



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 12/3/2024

SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – TAX OFFICE

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider an out-of-class pay extension effective on December 15, 2024.

BACKGROUND

The Tax Office has been paying out-of-class pay to the incumbent of position 20002458 – Customer Service Representative I, Grade 15, for performing the duties of position 20006619 – Customer Service Supervisor, Grade 17, since September 16, 2024. The Customer Service Supervisor position supervises and trains Customer Service Representatives. The incumbent maintains operating programs and reports for the department including the handling and resolving of complex property tax and motor vehicle questions. 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 that the out-of-class pay be extended through March 14, 2025, or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the General Fund will be approximately \$638.58 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Customer Service Supervisor position.

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