



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 11/19/2024

SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY – FIRE MARSHAL

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider out-of-class pay effective retroactively on June 1, 2024.

BACKGROUND

The incumbent of position 20000415 - Deputy Fire Marshal, Grade 55-II, has been performing the duties of position 20000413 – Fire Marshal, Grade 03 since June 1, 2024. The Fire Marshal is responsible for the operation and supervision of the Fire Marshal’s Office, coordinates the Arson Task Force, investigates fires within the County, and assists incorporated cities with arson investigations, HazMat and explosive incidents, and domestic preparedness. The incumbent administers and enforces the fire code and inspects County and other buildings for fire code safety. 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 February 16, 2025, or an earlier date if this pay assignment is no longer necessary.

FISCAL IMPACT

The cost to the General Fund will be approximately \$4,323.23 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Fire Marshal position.

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