td></td>
</tr>
<tr>
<td>Increase the Position Maximum</td>
<td></td>
</tr>
<tr>
<td>ledger Code Key Change</td>
<td></td>
</tr>
<tr>
<td>New Position Requested</td>
<td></td>
</tr>
<tr>
<td>Transfer Position from dept. to dept.</td>
<td></td>
</tr>
</tbody>
</table>

Proposed Effective Date (See NOTE below): 09/08/2012  
(Date must be the beginning of a pay period.)

NOTE: The position change will only be effective on the latter of the first day of the pay period following Commissioners Court approval or a later date requested.

Grant Effective Date (If applicable): 10/01/2011 to 09/30/2012
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</tr>
</thead>
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</tr>
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<td>GL Org. Key:</td>
</tr>
<tr>
<td>Division:</td>
</tr>
<tr>
<td>JL Key:</td>
</tr>
<tr>
<td>JL Object:</td>
</tr>
<tr>
<td>Pos Stat:  [Reg 32+]  [Reg 32-]  [PT]  [Temp]  [Model]</td>
</tr>
<tr>
<td>Duration of Hrs per year:</td>
</tr>
<tr>
<td>Required Hrs per Wk:</td>
</tr>
<tr>
<td>Position Maximum:</td>
</tr>
<tr>
<td>Budget Maximum:</td>
</tr>
<tr>
<td>Max. Car Allowance:</td>
</tr>
</tbody>
</table>

4. New Position Title: 

<table>
<thead>
<tr>
<th>Assistant Public Defender</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position Number</td>
</tr>
<tr>
<td>(HRRM Use Only):</td>
</tr>
<tr>
<td>Ledger Code Key:</td>
</tr>
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Department Approval:

Signature (Department Head or Designee) Date  
Commissioners Court Approval (if applicable)  

BUDGET MANAGEMENT - BUDGET SERVICES AND PLANNING

| Remaining FY Cost: |
| Approval Signature Date |

HRRM USE ONLY

Job Title Assigned (HRRM):  
Job Code Assigned (HRRM):  
EEOC Code:  
WC Code:  
Census Code:  
Title Changes:  [Non-Routine]  [Routine]  
AUG 21 2012
POSITION CHANGE REQUEST FORM

1. Dept. Name: Public Defender's Office
   Dept. Org. #: 560

2. Reason for and Routing of Request:
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   Type of Request
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   - Division Change
   - GL Org. Key Change
   - Position Title Change
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3. Current Position Title (If Applicable):
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   Division: 5601
   JL Key: A39000000
   JL Object: 844A9000
   Pos Stat: [Reg 32+ [Reg 32- PT Temp Model]
   Duration of Hrs per year: 2080
   Required Hrs per Wk: 40
   Position Maximum: [HR MTH]
   Budget Maximum: [HR MTH]
   Max. Car Allowance: 

4. New Position Title: Administrative Assistant
   No. of positions 1
   New Position Number (HRRM Use Only):
   Ledger Code Key: 
   GL Org. Key: 
   Division: 
   JL Key: 
   JL Object: 
   Pos Stat: [Reg 32+ [Reg 32- PT Temp Model]
   Duration of Hrs per year: 
   Required Hrs per Wk: 
   Position Maximum: [HR MTH]
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   New Budget Maximum: $28.85 [HR MTH]
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Department Approval 8/14/2012

BUDGET MANAGEMENT - BUDGET SERVICES AND PLANNING

Commissioners Court Approval (If applicable)

AUG 2 1 2012

HRRM USE ONLY

Job Title Assigned (HRRM):
Job Code Assiged (HRRM):
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WC Code:
Census Code:
Title Changes: [Non-Routine] [Routine]
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   - [ ] JL Object Change  
   - [ ] Division Change  
   - [ ] GL Org. Key Change  
   - [ ] Position Title Change  
   - [ ] Car Allowance Change  
   - [ ] Change Position Hours/Status  
   - [ ] Decrease the Position Maximum  
   - [ ] Department Reorganization  
   - [ ] End Position (Date)  
   - [ ] Increase the Position Maximum  
   - [ ] Ledger Code Key Change  
   - [ ] New Position Requested  
   - [ ] Transfer Position from dept. to dept.  
   **Routing of Department Approved Form**  
   - Forward form directly to HRRM. Commissioners Court approval is not required.  
   - Forward form to HRRM. Commissioners Court approval required for non-routine title changes.  

   **Proposed Effective Date (See NOTE below):** 09/08/2012  
   **(Date must be the beginning of a pay period.)**  
   **NOTICE:** The position change will ordinarily be effective on the 1st of the pay period following Commissioners Court approval or a later date requested.  

   **Grant Effective Date (If applicable):** 10/01/2011 to 09/30/2012  
   If all changes listed apply to multiple positions, list all position numbers to which the changes apply on the back or on a separate attached worksheet.

3. **Current Position Title (If Applicable):**
   - Current Position Number:  
   - Ledger Code Key:  
   - GL Org. Key:  
   - Division:  
   - JL Key:  
   - JL Object:  
   - Pos Stat: [ ] Reg 32+ [ ] Reg 32- [ ] PT [ ] Temp [ ] Model  
   - Duration of Hrs per year:  
   - Required Hrs per Wk:  
   - Position Maximum: [ ] HR [ ] MTH  
   - Budget Maximum: [ ] HR [ ] MTH  
   - Max. Car Allowance:  

4. **New Position Title:**  
   **No. of positions 1**  
   **Systems Technician**
   - New Position Number (HRRM Use Only):  
   - Ledger Code Key:  
   - GL Org. Key: XNM56001  
   - Division: 5601  
   - JL Key: A39000000  
   - JL Object: 844A9000  
   - Pos Stat: [ ] Reg 32+ [ ] Reg 32- [ ] PT [ ] Temp [ ] Model  
   - Duration of Hrs per year: 2080  
   - Required Hrs per Wk: 40  
   - New Position Maximum: $28.85 [ ] HR [ ] MTH  
   - New Budget Maximum: $28.85 [ ] HR [ ] MTH  
   - Max. Car Allowance:  

   **If applying for a new job title:** (a title not previously used in the department), ATTACH A JOB DESCRIPTION WHICH DEFINES: Minimum Qualifications; Job Duties; Supervisory Requirements, and Job Hierarchy (what position does the job report to and what department jobs are equivalent/similar in responsibility). If job title has previously been used DO NOT attach a job description.

   **Department Approval:**  
   **Signature (Department Head or Designee):**  
   **Date:**  
   **BUDGET MANAGEMENT - BUDGET SERVICES AND PLANNING**  
   **Remaining FY Cott:**  
   **Approval Signature:**  
   **Date:**

   **Commissioners Court Approval (If applicable):**  
   **Signature/Stamp:**  
   **Date:**

   **AUG 21 2012**

   **HRRM USE ONLY**  
   **Job Title Assigned (HRRM):**  
   **EEOC Code:**  
   **Job Code Assigned (HRRM):**  
   **WC Code:**  
   **Census Code:**  
   **Title Changes:** [ ] Non-Routine [ ] Routine
**JOB TITLE:** Systems Technician

**DEPARTMENT:** Public Defender’s Office

**HOURS:** 40 Hours per Week / Evening / Weekend / Overtime as Required

**SALARY:** The salary is $40,000. – $60,000., depending upon experience. Based on 26 Pay Periods

**EDUCATION:** A Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board is preferred.

**EXPERIENCE/JOB SKILLS:** Two (2) years plus experience administering and maintaining computer systems in a production environment.

**JOB DESCRIPTION:** The Systems Technician is responsible for providing first-tier technical support to attorneys and staff. Daily tasks include installation/configuration, operation, troubleshooting, and maintenance of systems hardware and software and related infrastructure. The Systems Technician provides consultation and support to all PDO personnel to develop and ensure effective use of computers and related technology in daily office operations, as well as in case preparation and presentation.

Additional requirements include experience with deployment and/or maintenance of Windows 7, Active Directory Users and Computers (ADUC), and Group Policy to perform tasks relating to user account control, automation, remote administration, and desktop support. Strong communication skills and willingness to maintain documentation are also required.

Employment is contingent upon passing a criminal background check. HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.

**CLOSING DATE:** Open Until Filled APPLY AT: 1310 PRAIRIE – SUITE 170