COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 144756

DATE: 2/19/2025

SUBJECT: **CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION – EMERGENCY 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 Office of Emergency Management to reclassify one (1) position effective February 20, 2025.

BACKGROUND

The Office of Emergency Management is requesting that the Grade 74 Emergency Management Coordinator position (#20005396) be reclassified to a Grade 5 Emergency Management Coordinator position. This position is responsible for the coordination of Tarrant County's Office of Emergency Management and Inter-Jurisdictional Emergency Management Program including, but not limited to, planning for emergency responses, coordinating services when an emergency occurs, and facilitating ongoing City-County relationships to ensure readiness.

This General Fund position description has been reviewed by the JEC.

FISCAL IMPACT

The available budget for position 20005396 for the period of February 20, 2025 through September 30, 2025 is $86,753.00.

The budget needed to cover the Table of Organization salary change is $96,308.00.

The Table of Organization salary change results in an increase of $9,554.00.

Position 20000280 has been vacant since October 1, 2024 and salary savings will be moved from Administration to Emergency Management to cover the salary increase making this a zero impact to the budget.

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

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
20005396 - Emergency Management Coordinator, Grade 74	10000201 - County Administrator-Emergency Management	1190 - Manager TC74	1122000000/10000-2025/General Fund	20005396 - Emergency Management Coordinator, Grade 5	10000201 - Emergency Management	1326 - Executive TC5	---no change---	2/20/2025