



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER \_\_\_\_\_

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DATE: 11/19/2024

**SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSIONS – AUDITOR’S OFFICE**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider two (2) out-of-class pay extensions effective on December 1, 2024.

**BACKGROUND**

The Auditor’s Office has been paying out-of-class pay to the incumbent of position 20002248 – Encumbrance Auditor, Grade 72, for performing the duties of position 20002244 - Senior Internal Accounts Payable Auditor, Grade 74, and to the incumbent of position 20002244 - Senior Internal Accounts Payable Auditor, Grade 74, for performing the duties of position 20004339 - Accounts Payable Manager , Grade 75 since September 2, 2024. The Senior Internal Accounts Payable Auditor position plans, coordinates, and supervises the flow of work of accounts payable staff. The incumbent ensures the accuracy of accounts payable transactions and compliance with purchase orders, contracts, and other authoritative guidelines. The Accounts Payable Manager position oversees a range of project activities including implementing applications related to automating accounts payable monitoring ongoing processes for accuracy and efficiency. The incumbent ensures all transactions are processed in compliance with County policies, State statutes, and Federal regulations. These three (3) 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 an extension for these out-of-class pay assignments through February 28, 2025 or an earlier date if these pay assignments are no longer necessary.

**FISCAL IMPACT**

The cost of the extensions to the General Fund will be approximately \$2,636.71 including fringe benefits.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
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