



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145247

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DATE: 5/20/2025

**SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – OFFICE OF COMMUNICATIONS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of an out-of-class pay extension effective on May 22, 2025.

**BACKGROUND**

The Office of Communications has been paying out-of-class pay to the incumbent of position 20007029 – Digital Media Manager, Grade 73 for performing the duties of position 20004787 – Communications Director, Grade 4, since February 21, 2025. The Communications Director supervises the Office of Communications personnel, produces, verifies and directs the digital and printed media with current information regarding Tarrant County operations. The incumbent works directly with the County Administrator and the Chief of Staff to establish strategies and messaging for the County. This position also develops and ensures consistent messaging of content on various County platforms including information to be uploaded to websites, social media sites, printed, video and electronic publications and news releases. Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested out-of-class pay through August 19, 2025 or an earlier date if the position is filled.

**FISCAL IMPACT**

The cost to the General Fund will be approximately \$1,611.75 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Communications Director position.

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| SUBMITTED BY | Human Resources | PREPARED BY: | Amber Duckworth |
|              |                 | APPROVED BY: | Roxie Held      |