



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____

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DATE: 12/17/2024

**SUBJECT: CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION –
AUDITOR’S OFFICE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a change to the Table of Organization for the Auditor’s Office to reclassify the ARPA Financial Analyst position effective December 18, 2024.

BACKGROUND

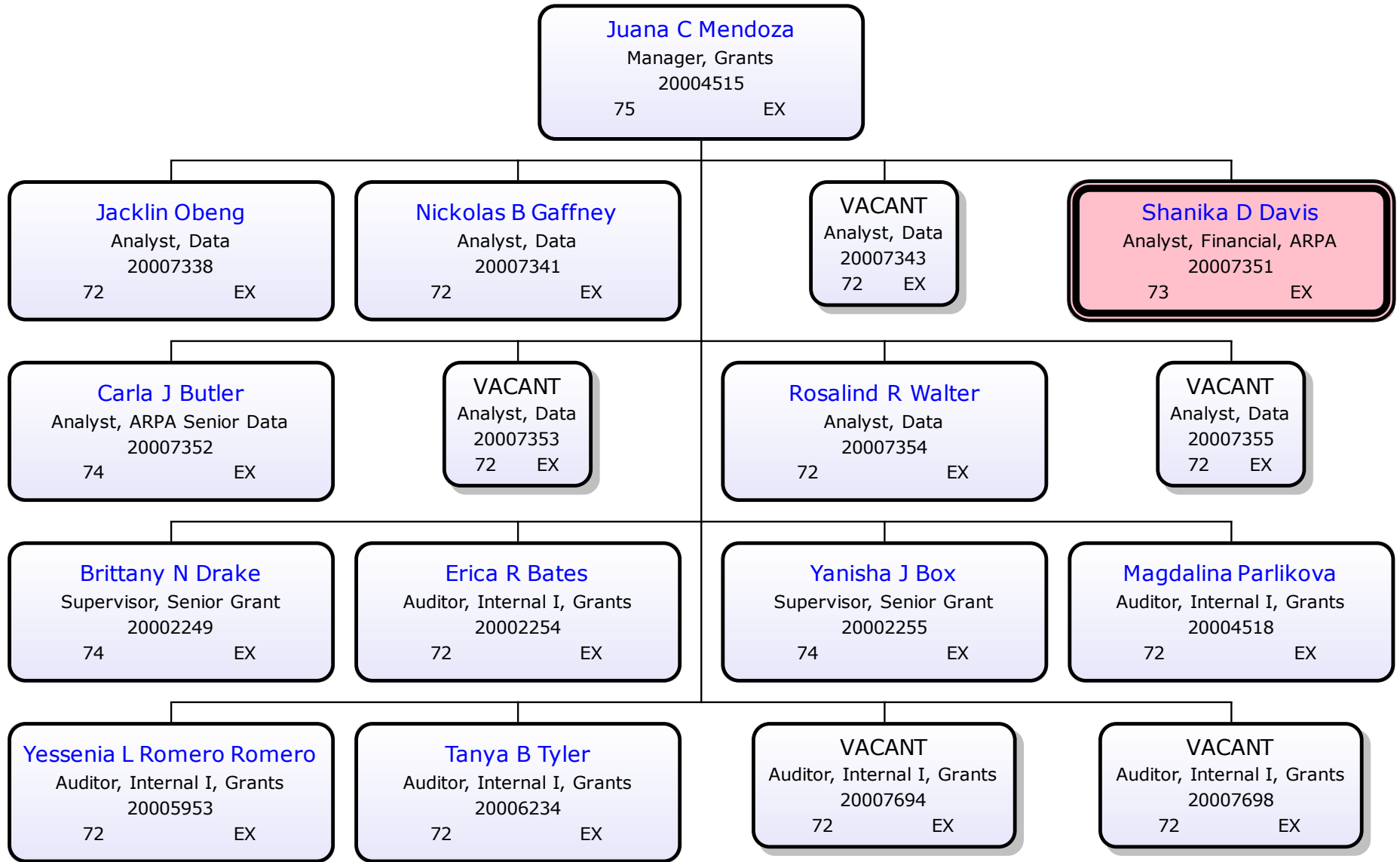
The Auditor’s Office is requesting the reclassification of the Grade 73 ARPA Financial Analyst position (#20007351) to a Grade 74 ARPA Senior Data Analyst position. This position is responsible for financial grant management, monitoring, and reporting related to the County’s COVID relief funds received from the federal government. This ARPA Fund position is responsible for evaluating internal controls and policies established for related programs to reasonably ensure that grant funds are used in accordance with regulations and contract terms. The incumbent will monitor and ensure funds are safeguarded against waste, loss, or misuse. In addition, the incumbent assists department heads, County staff, and granting agencies with various grant reporting inquiries and recommends a course of action. The ARPA Senior Data Analyst position description already exists and does not require a Job Evaluation Committee review.

FISCAL IMPACT

The FY 2025 cost to the ARPA Fund will be approximately \$10,834.04 including fringe benefits.

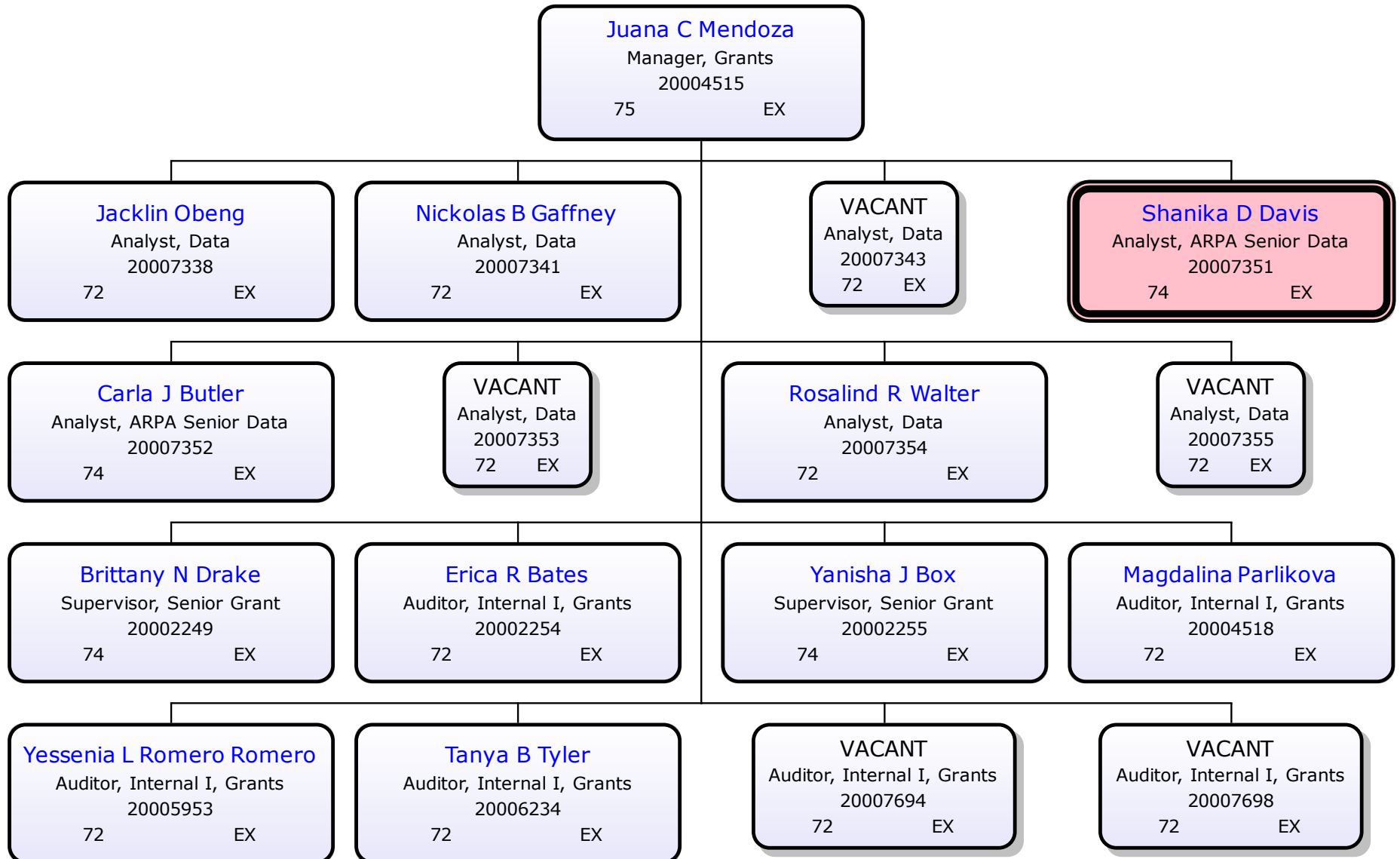
SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Anjanie Ramnarine

Auditor's Office (excerpt)
Current



Auditor's Office (excerpt)

Proposed Effective December 18, 2024



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
20007351 - ARPA Financial Analyst, Grade 73	10000798 - County Auditor - Special Grants	1270 - Supervisor TC73	5460131000/CARPA- 2025/X13DI-2024	20007351 - ARPA Senior Data Analyst, Grade 74	---no change---	1273 - Supervisor TC74	---no change---	12/18/2024