



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

PAGE 1 OF 6

DATE: 10/15/2024

**SUBJECT: CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION –
COUNTY ADMINISTRATOR’S OFFICE AND BUDGET AND RISK
MANAGEMENT**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of a change to the Table of Organization for the County Administrator’s Office and Budget and Risk Management to reclassify three (3) positions effective October 1, 2024.

BACKGROUND

The County Administrator’s Office is reorganizing and requesting that the Assistant County Administrator positions (#20000278 and #20007265) be reclassified from Grade 6 to Grade 7. The Assistant County Administrators positions provide support to the County Administrator in the performance of functions and activities that are necessary for the effective operation of the County government. The incumbents coordinate and direct assigned activities with other departments and outside agencies. They assist the County Administrator with developing, planning, and implementing goals and objectives of the County.

In addition, the County Administrator’s Office is requesting that the Budget & Risk Management Director position (#20002230) be reclassified from Grade 6 to Grade 7. This position is responsible for executive planning, developing, and controlling the County’s annual operating, special purpose, and capital budgets. The incumbent directs budgetary controls and cost/benefit studies and provides expert advice, guidance, and recommendations on the County’s budget to County officials and departments. The position protects County assets from losses and helps ensure safe working conditions.

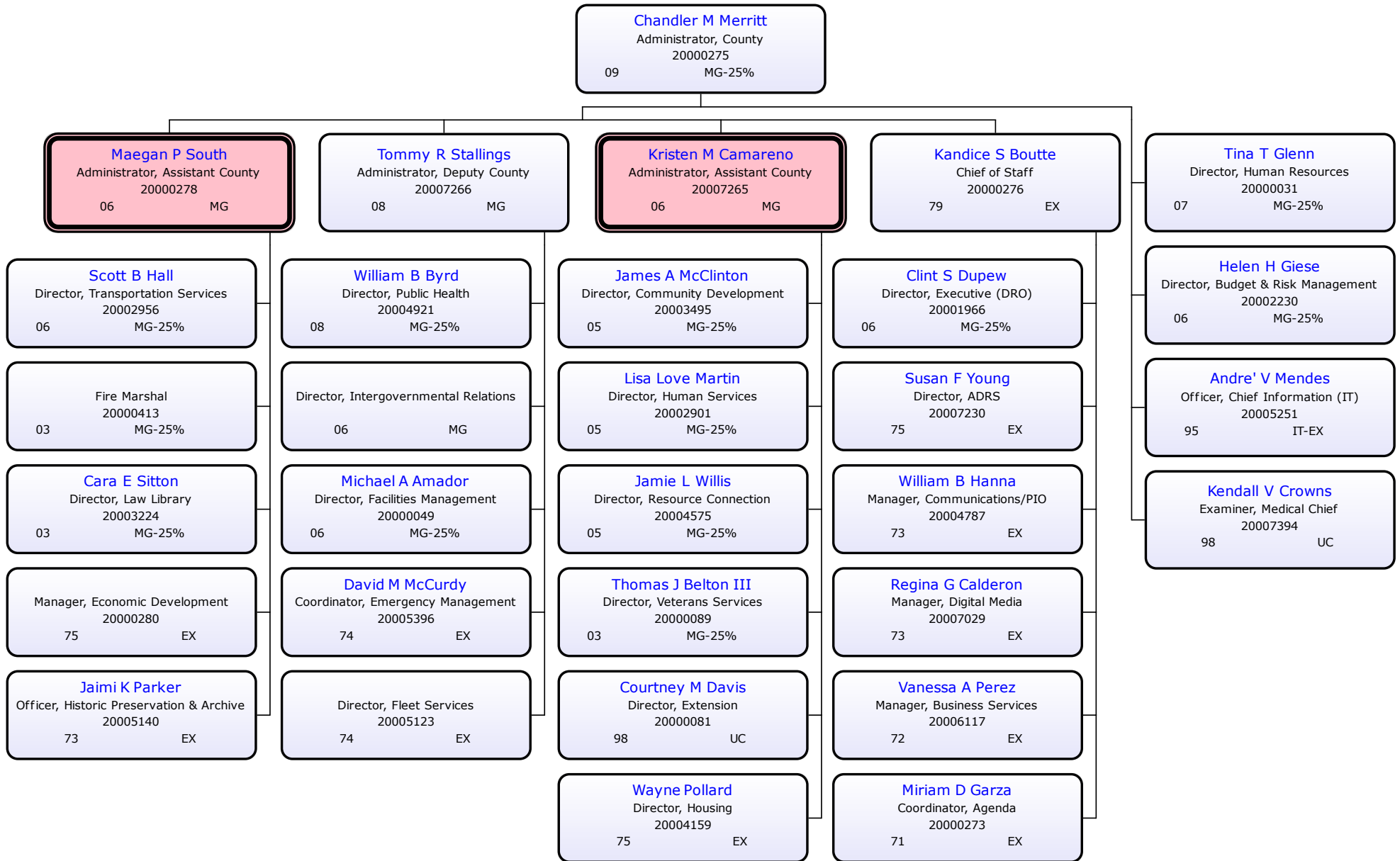
FISCAL IMPACT

There is no fiscal impact associated with this request as salary increases are not being requested.

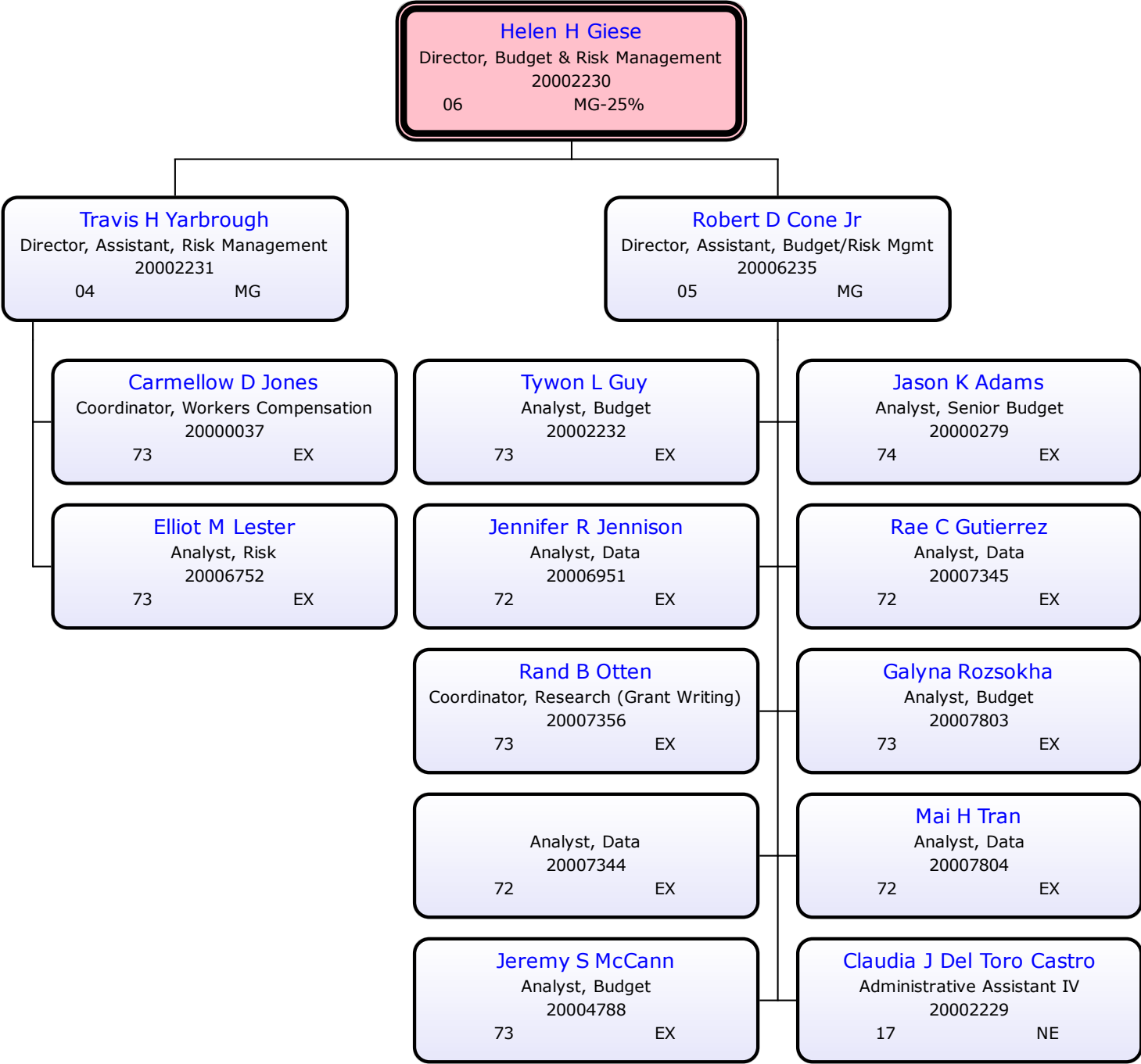
SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Anjanie Ramnarine

Current Position Number, Title & Grade	Current Organizational Unit	Current Job Number	Current Cost Center and Fund/Grant	Proposed Position Number, Title & Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Cost Center and Fund/Grant	Effective Date
20000278 - Assistant County Administrator, Grade 6	10000005 - County Administrator- Development Svcs	1415 - Exec TC6	1120100000/10000- 2025/NOT RELEVANT GRANT	20000278 - Assistant County Administrator, Grade 7	---No change---	1134 - Executive TC7	---No change---	10/16/2024
20007265 - Assistant County Administrator, Grade 6	10000008 - County Administrator-Citizen Services	1415 - Exec TC6	1120100000/10000- 2025/NOT RELEVANT GRANT	20007265 - Assistant County Administrator, Grade 7	---No change---	1134 - Executive TC7	---No change---	10/16/2024
20002230 - Budget & Risk Management Director, Grade 6	10000013 - Budget and Risk Management	1132 - Exec TC6	1220100000/10000- 2025/NOT RELEVANT GRANT	20002230 - Budget & Risk Management Director, Grade 7	---No change---	1134 - Executive TC7	---No change---	10/16/2024

Current County Administrator's Office (excerpt)

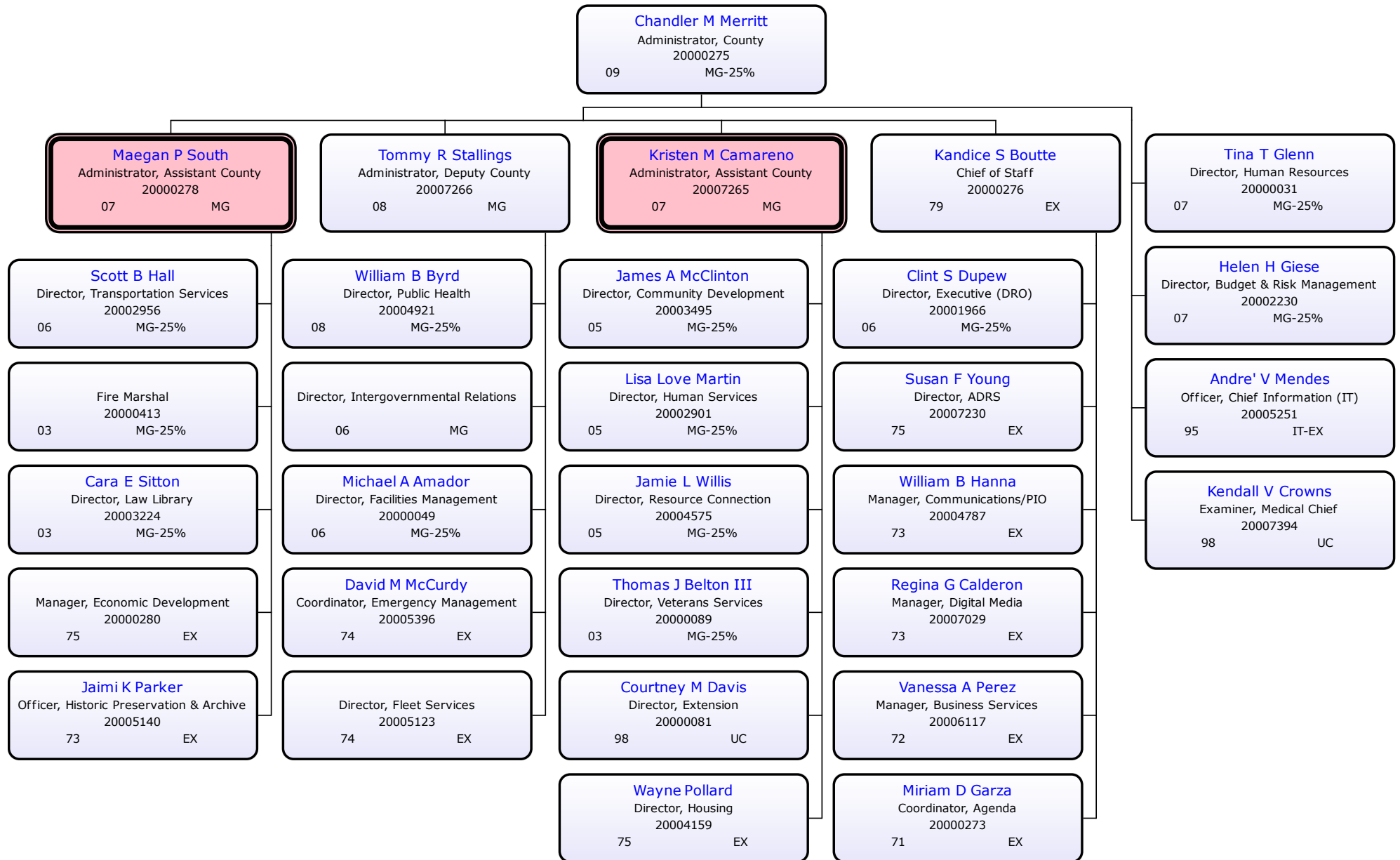


Current Budget and Risk Management
(excerpt)



Proposed County Administrator's Office (*excerpt*)

Effective October 16, 2024



Proposed Budget and Risk Management (excerpt)

Effective October 16, 2024

