

Joann Gilbride

From: Joann Gilbride
Sent: Tuesday, April 14, 2020 2:53 PM
To: 'Boggs,Jennifer (DSHS)'
Cc: 'DSHS PHEP'; Janna Benson-Caponera; Candy Blair; Taylor Burton; Samuel Grader; Jarrad Winman; Ashley Burns
Subject: RE: COVID 19 Additional Funding - Budget Request
Attachments: COVID amendment supporting documentation.pdf; FY20 COVID 19 Budget Amend 1 CCHCS 4 14 2020.xls
Importance: High

Ms. Boggs,

Please see the attached documentation for the COVID-2019 Additional Funding.

- Budget template
- Compensation Plan for salaries
- Job Description for requested positions: PHEP Specialist (3), PHEP Planner, Functional Analyst, Public Information Officer
- Specifications and quotes: mobile refrigeration units and cargo trailers with generator

Please let me know if you have any questions or wish to discuss.

Thank you,

Joann L. Gilbride, MBA
Healthcare Coordinator
Collin County Health Care Services
825 N. McDonald #130
McKinney, TX 75069
P: 972-548-5503
F: 972-548-4441

From: Boggs,Jennifer (DSHS) [mailto:Jennifer.Boggs@dshs.texas.gov]
Sent: Friday, April 10, 2020 7:15 PM
To: Janna Benson-Caponera <jbenson-caponera@co.collin.tx.us>; Candy Blair <cblair@co.collin.tx.us>; Taylor Burton <tburton@co.collin.tx.us>; Amy L. Davis <aldavis@co.collin.tx.us>; Joann Gilbride <jgillbride@co.collin.tx.us>; Chris Hill <chill@co.collin.tx.us>; Meredith Nurge <mnurge@co.collin.tx.us>; Eileen Prentice <eprentice@co.collin.tx.us>; Aubrey Saylor <asaylor@co.collin.tx.us>
Subject: RE: COVID 19 Additional Funding - Budget Request

***** **WARNING:** External Email. Do not click links or open attachments that are unsafe. *****

From: Boggs,Jennifer (DSHS)
Sent: Friday, April 10, 2020 6:58 PM
To: jbenson-caponera@co.collin.tx.us; cblair@co.collin.tx.us; tburton@co.collin.tx.us; aldavis@co.collin.tx.us; jgillbride@co.collin.tx.us; Chill@co.collin.tx.us; mnurge@co.collin.tx.us; eprentice@co.collin.tx.us; asaylor@co.collin.tx.us
Subject: COVID 19 Additional Funding - Budget Request

Dear Local Health Department Partner,

DSHS has received additional, one-time federal funding for COVID-19 response. This is supplemental to the allocation of COVID-19 response funding you recently received and for which the contract is already executed or with your agency for execution. Following execution of the current contract, DSHS will initiate a new amendment to add these additional funds. This allocation represents 123% of your FY20 PHEP award, bringing the total response funding to 243% of your FY20 PHEP award. While there is no change to the scope of work previously provided, you will need to complete a new budget for this allocation. Your initial allocation for Component B activities is \$669,893.00. You are being awarded an additional \$687,462.00 for Component B activities, which will be included in your new **total** allocation of \$1,357,355.00. In addition, your budget items should be allocated and identified with the following domains and activities:

Domain 1: Incident Management for Early Crisis Response

- Emergency Operations and Coordination
- Responder Safety and Health
- Identification of Vulnerable Populations

Domain 2: Jurisdictional Recovery

- Jurisdictional Recovery

Domain 3: Information Management

- Information Sharing
- Emergency Public Information and Warning and Risk Communication

Domain 4: Countermeasures and Mitigation

- Nonpharmaceutical Interventions
- Quarantine and Isolation Support
- Distribution and Use of Medical Materiel

Domain 5: Surge Management

- Surge Staffing
- Public Health Coordination with Healthcare Systems
- Infection Control

Domain 6: Bio surveillance

- Public Health Surveillance and Real-time Reporting
- Public Health Laboratory Testing, Equipment, Supplies, and Shipping
- Data Management

Budgets should be submitted to Jennifer Boggs by COB, Tuesday April 14, 2020.

Thank you,

Jennifer Boggs, CTCM
Contract Specialist V
Contract Management Section (CMS)
Department of State Health Services
P.O. Box 149347
Austin, TX 78714-9347
(512)776-3967 (Direct)
(512)776-7391 (Fax)
Jennifer.Boggs@dshs.texas.gov



FY2020

COVID-2019 BUDGET AMENDMENT

Applicant Information

Legal Name of Agency:

Mailing Address:

COLLIN COUNTY

Street / PO Box: 825 N. MCDONALD #130

City: MCKINNEY, TX

Zip: 75069

Payee Name:

COLLIN COUNTY

Payee Mailing Address:

Street / PO Box: 825 N. MCDONALD #130

City: MCKINNEY, TX

Zip: 75069

State of Texas Comptroller Vendor ID #

(11 digit + 3 digit mail code):

DUNS # (9 digits required for subrecipient contracts):

74873449

Fiscal Year-End Date (MM/DD)

09/2020

Type of Entity (Choose one)

City: ☐

County: ☒

Other Political Subdivision: ☐

Nonprofit Organization ☐

Community-Based Organization ☐

Hospital ☐

State Controlled Institution of Higher Learning ☐

Other ☐

Faith Based (Nonprofit Org) ☐

Click on appropriate box

Contract Term:

Start Date: 3/15/2020

End Date: 3/15/2021

State-wide or Counties Served

State-wide or County(ies) Served:

COLLIN, submitted 4/14/2020

Amount of Funding Allocated:

\$687,462.00

Minimum Unduplicated Clients to be Served

CONTACT PERSON INFORMATION

Legal Business Name:

COLLIN COUNTY

This form provides information about the appropriate contacts in the contractor's organization. If any of the following information changes during the term of the contract, please send written/e-mail notification to the Assigned Contract Manager.

Health Director / CEO / Executive Director:

CANDY BLAIR

Direct Phone: 972-548-5504

Ext:

E-mail: CBLAIR@CO.COLLIN.TX.US

Mailing Address (street, city, county, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

B-13 Submitter:

JARRAD WINMAN

Direct Phone: 972-548-4732

Ext:

E-mail: JWINMAN@CO.COLLIN.TX.US

Mailing Address (street, city, county, & zip):

2300 BLOOMDALE RD. #4192, MCKINNEY, TX 75069

Program Lead Person:

TAYLOR BURTON

Direct Phone: 972-548-4464

Ext:

E-mail: TBURTON@CO.COLLIN.TX.US

Mailing Address (street, city, county, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

Contract Lead Person:

JOANN GILBRIDE

Direct Phone: 972-548-5503

Ext:

E-mail: JGILBRIDE@CO.COLLIN.TX.US

Mailing Address (street, city, county, & zip):

825 N. MCDONALD #130, MCKINNEY, TX 75069

Contract Authorized Signatory:

CHRIS HILL

Direct Phone: 972-548-4623

Ext:

E-mail: CHILL@CO.COLLIN.TX.US

Mailing Address (street, city, county, & zip):

2300 BLOOMDALE RD. #4192, MCKINNEY, TX 75069

Additional Contract Authorized Signatory:

Direct Phone:

Ext:

E-mail:

Mailing Address (street, city, county, & zip):

FFATA/Assurances Signatory:

Direct Phone

Ext:

E-mail:

Mailing Address (street, city, county, & zip):

BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

COLLIN COUNTY

Budget Categories	TOTAL BUDGET	DSHS Funds Requested (Allocation Amount)
A. Personnel	\$272,500	\$272,500
B. Fringe Benefits	\$117,693	\$117,693
C. Travel	\$2,858	\$2,858
D. Equipment	\$139,270	\$139,270
E. Supplies	\$104,707	\$104,707
F. Contractual	\$40,000	\$40,000
G. Other	\$10,434	\$10,434
H. Total Direct Costs	\$687,462	\$687,462
I. Indirect Cost Rate Amount	\$0	\$0
J. Total (Sum of H and I)	\$687,462	\$687,462

Direct Federal Funds	\$0.00
Other State Agency Funds	\$0.00
Local Funding Sources	\$0.00
Other Funds	\$0.00

Contract Total	\$687,462.00
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PERSONNEL Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY[illegible]

FRINGE BENEFITS

Itemize the elements of fringe benefits in the space below:

FRINGE BENEFITS: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200 for medical/dental/RX and \$4.95 for term life per month), Long Term Disability (salary x 0.0024), Short Term Disability \$2.10/month, Long Term Care \$30.08/month, Retirement (salary x 0.08), Unemployment Insurance (salary x 0.001)

Total Number of FTEs:	6.00		Fringe Benefit Rate %	43.19%
			Fringe Benefits Total	\$117,693

TRAVEL Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days & Employees		
NONE				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel

\$0

Revised: 07-13-2017

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Out of office meetings, seminars, exercises, training, including day travel within DFW metroplex. Will be utilized by all grant funded staff.	3000	\$0.575	\$1,725		\$1,725
Short seminars, conferences, meetings within state of Texas. Will be utilized by all grant funded staff.	1970	\$0.575	\$1,133		\$1,133
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel **\$2,858****Other / Local Travel Costs:** **\$2,858****Conference / Workshop Travel Costs:** **\$0****Total Travel Costs:** **\$2,858**

Indicate Policy Used:

Respondent's Travel Policy State of Texas Travel Policy

EQUIPMENT AND CONTROLLED ASSETS Budget Category

Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Itemize, describe and justify the list below. Attach complete specifications or a copy of the purchase order/quote.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total Cost
COVID rapid testing machine (Price, quantity, and type to be determined)	Rapid testing machine to provide COVID results from individual specimens	2	\$8,000	\$16,000
Cargo trailer w/ smaller capacity generator (Price, quantity, and type to be determined)	To deploy POD and other medical materials for COVID/PHEP response activities	2	\$12,500	\$25,000
Trailer mounted generator-larger capacity, no cargo (Price, quantity, and type to be determined)	To support critical and emergency operations, COVID and related POD/PHEP response activities in remote areas of the county or at locations lacking necessary power	1	\$60,000	\$60,000
Mobile refrigerator/freezer (Acutemp AX56L or comparable; price, quantity, and type to be determined)	Maintain viability of COVID vaccine or medication during transport to a facility during POD activation	2	\$10,790	\$21,580
Mobile refrigerator/freezer (Acutemp AX27L or comparable; price, quantity, and type to be determined)	Maintain viability of COVID vaccine or medication during transport to a facility during POD activation	2	\$8,345	\$16,690
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL FROM EQUIPMENT SUPPLEMENTAL BUDGET SHEETS				\$0

Total Amount Requested for Equipment:

\$139,270

Revised: 07-13-2017

SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Itemize and describe each supply item and provide an estimated quantity and cost.

Description of Item Provide estimated quantity and cost	Purpose & Justification	Total Cost
Computer-Tablets X 6 included docking station, keyboard, stylus, mouse, and two monitors; \$2433 each	Computers to be used by health department staff for disease investigations	\$14,598
Desk Phones X 6; \$749.10 ea	Desk phones to be used by health department staff to communicate with patients, healthcare providers and others regarding disease investigations	\$4,495
Cell Phone-Voice and Data X 6 includes standard mobile phone, case, and car charger; \$247.99 ea	Cell phones to be used by health department staff to communicate with patients, healthcare providers and others regarding disease investigations	\$1,488
Cell Phone Service Plan X 6 ; annual cost of voice and data plan \$576 ea	Cell phone voice and data service plan to be used by health department staff using their cell phones to communicate with patients, healthcare providers and others regarding disease investigations	\$3,456
Printer-Color-Medium with additional paper tray X 2; \$928 each printer, \$291 each paper tray	Printers to be used by grant staff members to produce disease investigation reports and related documents	\$2,438
Scanner - Top Feed X 6; county standard desktop scanner; \$957 ea	Scanners to be used by grant staff members to produce electronic files for retention of disease investigation reports and related documents	\$5,742
Office Supplies	Clipboards, paper, writing utensils, labels, folders, binders, etc...to produce reports, documentation, and support grant functions.(Individual supply items will not exceed \$499.00)	\$1,000
Printing and Communication Materials	Printing for additional grant related activities, events and public education or other outreach brochures, flyers, postcards, coloring books, posters and other materials to educate the public; printing of employee business cards, as needed.	\$1,000
Personal Protective Equipment-type of product, pricing per item and quantities estimated and will vary (Kleenguard A70 Bound Seam EWA Hooded Coveral w/boots \$19.27ea X 2500, Michrochem 1500 Plus Storm Flap Zip Closure Serged Seams Elastic Wrist Collared Coverall \$4.62ea X 2500, Kleenguard A70 Sleeve Protector \$1.92 ea X 2500, Kleenguard Boot Cover w/Vinyl Sole \$1.80ea X 1000, Kleenguard Disposable Boot Cover \$1.62ea X 2500, 55 Gal Drum Hand Sanitizer \$2199 ea X 5, Instant Hand Sanitizer 500 mL \$9.29ea X 200, N-95 Masks \$3.58ea X 8000, Isolation Gown w/Thumb Loop \$44.58bx X 500, Infrared Forehead Digital Thermometer \$69.99ea X 200, Full Length Disposable Face Shield \$105.45bx X 50, Nitrile Gloves \$20.80bx X 300)	Gloves, gowns, faceshields, masks, respirators, FIT test hood and bitter/sweet solution, and related PPE supplies to support health department clinics, city and county first responder agencies, local health care agencies, and other community stakeholders to preserve existing infrastructure and the community against the spread of disease.	\$59,767
Supplies for Testing and Transport of Specimens-type of product and pricing per item and quantities estimated and will vary (Swabs \$1.25 ea X 2000, Remel M4RT Viral Transport Media \$271.36case X 30, Infrared Forehead Digital Thermometer \$69.99ea X 200, Biohazard bags and SafTPak box \$46.14case X 20, Nitrile Gloves \$20.80bx X 300)	Gloves, thermometers, viral transport media, biohazard bags and shipping boxes, swabs, testing kits, and other supplies to support health department clinics and local health care agencies provide disease testing to patients and/or the public.	\$8,723
Supplies for Dispensing COVID vaccine or medication--type of product and pricing per item and quantities estimated and will vary (Needles \$25.36bx X 10, Bandages \$68.69case X 10, Alcohol pad \$28.40case X 4, Alcohol hand sanitizer \$107.70case X 5)	Needles, bandages, gauze, sharps containers, hand sanitizer, alcohol pads, pill bottles, pill counters, data loggers, and other supplies for health department clinics and local health care agencies to provide COVID vaccinations or medication to essential staff, first responders, and/or the public.	\$2,000
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$104,707

Revised: 07-13-2017

CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: COLLIN COUNTY

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	# of Payments	RATE OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	TOTAL COST
Television, radio, online, newspaper, online/website, billboard, social media broadcasting agency--To Be Named	Television, radio, newspaper, social media and/or other advertising outlets in the form of COVID related public service announcements, ads, banners, notices, radio segments, etc...	COVID-2019 Outreach and Education via television, radio, newspaper, social media, and/or other advertising	lump sum	1	\$40,000.00	\$40,000
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL:

\$40,000

OTHER COSTS Budget Category Detail Form

Legal Name of Respondent:

COLLIN COUNTY

Description of Item Include quantity and cost/quantity	Purpose & Justification	Total Cost
MiFi Device and Service Plan X 6 ; MiFi Device cost \$0, annual cost of MiFi service \$444 ea	MiFi devices to be used by health department staff with their cell phone and/or tablet to access the county network, internet, and other software to conduct disease investigations while working remotely	\$2,664
Adobe DC software licenses X 6; \$66.10 ea	Computer software to be used by health department staff to edit, combine, and sign electronic .pdf documents used in disease investigation tasks.	\$3,966
Software-EA licenses X 6 includes Microsoft Office Suite; \$634 ea to install on tablets	Computer software to be used by health department staff to communicate by email, produce disease investigation reports, enter and track disease surveillance data	\$3,804
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Other:

\$10,434

**Collin County Compensation Plan
2020**

Exempt Positions					
<u>Job Title</u>	<u>Job Code</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Business Process Engineer	100397	518	82,941	108,007	133,074
Court Administrator	100344	518	82,941	108,007	133,074
Development Services Manager	100218	518	82,941	108,007	133,074
Emergency Manager / Fire Marshal	100402	518	82,941	108,007	133,074
Engineering Project Manager	100400	518	82,941	108,007	133,074
IT Security Officer	100359	518	82,941	108,007	133,074
IT Senior Manager	100329	518	82,941	108,007	133,074
Master Architect	100330	518	82,941	108,007	133,074
System Programming Supervisor	100245	518	82,941	108,007	133,074
Application Administrator	100027	517	76,312	99,369	122,426
Chief Deputy Clerk	100248	517	76,312	99,369	122,426
Nurse Practitioner	100262	517	76,312	99,369	122,426
Physician Assistant	100255	517	76,312	99,369	122,426
Senior Project Manager	100348	517	76,312	99,369	122,426
Infrastructure Supervisor	100231	517	76,312	99,369	122,426
Database Administrator	100358	516	70,300	91,526	112,752
Equipment Services Manager	100219	516	70,300	91,526	112,752
HR Manager	100306	516	70,300	91,526	112,752
HRIS/Systems Manager	100224	516	70,300	91,526	112,752
Network Engineer	100273	516	70,300	91,526	112,752
Project Manager	100221	516	70,300	91,526	112,752
Risk Manager	100230	516	70,300	91,526	112,752
SQL Database Analyst	100302	516	70,300	91,526	112,752
Senior Network Administrator	100269	516	70,300	91,526	112,752
Senior System Analyst/Programmer	100280	516	70,300	91,526	112,752
Superintendent Facilities	100233	516	70,300	91,526	112,752
Superintendent R & B	100234	516	70,300	91,526	112,752
Business Analyst	100271	515	64,770	84,336	103,901
GIS Supervisor	100371	515	64,770	84,336	103,901
IT Security Administrator	100360	515	64,770	84,336	103,901
Network/Systems Administrator	100267	515	64,770	84,336	103,901
Operation Supervisor	100242	515	64,770	84,336	103,901
PHEP Coordinator	100088	515	64,770	84,336	103,901
Parks Manager	100227	515	64,770	84,336	103,901
Public Information Officer	100156	515	64,770	84,336	103,901
System Analyst/Programmer	100281	515	64,770	84,336	103,901
Web Development Programmer	100278	515	64,770	84,336	103,901
Chief Epidemiologist	100410	515	64,770	84,336	103,901

**Collin County Compensation Plan
2020**

Non-Exempt Positions					
<u>Job Title</u>	<u>Job Code</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Field Agent	100253	539	63,983	76,266	88,551
Financial Operations Supervisor	100314	539	63,983	76,266	88,551
Health Care Coordinator	100251	539	63,983	76,266	88,551
Nurse (RN)	100260	539	63,983	76,266	88,551
Program Coordinator	100340	539	63,983	76,266	88,551
Financial Analyst	100037	538	58,228	69,412	80,595
Functional Analyst	100043	538	58,228	69,412	80,595
PHEP Planner	100141	538	58,228	69,412	80,595
Probate Administrator	100372	538	58,228	69,412	80,595
Senior Benefits Representative	100369	538	58,228	69,412	80,595
Treasury Administrator	100316	538	58,228	69,412	80,595
Assistant WIC Program Supervisor	100211	537	53,097	63,316	73,535
CAD Operator	100142	537	53,097	63,316	73,535
Criminalist	100361	537	53,097	63,316	73,535
Environmental Construction Specialist	100147	537	53,097	63,316	73,535
Facilities Tech Coordinator	100095	537	53,097	63,316	73,535
Field Agent	100254	537	53,097	63,316	73,535
Fleet Analyst	100039	537	53,097	63,316	73,535
Food Service Supervisor	100238	537	53,097	63,316	73,535
Foreman	100250	537	53,097	63,316	73,535
Human Resources Generalist	100112	537	53,097	63,316	73,535
Indigent Eligibility Specialist	100152	537	53,097	63,316	73,535
Office Coordinator	100103	537	53,097	63,316	73,535
Shop Coordinator	100286	537	53,097	63,316	73,535
Veterans Service Officer	100291	537	53,097	63,316	73,535
Animal Control Supervisor	100293	536	48,591	57,930	67,267
Budget Technician	100312	536	48,591	57,930	67,267
Building Maintenance Technician II	100199	536	48,591	57,930	67,267
Election Supply Coordinator	100093	536	48,591	57,930	67,267
Equipment Technician	100201	536	48,591	57,930	67,267
Events Coordinator	100285	536	48,591	57,930	67,267
Farm Museum Coordinator	100341	536	48,591	57,930	67,267
GIS Coordinator	100097	536	48,591	57,930	67,267
Health Care Analyst	100257	536	48,591	57,930	67,267
Inspector	100113	536	48,591	57,930	67,267
JP Court Administrator	100032	536	48,591	57,930	67,267
Network Support Specialist	100279	536	48,591	57,930	67,267
PHEP Specialist	100091	536	48,591	57,930	67,267
Parts Specialist	100205	536	48,591	57,930	67,267

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

Summary: Under general supervision, is responsible for updating, maintaining, testing, and modifying assigned database/software, monitoring database for integration issues and testing updates. Other duties include collection of statistical data, creation of reports, and automating departmental processing. Acts as a liaison between the software vendor, Collin County IT, and assigned department and provides support and training to department users.

Job Functions		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Updates and maintains department's database/software to include monitoring database for integration issues, resolving configuration issues, coordinating required changes to the database, identifying areas of improvement, and testing updates and new software.	20%	Essential
Acts as liaison between the software vendor and Collin County Information Technology, and provides support and training to departmental end users. Requires daily interaction with other Collin County business units utilizing shared database to assist with questions and problems as they arise.	20%	Essential
Maps and configures all aspects of software to fit the business practices of the department. Creates software modifications at the request of the department head.	20%	Essential
Creates and analyzes statistical data from various modules within the database and performs reporting as requested. Monitors customized reporting tools utilized by management staff for the analysis of business functions and operational efficiency, productivity, and accuracy.	20%	Essential
Assists supervisors in the development and implementation of future hardware and software solutions, and assists with general IT related issues. Assists in special projects requiring information systems data as requested.	15%	Essential
Clearly documents all processes and creates procedure manuals.	5%	Non-Essential
Other duties as assigned.		

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

Job Qualifications	
Education	High school diploma or equivalency required. Associate's degree required.
Licenses/Certifications	Valid Texas Driver's License.
Experience	Three to five years of experience in database and software management. Experience in assigned department highly preferred.
Reading	Work requires the ability to read functional and technical manuals, federal and state laws, software instructions, and other professional documents.
Writing	Work requires the ability to communicate professionally by email, reports, and memos. Correspondence usually involves explanation of county/department policy or helping employees solve issues of moderate complexity.
Math	Work requires the ability to perform a wide range of mathematical or statistical concepts.
Analytical Skills	Work requires a relatively high level of analytical ability in order to find solutions to unusual or difficult problems.
Decision making	Decisions made by the incumbent may affect departments other than their own. An error in judgement might result in significant cost in time and money, and important projects could be affected as a result.
Job Complexity/Judgment	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of considerable judgment where solutions can only be found after careful thought and analysis.
Interpersonal Skills	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county, such as vendors, the public, outside businesses, or those who belong to a professional or peer organization. Working with various state and federal agencies may also be required of the employee. Interactions involve providing explanations for processes and often require a high level of tact, patience, and the ability to deal with contentious or difficult individuals.
Equipment & Software Skills	Experience in database and software management required. Intermediate to advanced skills in Microsoft Office Suite to include, Word, Excel, Access, PowerPoint, and Publisher required. Depending on assignment, experience with court/case management software such as Odyssey and JCMS (Juvenile Case Management System), PeopleSoft, or financial and purchasing systems are highly preferred.
Supervision	No supervisory responsibilities. Work is performed independently with only general direction; supervisor does not usually check on activities and/or quality of work. Works from fairly broad procedures and participates heavily in setting objectives.
Budget Responsibilities	No budget responsibilities.

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
Must meet deadlines	Perform effectively in environments with frequent workload changes and competing demands.
Responsible for high volume of work	Ability to produce a high volume of work in a timely manner, which is accurate, complete, and of high quality.
Frequent shifts of attention	Ability to switch from one task to another, sometimes without notice.
Frequent interruptions	Perform with frequent interruptions or distractions.
Comprehend and follow instructions	Ability to understand and follow a set of clear oral and written instructions pertaining to the position.
Prioritization of tasks	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
Perform complex and varied tasks	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
Compose original documents	Memos, correspondence, training documents, reference materials, policies and procedures, etc.
Complex work such as research, analysis, etc.	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
Handle sensitive and confidential information	Requires a commitment to privacy and the ability to handle confidential information.
Problem-solving	Problems are varied, requiring analysis or interpretation of the situation. Most problems are solved using knowledge and skills, and general standards and past practices, however, new concepts and approaches may have to be developed to deal with new issues.

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

Physical Demand Category			
Sedentary work: Exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Sedentary work requires about 6 hours of sitting and no more than 2 hours of standing or walking in an 8-hour workday.			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, department heads, county employees, and outside vendors over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, department heads, county employees, and outside vendors over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing small print, and seeing colors.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Rarely	Retrieving files, making copies, and traveling to attend meetings.	
Standing	Rarely	Retrieving files and making copies.	
Bending/twisting neck	Occasionally	While reading documents, looking at computer monitors, and driving to attend meetings and trainings.	
Bending forwards/sideways at waist	Rarely	Picking up file boxes and retrieving files in low filing cabinets.	
Squatting	Never		
Climbing	Never		
Kneeling	Never		
Crawling	Never		
Grasping	Occasionally	Writing with a pen/pencil, holding papers/files, holding the phone.	

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

Foot controls	Rarely	While driving to and from meetings.
Fine hand movements - one hand	Frequently	While using keyboard, writing, entering numbers on calculator or phone.
Fine hand movements - both hands	Frequently	While using keyboard.
Pushing/pulling with one hand	Rarely	Opening and/or closing filing cabinets and office doors.
Pushing/pulling with both hands	Rarely	Opening and/or closing filing cabinets and office doors.
Reaching above shoulder height	Rarely	Reaching files/supplies on top shelving.
Reaching below shoulder height	Rarely	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
Lifting items above shoulder height	Rarely	Lifting files or supplies to place on top shelf.
Lifting/moving items weighing 0-10 pounds	Occasionally	Lift, carry, or move papers, supplies, and files.
Lifting/moving items weighing 11-25 pounds	Never	
Lifting/moving items weighing 26-50 pounds	Never	
Lifting/moving items weighing 51-75 pounds	Never	
Lifting/moving items weighing 76-100 pounds	Never	
Lifting/moving items weighing over 100 pounds	Never	

Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc.

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.

Collin County Job Description Functional Analyst

Department	Various	FLSA Status	Non-Exempt
Direct Supervisor	Various	Grade	538
Supervises	None	Job Code	100043

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) _____

Department Head Signature: _____ **Date:** _____

**HR Representative Name:
(Printed)** _____

HR Representative Signature: _____ **Date:** _____

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Summary: Under general supervision of the Health Care Coordinator, develops, coordinates, and maintains public health emergency response plans for Collin County. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Writes and maintains public health emergency response plans for Collin County to address bioterrorism, infectious diseases, and public health emergency response as required by local, state, and federal law. Conducts research on local public health issues, compiles and evaluates findings, and writes and/or revises materials and plans based on the specific findings. Periodically reviews plans and updates as needed so as to meet grant contract requirements. .	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	20%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency and updating department website.	10%	Essential
Identifies deliverables for grant funding and assists in the development of grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
Other duties as assigned.		

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Job Qualifications	
Education	High school diploma or equivalency required. Bachelor's degree preferred or equivalent experience.
Licenses/Certifications	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
Experience	A minimum of two years' experience in public health, planning, and/or emergency management/preparedness is preferred. HSEEP (Homeland Security Exercise and Evaluation Program) experience a plus.
Reading	Work requires the ability to read federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, blueprints, diagrams, and safety requirements.
Writing	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision. Required to analyze health policies, legislation, health resources, infrastructure and services in order to determine the impact of public health emergency activities and the response required.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
Analytical Skills	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
Decision making	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
Job Complexity/Judgment	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
Interpersonal Skills	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
Equipment & Software Skills	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
Supervision	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
Budget Responsibilities	No budget responsibility.
Other	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
Must meet deadlines	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
Make immediate decisions	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
Respond to emergency and/or crisis	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
Frequent shifts of attention	Ability to switch from one task to another, sometimes without notice.
Frequent interruptions	Perform with frequent interruptions or distractions.
Comprehend and follow instructions	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
Prioritization of tasks	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
Must speak in front of a group	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
Perform complex and varied tasks	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
Compose original documents	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
Complex work such as research, analysis, etc.	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
Handle sensitive and confidential information	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
Problem-solving	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Physical Demand Category			
<p>During typical work days: Work: Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p> <p>During Drills/Exercises/Events (a few times a year): Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p> <p>During Public Health or Other Emergencies (unpredictable): Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.
Bending/twisting neck	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
Bending forwards/sideways at waist	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Squatting	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Climbing	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Kneeling	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Crawling	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Grasping	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
Foot controls	Frequently	Traveling to attend conferences, meetings, or trainings.
Fine hand movements - one hand	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
Fine hand movements - both hands	Frequently	Using keyboard.
Pushing/pulling with one hand	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Pushing/pulling with both hands	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Reaching above shoulder height	Frequently	Reaching files/supplies on top shelving.
Reaching below shoulder height	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
Lifting items above shoulder height	Frequently	Reaching files/supplies on top shelving.
Lifting/moving items weighing 0-10 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 11-25 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 26-50 pounds	Frequently	Lifting, carrying, or moving equipment for drills.

Collin County Job Description PHEP Planner

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	538
Supervises	n/a	Job Code	100141

Lifting/moving items weighing 51-75 pounds	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
Lifting/moving items weighing 76-100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
Lifting/moving items weighing over 100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold.

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins
Vehicle	County vehicle to travel to off-site locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) _____

Department Head Signature: _____ **Date:** _____

Supervisor Name: (Printed) _____

Supervisor Signature: _____ **Date:** _____

Employee Name: (Printed) _____

Employee Signature: _____ **Date:** _____

Collin County Job Description

PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Summary: Under general supervision of the Health Care Coordinator, participates in project planning and coordination with public and private sector organizations for emergency preparedness, specifically with management of Medical Reserve Corps (MRC) volunteers or performing City Readiness Initiative (CRI) grant activities. Provides logistical support and assistance in PHEP planning, workshops, meetings, trainings, and exercises. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions by Assignment – City Readiness Initiative		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Plans and coordinates open (public) and private (closed) Points of Dispensing (POD) in preparation for a public emergency. Recruits local businesses, churches, schools, and local governments to become PODs and provides assistance to organization by assisting with plan design, training, and providing volunteers to staff POD in the event of an emergency. Conducts quarterly POD drills and prepares reports identifying issues in emergency plans and areas of needed improvement.	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	25%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Identifies deliverables for grant funding and assists in the development of CRI grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
Other duties as assigned.		

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Job Functions by Assignment – Medical Reserve Corps		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Manages and coordinates Medical Reserve Corps (MRC) volunteers through recruitment, registration, credential verification, training, deployment and placement. Develops and manages volunteer policies, procedures, and standards for service. Tracks volunteer activity, maintains accurate records, and provides timely statistical and activity reports on volunteer participation to Collin County and National Medical Reserve Corps.	30%	Essential
Develops and prepares for Medical Reserve Corps (MRC) events such as CPR training, public health fairs, and orientation. Responsible for MRC volunteer preparedness training to include coordinating and scheduling outside vendor training and activities, conducting exercises and drills for volunteers and staff, and organizing volunteer staff meetings. Offers skill-building exercises to assure competency of volunteers.	25%	Essential
Collaborates with community organizations and other MRC programs to design, implement, and recruit for volunteer service opportunities. Promotes MRC to the community via flyers, brochures, and other promotional documents. Creates and publishes quarterly volunteer newsletter and training schedule. Organizes and participates in volunteer recognition programs and special events. Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	20%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Conducts research on local public health issues, including those related to training, assessment, planning, infrastructure and bioterrorism. Compiles and evaluates findings from research efforts and writes and revises materials based on the specific findings. Assists with writing and updating plans.	5%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	5%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
Other duties as assigned.		

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Job Qualifications	
Education	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience.
Licenses/Certifications	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
Experience	Must have at least two years of related experience in management and/or implementing policies and procedures; Public administration or emergency management highly desirable.
Reading	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
Writing	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
Analytical Skills	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
Decision making	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
Job Complexity/Judgment	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
Interpersonal Skills	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
Equipment & Software Skills	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
Supervision	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
Budget Responsibilities	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
Other	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
Must meet deadlines	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
Make immediate decisions	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
Respond to emergency and/or crisis	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
Frequent shifts of attention	Ability to switch from one task to another, sometimes without notice.
Frequent interruptions	Perform with frequent interruptions or distractions.
Comprehend and follow instructions	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
Prioritization of tasks	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
Must speak in front of a group	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
Perform complex and varied tasks	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
Compose original documents	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
Complex work such as research, analysis, etc.	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
Handle sensitive and confidential Information	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
Problem-solving	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

Collin County Job Description

PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Physical Demand Category			
<p>During typical work days: Work: Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.</p> <p>During Drills/Exercises/Events (a few times a year): Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.</p> <p>During Public Health or Other Emergencies (unpredictable): Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.</p>			
Physical Activities			
Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Bending/twisting neck	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
Bending forwards/sideways at waist	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Squatting	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Climbing	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Kneeling	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Crawling	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Grasping	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
Foot controls	Frequently	Traveling to attend conferences, meetings, or trainings.
Fine hand movements - one hand	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
Fine hand movements - both hands	Frequently	Using keyboard.
Pushing/pulling with one hand	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Pushing/pulling with both hands	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Reaching above shoulder height	Frequently	Reaching files/supplies on top shelving.
Reaching below shoulder height	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
Lifting items above shoulder height	Frequently	Reaching files/supplies on top shelving.
Lifting/moving items weighing 0-10 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 11-25 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 26-50 pounds	Frequently	Lifting, carrying, or moving equipment for drills.
Lifting/moving items weighing 51-75 pounds	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
Lifting/moving items weighing 76-100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Lifting/moving items weighing over 100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
--	------------------------------	---

Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins.
Vehicle	County vehicle to travel to off-site locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) _____

Department Head Signature: _____ **Date:** _____

Supervisor Name: (Printed) _____

Supervisor Signature: _____ **Date:** _____

Employee Name: (Printed) _____

Employee Signature: _____ **Date:** _____

Joann Gilbride

From: Elizabeth Carlberg
Sent: Monday, April 13, 2020 12:40 PM
To: Joann Gilbride
Subject: Public Information Officer Job Description

Good afternoon Joann,

Please refer to the attached Job Description for the position of Public Information Officer that you requested.

Public Information Officer

Description:

Coordinates public relations activities designed to provide County employees, citizens and area media with current information regarding pertinent aspects of County operations. Provides direct support to Commissioners' Court in the areas of public information and media relations and serves as a spokesperson for the Court, when assigned. Develops and implements county public information policies and procedures. Plans, designs, writes and edits new releases, newsletters, informational articles, pamphlets and brochures, legislative testimony, speeches and other materials. Coordinates and conducts press conferences, public meetings, and receptions and organizes special media events. Conducts and/or arranges tours of County facilities. Performs other related duties as required.

Requirements:

Work requires knowledge normally acquired through four years of college resulting in a Bachelor's degree. Must have at least seven years of experience in public relations, journalism, organizational communications, marketing, or related field. Requires intermediate computer skills and a valid Texas Driver's License with an acceptable driving record.

Please let me know if this is the information that you were seeking. Please let me know if I can be of further assistance.

Respectfully,

Elizabeth Carlberg
HR Generalist – Collin County
2300 Bloomdale Rd #4117
McKinney, TX 75071
972-548-4691
972-547-1816 (fax)



Collin County Human Resources-

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AcuTemp AX27L Mobile Temperature Management Unit**AcuTemp Model: AX27L**
Medex SKU: ACU-AX27L

- Packing Info: **1/Each**
- Call Toll Free 888-433-2300 For A Shipping Quote On This Item.

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THIS ITEM IS NO LONGER AVAILABLE.**Retail Price:** \$11,169.95
Your Price: **\$8,345.00**
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DESCRIPTION ▼

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OTHER OPTIONS ▼

Description of the AcuTemp AX27L Mobile Temperature Management Unit

The AcuTemp AX27L answers the need for small, non-CFC refrigeration units that are energy efficient, precisely controlled and transportable. With dual set points for refrigerated or frozen payloads, the AcuTemp AX27L is designed to safely store or transport critical vaccines, drugs, specimens and other bio-medical materials to the point of use.

Capable of running up to five days on battery power only and certified for in-flight operation, the AcuTemp AX27L has become an essential component in vaccine and drug distribution around the world. Its compact size, large payload capacity and ice-free operation has made the AX27L the ideal solution for hundreds of public health organizations, disaster response teams and emergency medical personnel.

Furthermore, the AcuTemp AX27L can be used in conjunction with the AcuTemp PX1L portable carrying case and AcuTemp PXC coolant packs for a complete distribution system. Most PXC coolant packs can be conditioned to their proper temperature in the AX27L prior to use in the portable PX1L carrying case. This system is flexible enough to accommodate both bulk transport and point-of-use delivery.

Features & Benefits:

- Grid and battery power options in a single unit: Many power options provide security regardless of environment; global compatibility.
- Built with ThermoCor high performance insulation technology: AcuTemp AX27L can maintain critical vaccines, drugs and other bio-medical payloads at required temperatures for up to 60 hours in refrigeration mode with no power ensuring integrity at point of use.
- Available temperature settings: 4°C, or -22°C: Flexible design for 2°C to 8°C storage or dual temperature design for frozen requirements.
- Certified for operation in flight: Ideal for global distribution of temperature sensitive vaccines, drugs, specimens and bio-medical material.
- Lightweight, ergonomic design with handles: Easy and economical to transport.
- 27 liter payload volume (1 cubic ft): Large payload capacity allows more product to be shipped within same container, reducing shipping costs.
- Can be combined with AcuTemp® PX1L (formerly VaxiPac®) carrying case and most AcuTemp® PXC (formerly VaxiSafe™) coolant packs for a complete distribution system: Flexible enough to accommodate both bulk shipping and point of use delivery.

AcuTemp AX27L Advantages**Ensure payload integrity:**

- Extended hold times.
- Dual set points for refrigerated or frozen payloads.
- Multiple power sources
- Rugged design withstands abuse of transportation.

Reduce storage, transportation and distribution costs.

- Large payload volume.
- Reusable.
- Energy efficient.

AcuTemp AX27L Mobile Temperature Management Units incorporate AcuTemp's ThermoCor high performance insulation technology. This highly efficient insulation delivers an extremely high R Value of 45 per inch thickness (0.00312 W/mK) – the highest in the industry.

As a result, the AX27L performs like no other mobile medical refrigerator/freezer.

Extended Hold Times:

ThermoCor insulation efficiently maintains payload temperature so valuable payloads are protected longer. AcuTemp AX27L users have peace of mind that payloads are delivered safely and at the right temperature, even during power outages.

Tight Temperature Control:

AcuTemp AX27L is equipped with both audio and visual alarm systems to alert users of a potential compromise in payload temperature when the power supply is getting low. This assures tight temperature control of the payload for the duration of the storage or transport cycle.

Energy Efficiency:

AcuTemp AX27L uses less energy than other mobile refrigerators/freezers. Estimated power consumption is indicated below:

- 6 Watts at 25°C (77°F)
- 18 Watts at 43°C (110°F).

Physical Specifications:

- Payload Volume: 27 liters (1 ft³).
- Payload Dimensions: 26.7 cm x 27.3 cm x 37.5 cm.
(H x W x L) (10.5 in x 10.75 in x 14.75 in).
- External Dimensions: 55.4 cm x 53.3 cm x 95.2 cm.
(H x W x L) (21.8 in x 21 in x 37.5 in).
- Empty Weight 58 kg (128 lb).

Operational Specifications:

Power Sources:

- Grid power (standard): 115 VAC or 230 VAC, 50-60 Hz.
- Battery (available): 28 or 40 amp. hr. gel cell batteries.
- Solar (available): single 50 Watt solar panel.
- Car lighter outlet (available): 12 VDC.







Dual Temperature Set-Points:

- Refrigerator mode: +4°C (39.2°F).
- Freezer mode: -22°C (-7.6°F).

With one of the largest catalogs of medical, surgical and diagnostic supplies available online, Medex Supply can accommodate your facility's needs for Laboratory Supplies.

Storage and Transport can be found in our extensive online collection of products from globally recognized and trusted brands, including AcuTemp. An excellent option to consider is the AX27L Mobile Temperature Management Unit.

CUSTOMERS WHO VIEWED THIS ALSO VIEWED:

	AcuTemp Power Board Assembly AX27L (VXC-2)		AcuTemp Battery for AX27L + AX56L Mobile Temperature Management Unit		Kendall TENDERSORB WET- PRUF Abdominal Pads, 7.5" x 8", Sterile, 18/tray
	ADC Velcro Tourniquet, Leg (17"L x 1-5/8"W), 1/ each		AcuTemp Courier PX3L Frozen		AcuTemp Coolant Pack belt set 2C to 8C for the PX6L



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AcuTemp AX56L Mobile Temperature Management Unit**AcuTemp Model:** AX56L
Medex SKU: ACU-AX56L

- Packing Info: 1/Each
- Call Toll Free 888-433-2300 For A Shipping Quote On This Item.

ALSO AVAILABLE IN...

**\$164.95**

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DESCRIPTION ▼

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Description of the AcuTemp Mobile Temperature Management Unit

The AcuTemp AX56L mobile refrigerator/freezer is designed to safely store and transport temperature sensitive blood supplies, vaccines and pharmaceuticals even under the harshest environmental conditions.

This versatile system precisely maintains payload temperatures with dual setting capability for +4°C (39.2°F) and -22°C (-7.6°F) operation. Its ergonomic, rugged design makes the AcuTemp AX56L ideal for delivering lifesaving blood and medical supplies quickly and safely to the point of need, no matter the environment.

The AcuTemp AX56L mobile temperature management unit is equipped with electronics and data logging technology to assure users that critical supplies remain at the right temperature.

Internal temperatures are continuously logged and flexible data export options, including RS232 and IR port capability, meet varying data capture requirements.

Highly visible LCD display shows internal temperature, battery condition and data log information.

The AcuTemp AX56L Mobile Temperature Management Unit incorporates AcuTemp's ThermoCor high performance insulation.

This highly efficient insulation boasts an extremely high R Value of 45 per inch thickness (0.00312 W/mK) — the highest in the industry. As a result, the AX56L provides superior temperature control and reduced power consumption.

Hold Times Below 10°C (Internal Battery Run Time):

- 14 hours at 43°C (110°F) ambient
- 48 hours at 25°C (77°F) ambient

Estimated Power Consumption (Refrigeration Mode):

- 12 Watts at 25°C (77°F)
- 35 Watts at 43°C (110°F)
- 55 Watts at 49°C (120°F)

Internal Temperature.

- Refrigerator mode set-point: 3.5°C (39.2°F)
- Freezer mode set-point: -22°C (-7.6°F)

Payload Volume: 56.6 liters (2 ft³)

Payload Dimensions: 33.0 cm x 35.6 cm x 45.7 cm

(H x W x L) (13 in x 14 in x 18 in)

External Dimensions: 55.4 cm x 53.3 cm x 95.2 cm

(H x W x L) (21.8 in x 21 in x 37.5 in)

Empty Weight: 64.5 kg (142 lb)

Payload Capacity (Storage Only) 40 x 450 ml units or 60 x 250 ml units

Payload Capacity: 24 x 450 ml units storage

Storage + Chilling + 5 x 450 ml units chilling

Operational Specifications:

Power Sources

- 100 to 240 VAC, 46-63 Hz

- 12 to 24 VDC

- Internal 40 amp battery set

Temperature Limits

- Operating: -20°C to 49°C (-4°F to 120°F)

- Storage: -30°C to 65°C (-22°F to 149°F)

Military Specifications

- MIL-STD 810F

- MIL-STD 461E

AcuTemp AX56L Advantages:

Multiple operating modes

- Refrigerator mode: +4°C (39.2°F)

- Freezer mode: -22°C (-7.6°F)

- Heater mode for low ambient temperatures (<1°C)

Assured payload integrity

- Operates globally via any power source







- Maintains internal temperature up to 48 hours with internal batteries only

- Forced air convection for fast, uniform cooling
 - Rugged design withstands abuse of transportation
 - Locking toggle switch prevents accidental temperature changes
 - Data logging technology provides confirmation of payload temperature
- Large payload capacity
- 56L (2 cu. ft.) cargo area
 - When used for blood, can accommodate forty 450 ml or sixty 250 ml units

With one of the largest catalogs of medical, surgical and diagnostic supplies available online, Medex Supply can accommodate your facility's needs for Laboratory Supplies.

Storage and Transport can be found in our extensive online collection of products from globally recognized and trusted brands, including AcuTemp. An excellent option to consider is the Mobile Temperature Management Unit.

CUSTOMERS WHO VIEWED THIS ALSO VIEWED:

	AcuTemp Battery for AX27L + AX56L Mobile Temperature Management Unit		AC Power Cord for HMC-MIL-1 or 1A (AX56L)		Battery Lithium 3.6 V 2.1Ah
	AcuTemp AX27L Mobile Temperature Management Unit		AcuTemp PX1L Portable Temperature Management Unit, 9.3 in x 3.3 in x 7.3 in		Harloff V-Series Five Drawer Procedure Cart with Key Lock, 24", Burgundy



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Salesperson: Jon Beatty

NORTH TEXAS TRAILERS

1030 N. McDonald Street

McKinney, TX 75069

Quote #: 1586884168

Quote Title: Collin County RF 716 V2

Quote Date: 4/14/2020

Modified Date: 4/14/2020

Quote For:

Phone: 972-547-4040

Email:

Phone:

FOB: McKinney, TX

Email:

Qty	UOM	Description	Quote Price
1	EA	ROAD FORCE-ACG - Model# RF716T2	\$5,678.00
1	EA	Road Force	\$0.00
1	EA	Steel Frame	\$0.00
1	EA	Round Front	\$0.00
1	EA	Tag	\$0.00
1	EA	16ft Long	\$0.00
1	EA	Round Roof	\$0.00
1	EA	7ft Wide	\$0.00
1	EA	2-5/16in 14,000lb Coupler	\$0.00
16	FT	Crossmembers 16in On Center	\$0.00
16	FT	2in x 4in Tube Main Rails	\$0.00
16	FT	Hat Section Roof Bows 16in On Center	\$0.00
1	PR	1/4" Safety Chains w/ 1/4" Clevis Hook, Latch	\$0.00
16	FT	UPG-7'0" Approximate Inside Height	\$256.00
16	FT	70-1/2in Tube Posts	\$0.00
16	FT	Vertical Posts 16in On Center	\$0.00
1	EA	Sand Pad	\$0.00
1	EA	2,000lb Top Wind Tongue Jack	\$0.00
1	PR	2000lb Drop Down Stabilizer Jacks	\$124.00
1	EA	UPG-24in Extended A-Frame Tongue (CDB required)	\$236.00
1	EA	Center Drawbar	\$101.00
1	EA	ArmorTech on A-Frame and Rear End Rail	\$0.00
1	EA	Breakaway Kit Assembly w/Charger	\$0.00
2	EA	3.5K Spring Ele Brake Axle, 4in Drop,5b,EZ Lube	\$0.00
1	EA	Tandem Axle	\$0.00
4	EA	ST205/75R15C Radial 5B Silver Spoke Steel Wheel	\$0.00
1	EA	Medium Duty Rear Ramp Door-Deluxe Trim	\$0.00
1	EA	16in PlexCore Ramp Extension	\$0.00
1	EA	36 x 66 Side PT Door - RH Hinge	\$0.00
16	FT	3/4in PlexCore Decking	\$0.00
16	FT	3/8in PlexCore Sidewall Liner	\$0.00

*Note: Make to Order items with costing older than 90 days will be rejected.



Qty	UOM	Description	Quote Price
4	EA	5,000lb Square D-Ring with Welded Plate	\$0.00
2	EA	12 Volt LED Dome Light (Requires 12v Wall Switch)	\$0.00
1	EA	License Plate Holder w/ Separate Light	\$0.00
1	PR	LED Fender Mount Clearance Lights	\$0.00
1	PR	LED Slim Line Red Lens Tail Lights	\$0.00
2	EA	LED Amber Lens Amber Clearance Lights	\$0.00
5	EA	LED Red Lens Red Clearance Lights	\$0.00
1	EA	12v Surface-Mount Switch	\$0.00
1	EA	Silver Cap	\$0.00
1	EA	Rear Corners and Header Covered w/Silverfrost Alum	\$0.00
1	EA	1-Piece Aluminum Roof	\$0.00
16	FT	Polar White .030 Aluminum Exterior	\$0.00
16	FT	Bonded Exterior Sidewalls	\$0.00
1	PR	ATP Fenders	\$0.00
1	EA	24in ATP Stoneguard	\$0.00
1	PR	Sidewall Flow-Thru Vents	\$0.00
1	EA	Spare ST205/75R15C Rad 5B Silver Spoke Steel Wheel	\$89.00
1	EA	12v Surface-Mount Switch	\$20.00
3	EA	12v LED Loading Light Bar Notes: One Rear Mounted, One Front Mounted, One Curb Side	\$480.00
64	FT	Recessed Horizontal E-Track Notes: Two rows each wall. One row 24" from floor, one row 42" from floor	\$832.00
32	FT	Recessed Horizontal E-Track Notes: Two rows on floor. Spaced evenly 6" from wall	\$416.00
1	FT	White Vinyl Ceiling Liner	\$16.00
1	EA	#Light Package MB - 30amp (Req Ceiling Liner) Items in package follow:	\$523.00
1	E A	120v 30A Motorbase with Twist Lock Connect (included in package)	\$0.00
1	E A	120v 30A Power Cord/Plug - 25ft (included in package)	\$0.00
1	E A	120v 30A Service Panel (included in package)	\$0.00
2	E A	120v 15a Duplex 1g Self-Cont Recept (2 Outlet) (included in package)	\$0.00
1	E A	120v 15a 1g Self-Contained Switch (included in package)	\$0.00

*Note: Make to Order items with costing older than 90 days will be rejected.



Qty	UOM	Description	Quote Price
2	E A	120v 4FT LED Ceiling Wrap Light Fixture (included in package)	\$0.00
2	EA	120v 15a Duplex 1g Exterior GFI Recept (2 Outlet)	\$170.00
Subtotal			\$8,941.00
Qty	UOM	Dealer-Supplied Options	
1	EA	Aluminum Generator Compartment, Tongue Mounted, Installed	\$1,500.00
1	EA	Buy Board Discount	(\$550.00)
1	EA	Buy Board Contract 599-19	\$0.00
1	EA	Prep, Temp Tag	\$45.00
Misc Charges			
Freight			\$100.00
Total			\$10,036.00

Pickup Location:

ROAD FORCE-ACG - Model# RF716T2

Quote good for 30 days

*Note: Make to Order items with costing older than 90 days will be rejected.

Collin County Travel Policy

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Collin County Travel Policy

1. **Purpose**

Commissioners Court recognizes expenditure of public funds for travel is necessary to conduct County business. This policy establishes appropriate requirements, limitations, and guidelines for county employee business travel. The purpose of this policy is to:

- Establish the appropriate use of, and limitations on use of, public funds for travel by employees
- Ensure travel expenses of employees are for legitimate, reasonable business travel
- Provide an expectation to employees to be conscientious in their use of public funds for travel
- Require accountability for the use of public funds by County employees and officials

The County Auditor shall have the discretion to approve departures from this policy if such departure fulfills the purposes set out in this Section.

2. **Scope**

This policy applies to all employees whose travel expenses are paid from public funds controlled by the County or by County Officials. Travel expenses for non-county employees are not covered by this policy and travel parameters should be established before the expense is incurred on a case by case basis.

3. **Definitions**

As used in the policy, travel for **County business** shall pertain to either of the following:

- Business travel for the purpose of conducting official authorized County business.
- Professional/Educational Travel to attend meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the County.

For purposes of this policy, **employee** includes elected officials, appointed officials and paid employees of Collin County. This policy does not cover travel for volunteers, consultants, or other person representing the County on a business trip. Parameters for travel for others not covered by this policy must be established in advance of the travel on a case by case basis.

A **business meal** is a meal expense incurred by an employee for the employee and another person. The other person may be another employee or an outside person. The meal has to be incurred in conjunction with a business purpose related to County business. The business meal is not considered a travel meal under this policy.

A **travel meal** is a meal expense incurred by an employee for travel purposes. There are two types of travel meals:

- Day Travel Meal – a meal expense for any travel that does not include an overnight stay. The cost of day travel meals are normally paid through payroll and require employment taxes and withholdings to be taken from the reimbursement.
- Overnight Travel Meal – a meal expense for any travel that does include an overnight stay.

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4. General Policy Provisions

Qualifying travel expenses will be paid or reimbursed for an employee traveling on County business, provided the employee keeps and submits invoices, receipts, and all other required documentation for those expenses. Meals during travel are paid on a per diem basis (fixed amount per day) and do not require receipts.

All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The policy covers items normally encountered as business or travel expense.

Travel expenses are not allowed for two or more county employees on the same receipt and travel voucher. Each employee must pay for their individual travel expenses. Exceptions can be made by the County Auditor if necessary.

Duplicate travel expense payments or reimbursements to an employee are prohibited. This includes payment or reimbursement for the trip by both the County and outside party.

If travel expenses of an employee are being paid by another source, the employee may claim reimbursement for travel expenses from the County for any expenses allowed under this policy that are not reimbursed by the other source, with proper documentation.

If travel expenses are paid from grant funds, the grantor may have specific requirements for travel expenses. The employee should check with the County Auditor's Office prior to travel. If the travel expenses allowed by this policy are greater than the expense reimbursement from the grant, the employee may submit the additional expenses separately for reimbursement if funds are available and budgeted in a budget that is available for use by the employee.

Travel outside of the continental United States requires prior approval of the Commissioners Court at least 30 days before the departure date of the trip.

Employees may, on occasion, combine personal and County travel on the same trip provided there is no additional cost to the County; personal travel is not reimbursed. An exception is allowed when a family member is formally representing Collin County and has been expressly invited for that purpose such as when an elected official is receiving an award from another organization or government; the invitation must be submitted to the County Auditor with the travel documentation.

If an employee is combining personal and business travel, the County will only pay for or reimburse expenses for the business travel portion of the trip. There should be no additional cost to the County for the personal travel. The County Auditor shall determine the cut off between personal and business travel. If there is any personal travel involved in a business trip, the employee, before they complete their travel plans, shall seek the opinion of the County Auditor as to the estimated cut off between personal and business expenses.

If a county vehicle is used for transportation, the employee must follow all other applicable County policies and procedures.

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5. General Travel Guidelines

An estimate of the expected travel expenses must be completed in a format approved by the County Auditor and submitted to the Auditor's Office prior to travel. Travel estimates related to inmate transport are not required to be submitted to the Auditor's Office. The County Auditor shall determine if there are sufficient budgeted funds available for the trip; if there is not sufficient funding, the County Auditor will notify the department. Any travel without sufficient budgeted funding may only be reimbursed to the amount of available budget.

If an advance of estimated expenses for the trip is required, the request for an advance must be submitted in sufficient time to permit processing and approval of the advance. Sufficient time is determined by the County Auditor. An advance is dependent upon availability of budgeted funds. The County Auditor has the authority to refuse to issue an advance, in accordance with the Local Government Code.

The County Auditor shall establish deadlines for submitting travel documentation. Employees submitting travel documents after the established deadline risk being held personally liable for the expenses.

Travel should be scheduled well in advance when possible in order to take advantage of lower rates.

All records for travel and training using public funds are open to inspection under the Texas Open Records Act, unless otherwise prohibited by law.

Requisitions/Purchase orders are not required for any travel related expenses including registration.

6. County Auditor Responsibility

The County Auditor shall be responsible for implementation and interpretation of this policy, as well as enforcement of the policy, in accordance with Local Government Code 112.002, 112.006, and 112.007.

The County Auditor shall issue, maintain, and update any accounting procedure, control, and form needed to ensure compliance with this policy.

The County Auditor shall notify the Commissioners Court whenever there is a change in the optional standard mileage rate set by the IRS; the rate will be used to reimburse employees for use of their personal vehicle as of the effective date of the IRS implementation.

7. County Official and Department Head Responsibility

County officials and department heads are responsible for ensuring travel expenditures are valid and appropriate.

County officials and department heads should ensure budgeted travel funds are available before authorizing travel for their employees. If travel is authorized without budgeted funds available, the County official or department head may be held responsible for reimbursing the County for any amount not budgeted.

County officials and department heads are expected to send the fewest number of individuals required to a seminar, conference, or meeting, taking into consideration the objectives or needs of the department.

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If there are any questions regarding this policy, the County official or department head should seek County Auditor opinion prior to travel if unusual circumstances are involved or the policy does not provide clear guidance.

Any exceptions to this Policy must be approved by Commissioners Court prior to expenditure of public funds for travel.

8. Employee Responsibility

Employees should use good judgment and be aware they are spending public funds. An employee on official county business should exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling for personal business. Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business are not considered as exercising prudence.

In accordance with this Policy and procedures established by the County Auditor, employees traveling on County business will be paid or reimbursed for reasonable expenses incurred if travel funds have been budgeted.

Employees traveling on official county business must submit all required receipts for audit and reimbursement or risk being held personally liable for their travel expenses.

Employees are personally responsible for any expense not allowed under this policy. If the disallowed expense has been charged on a County procurement card, the employee shall promptly reimburse the County for that charge in accordance with the Procurement Card Policy.

Any employee found to be submitting false travel claims is subject to disciplinary action, up to and including termination and possible prosecution.

When making travel arrangements, the employee must submit appropriate documentation to the County Auditor of any reasonable accommodations needed under the Americans with Disabilities Act. Reasonable accommodation requests should be coordinated with travel, transportation, lodging, meals, and conference officials, as necessary, to comply with the needs of the employee.

If a death, serious injury or grave illness occurs in an employee's immediate family, the employee is authorized to immediately return at county expense. When, during a period of official travel, an employee dies due to illness or injury not induced by personal misconduct, the county will pay all transportation expenses to return the employee. The employees' next of kin may travel at county expense to make necessary arrangements. Expenses will be reimbursed according to this County policy. If injured while traveling, the injury must be reported to the County Risk Manager.

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9. Transportation

9.1 Air Fare

Employees must use discretion to obtain the best airfare deal for the County. Employees may not incur higher airfare to obtain a personal benefit such as frequent flyer miles or other incentives.

Employees are required to travel by economy class or coach class, unless there are documented extenuating circumstances. The documentation must be submitted to the County Auditor with their travel documents.

The County will pay reasonable fees for luggage or other expenses when traveling by air.

9.2 Auto Rental

Rental vehicles may be an authorized expense if determined by the department head or County official as necessary.

Employees are not permitted to purchase insurance in connection to rental car agreements. Collin County insurance policy provides vehicle insurance for all employees on travel status; employees will be held responsible for any purchase of rental car insurance.

Only County employees may be permitted to drive or be listed as drivers on a rental car paid by the County.

The employee should minimize the cost of fuel when renting a vehicle, taking into account the rental car company policy.

Receipts for the auto rental, fuel and other related expenses must be submitted.

9.3 Use of Personal Vehicle for Travel or Business Purposes

The County will pay, when an employee provides their own transportation, the optional standard mileage rate used by the IRS to calculate the costs of operating a vehicle for business purposes, including travel for business purposes.

Miles claimed must be reasonable in relation to the location visited.

No other automobile expense will be paid for use of a personal vehicle other than the current mileage rate established by the IRS for business mileage. County officials and department heads may, only for use of their personal vehicle, choose to be paid less than the IRS optional mileage rate. All other employees must be reimbursed at the IRS optional mileage rate.

Mileage is paid based on IRS rules as detailed in the Travel Expenses and Transportation Expenses in IRS Publication 17. Mileage should be calculated on an exact mileage basis or using Google travel maps. If the employee is receiving an auto allowance no mileage is permitted within Collin County and travel outside the County must begin and end at the Collin County border. Details are summarized below with definitions of each of these locations. If an employee uses a personal vehicle for overnight travel for County business, the rules on the following table apply:

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	From Your Home	From Your Primary Work Location	From A Temporary Work Location
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

Home Location: The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and are not reimbursed.

Primary Work Location: This is your principal place you work.

Temporary Work Location: This is for personal vehicle miles driven going from home or one work location to another in the course of your business day, when your job requires you to work in another location. It could be for business meetings or business luncheons in another location away from your primary work location; training or seminar away from your primary work location; or travel to the airport or parking at the airport for a business trip.

If traveling, incidental miles driven at the destination are submitted for payment with other travel expenses upon return. Incidental miles should be reasonable.

Personal vehicle travel exceeding 350 miles one-way (700 miles total) on official county business will be reimbursed at the lower of 1) the most appropriate airline rate plus the cost of a rental car, or 2) the calculated cost for total business miles driven.

A motor pool vehicle may be available for employees who prefer not to use their personal vehicle. Please refer to the Vehicle Usage and Take Home Vehicle Policy before utilizing a motor pool vehicle.

If two or more employees are traveling in the same private vehicle, only one mileage allowance will be paid or reimbursed.

Tolls from toll roads may be reimbursed if a receipt is provided or a printout of the NTTA statement identifying which tolls were for County business.

9.4 Taxi and Other Transportation

Taxi, shuttle, or other transportation may be an authorized expense when necessary as determined by the department head or elected official.

Receipts for taxi, shuttle, or other transportation are required.

Tips for transportation are not part of the per diem and are reimbursable.

10. Lodging

The actual cost of lodging, including hotel taxes, will be paid or reimbursed for a traveling employee on official county business.

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Accommodations should be the most reasonable available at the time of the stay.

The employee should always seek any discounts available.

The traveler must submit an itemized, detailed statement/receipt for lodging.

An employee may stay at the home of a friend or family, but there will be no payment or reimbursement for lodging.

The County will only pay or reimburse the single person cost of the lodging for the employee if there is only one employee staying in the room. If there are two or more employees staying in the room, the cost of the room should be paid by one employee and not allocated. If the expenses need to be allocated, the County Auditor will perform the allocation. If there is a cost for a non-employee lodger staying in the room with an employee, the County will only reimburse or pay the single room rate.

The County will not pay or reimburse the employee for additional lodging not considered a part of the business trip (i.e., personal trip or vacation).

If an employee has an emergency requiring a change in the length of the stay, resulting in additional charges, the additional charges, within reason, are allowable for payment or reimbursement.

11. Travel Meals and Incidentals

Travel meals and incidentals will be paid or reimbursed based on per diem bases for overnight travel and an actual basis for day travel.

Travel meals may be paid or reimbursed for each day the employee is on travel status.

Travel meals purchased within Collin County borders for day travel meals (non-overnight) will not be paid or reimbursed except as needed for inmate transport.

The County will pay or reimburse travel meals for the employee only with the exception of Inmate Transport. A meal may be provided to an employee if the inmate requires a meal while being transported, even if the employee is in Collin County. The inmate transport employee's meal will not be subject to payroll taxation. Both meals will be reimbursed or paid.

A travel meal purchased by the employee for friends, family, other employees, or county officials will not be paid or reimbursed.

Meals provided by a third party may not be paid or reimbursed.

Meals for business meetings are not considered travel expenses and are not covered by this policy.

Overnight Travel: Employees will be paid or reimbursements on a per diem basis for meals and incidentals related to overnight travel. Incidentals include all taxes and tips related to travel. The per diem rate is **80%** of the rate established by the Governmental Services Administration (GSA) with the federal government and will vary by city or county and state. Per diem meals will not be paid or reimbursed to employees when meals are provided by a third party or conference. Meal payments for the first and last day of travel will be reduced to 75% of a full day meal reimbursement in accordance

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with GSA standards. Per diem will not be paid for the first day of a trip when an employee departs after 7:00pm. The County Auditor shall publish the GSA per diem allowable rate each year by January 1 on the intranet website.

Under very limited circumstances the County Auditor may reimburse an employee for amounts in excess of the meal and incidental amount if the employee provides written justification and detailed receipts to the County Auditor.

Day Travel Meals: An itemized receipt must be submitted to be reimbursed for a day travel meal. Incidentals should be itemized and submitted to the Auditor. Only one employee per receipt can be submitted. Per IRS regulations, the cost for meals incurred while attending an event not requiring an overnight stay is considered taxable income. Employees will be reimbursed through payroll for the exact cost of their meal in gross pay before payroll taxes and withholdings are deducted. Tips will generally be paid or reimbursed at 15%, with a maximum of 20% allowable; tips at fast food establishments are not reimbursed.

12. Travel Advances

The County may provide advances for travel based on the estimated cost of the travel as provided by the department or employee.

An affidavit requesting a travel advance must be completed for each advance of funds and must be approved by the elected official or department head, or designee. The affidavit must be submitted according to the deadlines established by the County Auditor.

Travel advance limitations:

- Advances will not be provided for estimated expenditures less than \$100.
- Advances will not be provided for non-overnight travel expenses.
- Advances will not be provided after the travel is completed.
- Advances will not be disbursed when a traveler has a travel reimbursement request that is more than 30 days past due.
- Only one advance of funds shall be authorized for each scheduled travel.
- Advance must be returned within 10 business days if trip is cancelled.
- The employee is personally responsible for funds advanced. Any loss must be repaid.
- An advance may only be used for employee travel and not for travel of another person.

13. Miscellaneous

Reimbursable miscellaneous expenses include:

- Internet connectivity charges for County-provided equipment.
- Charges for business-related telephone calls.
- Excess baggage charges will be paid or reimbursed only when transporting County materials.
- Charges for reasonable and actual expenses will be paid or reimbursed for laundry services necessary due to travel that exceeds one week.
- Tolls and parking fees.

Parking expense is permitted and reimbursable with proper documentation. If the parking cost is \$6 or less for the entire trip no receipt is required. If more than \$6 a receipt will be required for

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reimbursement; however, if a receipt is not given such as a parking meter a written explanation as to such must be provided.

14. Not Reimbursable

Miscellaneous expenses while traveling that will not be reimbursed or paid include:

- Alcoholic drinks
- Pet care expenses
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Personal expenses, such as barbers, hairdressers, toiletry items, health club fees, prescriptions, and non-prescription medications
- Hotel pay-per-view video and mini-bar expenses
- Expenses related to lost or stolen items
- ATM fees
- Entertainment expenses, even if provided by the conference unless it involves a meal
- Use of a personal cell phone to make calls
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the County
- Between meal snacks, gum, candy bars, etc., will not be paid or reimbursed by the county.