COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 144757

DATE: 2/19/2025

SUBJECT: **CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION – COMMUNICATIONS**

***** 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 Communications to reclassify one (1) position effective February 20, 2025.

BACKGROUND

The Office of Communications is requesting that the Grade 73 Communications/Public Information Officer (PIO) Manager position (#20004787) be reclassified to a Grade 4 Communications Director position. This position directs the planning, development, implementation, and management of the dissemination of news and information to the public, Tarrant County employees, and the media regarding Tarrant County initiatives, events, and programs. This General Fund position description already exists and does not require JEC review.

FISCAL IMPACT

The available budget for position 20004787 for the period of February 20, 2025 through September 30, 2025 is $76,984.00.

The budget needed to cover the Table of Organization salary change is $87,364.00.

The Table of Organization salary change results in an increase of $10,380.00.

Position 20000280 has been vacant since October 1, 2024 and salary savings will be moved from Administration to Communications 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

Position Change

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
20004787 - Communications/PIO Manager, Grade 73	10000004 - County Administrator-Administrative Services	1232 - Professional TC73	1121000000/10000-2025/General Fund	20004787 - Communications Director, Grade 4	10000874 - Communications	1129 - Executive TC4	---no change---	2/20/2025

Organizational Unit Change

Current Org Unit Number and Title	Current Supervising Organizational Unit	Proposed Org Unit Number and Title	Proposed Supervising Organizational Unit	Effective Date
10000836 - County Administrator-Digital Media	10000004 - County Administrator-Administrative Services	10000836 - Communications-Digital Media	10000874 - Communications	2/20/2025