



COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER

PAGE 1 OF

DATE:

10

12/17/2024

SUBJECT: **CONSIDERATION OF CHANGES TO THE TABLES OF ORGANIZATION – ADMINISTRATOR’S OFFICE AND TRANSPORTATION SERVICES**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider changes to the Table of Organization for the Administrator’s Office and Transportation Services. The changes include moving the Mobility Coordinator position from the Administrator’s Office to Transportation Services, reclassifying six (6) positions in Transportation Services, creating two (2) new positions in Transportation Services, eliminating two (2) positions in Transportation Services, moving six (6) positions within Transportation Services, and retitling two (2) positions in Transportation Services.

BACKGROUND

Transportation Services is proposing a reorganization that includes several position changes as outlined below. First, the vacant Grade 75 Mobility Coordinator position (#20006845) will be moved from the Administrator’s Office to Transportation Services effective on December 18, 2024. This position is moving from the General Fund to the Road and Bridge Fund.

Additionally, Transportation Services is requesting the reclassification of six (6) Road and Bridge Fund positions including a Grade 27 Striping Technician (#20002977), a Grade 28 Striping Technician II position (#20005745), a Grade 30 Striping Supervisor position (#20002978), a Grade 74 Right of Way Manager position (#20003142), a Grade 16 Quality Control Specialist I position (#20005908), and a Grade 74 Deputy County Engineer position (#20007133) effective on December 18, 2024. The Striping Technician will become a Grade 28 Pavement Marking Technician and perform pavement marking activities as well as assist with basic signage and decal fabrication activities. The Striping Technician II will become a Grade 29 Senior Pavement Marking Technician and coordinate personnel, material, equipment, and schedules to perform pavement marking activities on city and County roads. The Striping Supervisor will become a Grade 72 Pavement Marking and Sign Shop Manager and oversee the striping crew and sign shop personnel, including managing work schedules and materials. The Right of Way Manager will become a Grade 73 Senior Right of Way Agent and acquire property rights, land and/or real estate for complicated and sensitive right-of-way and other easements of County roads, bridges, and related projects. The Quality Control Specialist I position will become a Grade 18 Construction Inspector and inspect subdivision roadways, bridges and related drainage structures according to approved plans and inspections. Lastly, the reclassified Grade 4 Deputy County Engineer will provide design support, guidance, and coordination for development of unincorporated Tarrant County while overseeing related staff. The Pavement Marking Technician, Senior Pavement Marking Technician, Pavement Marking and Sign Shop Manager, Senior Right of Way Agent, and Deputy County Engineer positions have been reviewed by the Job Evaluation Committee and are recommended to be administered at the grades noted above. The Constructor Inspector position description matches an existing position description and does not require Job Evaluation Committee review.

SUBMITTED BY

Human Resources

PREPARED BY:

Anjanie Ramnarine

APPROVED BY:

Anjanie Ramnarine



COMMISSIONERS COURT COMMUNICATION

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Transportation Services is also requesting the addition of a new Pavement Marking Technician position and a new Business Manager position effective on December 18, 2024. The Pavement Marking Technician will perform pavement marking activities as well as assist with basic signage and decal fabrication activities. The Business Manager will manage the department's business functions as well as the financial tracking of bond programs, capital projects, professional services agreements, and collected fees. The Job Evaluation Committee has reviewed both positions and recommends that the Pavement Marking Technician position be administered as Grade 28 and the Business Manager position be administered as Grade 73. Additionally, the Grade 74 Planning Manager position (#20003145) and Grade 21 Part-Time Employee (#20004468) will be eliminated with duties being absorbed by other positions within the department, effective on February 1, 2025 and December 18, 2024, respectively.

Finally, six (6) positions will be moved and two (2) positions will be retitled within Transportation Services as outlined in the attached documents. These changes align positions with the appropriate supervisors and align position titles with industry standards. These changes will be effective on December 18, 2024, with the exception of the GIS Analyst and Development Coordinator moves, which will be effective on February 1, 2025.

FISCAL IMPACT

The net savings to all funds will be approximately \$8,549.44. The FY 2025 cost to the Road and Bridge Fund will be approximately \$99,912.11 including fringe benefits, and the FY 2025 savings to the General Fund will be approximately \$108,461.55 including fringe benefits.

Reclassifications

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
20002977 - Striping Technician, Grade 27	10000193 - Transportation Services-Striping Crew	50098432 - Striping Technician TC27	6840300000/ 26100-2025	20002977 - Technician, Pavement Marking, Grade 28	--no change--	1404 - Striping Technician TC28	--no change--	12/18/2024
20002978 - Striping Supervisor, Grade 30	10000193 - Transportation Services-Striping Crew	1280 - Supervisor TC30	6840300000/ 26100-2025	20002978 - Manager, Pavement Marking & Sign Shop, Grade 72	--no change--	1187 - Manager TC72	--no change--	12/18/2024
20003142 - Right of Way Manager, Grade 74	10000233 - Transportation Services-Right of Way	1190 - Manager TC74	6510100000/ 26100-2025	20003142 - Agent, Right of Way, Sr, Grade 73	10000226 - Transportation Services-County Engineer	1232 - Professional TC73	--no change--	12/18/2024
20005745 - Striping Technician II, Grade 28	10000193 - Transportation Services-Striping Crew	1404 - Striping Technician TC28	6840300000/ 26100-2025	20005745 - Technician, Pavement Marking, Sr, Grade 29	--no change--	1347 - Surveying Crew TC29	--no change--	12/18/2024
20005908 - Quality Control Specialist I, Grade 16	10000843 - Transportation Services - Quality Control	50098572 - Paraprofessional TC16	6840100000/ 26100-2025	20005908 - Inspector, Construction, Grade 18	--no change--	50098574 - Paraprofessional TC18	--no change--	12/18/2024
20007133 - Deputy County Engineer, Grade 74	10000864 - Transportation Services-Asst Cnty Engineer	1190 - Manager TC74	6840100000/ 26100-2025	20007133 - Engineer, Deputy County, Grade 4	--no change--	1129 - Executive TC4	--no change--	12/18/2024

New Positions

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
-	-	-	-	NEW - Pavement Marking Technician, Grade 28	10000193 - Transportation Services-Striping Crew	1404 - Striping Technician TC28	6840300000/ 26100-2025	12/18/2024
-	-	-	-	NEW - Business Manager, Grade 73	10000872 - Transportation Services-Business Office	1189 - Manager TC73	6840100000/ 26100-2025	12/18/2024

Eliminations

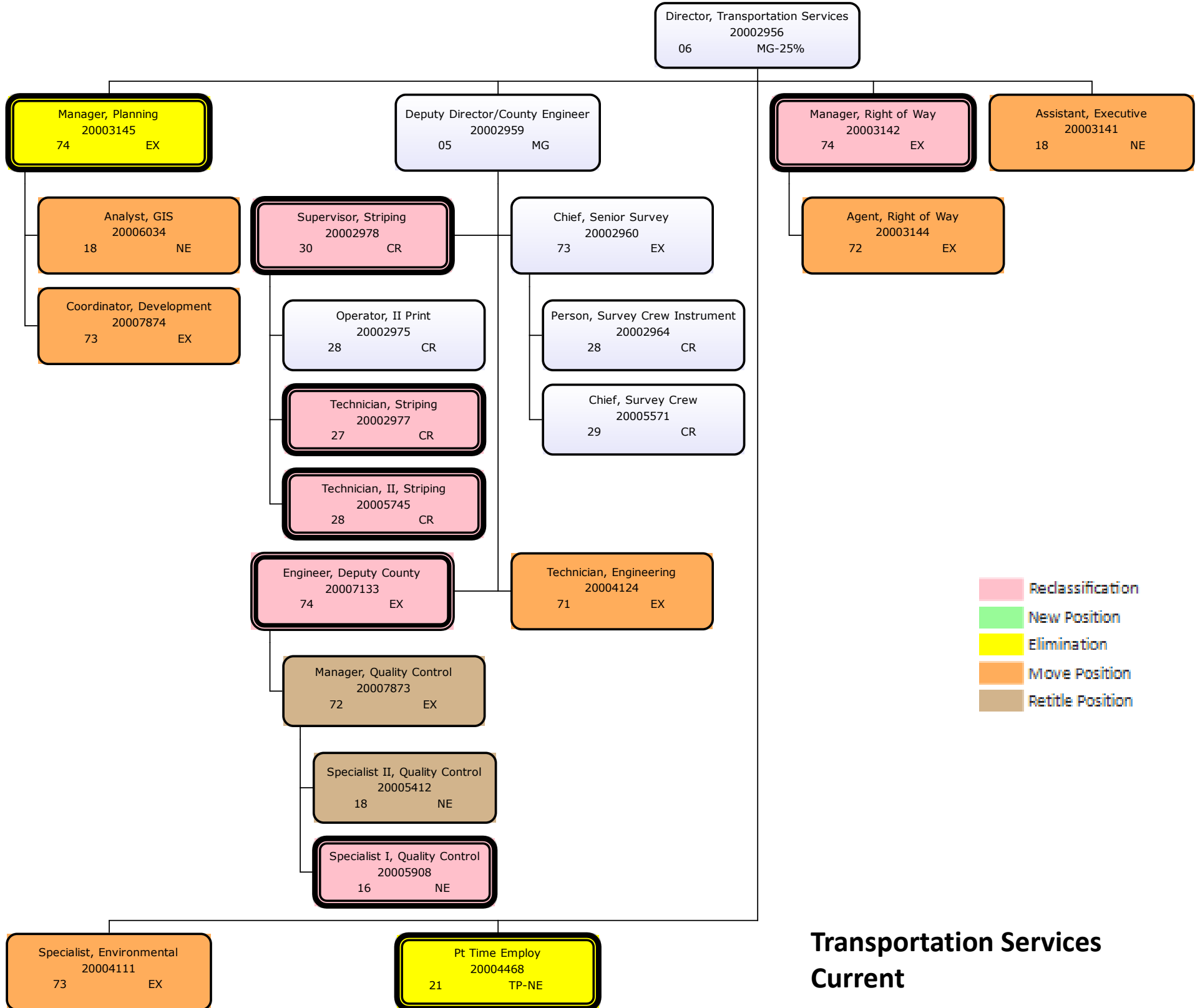
Current Position Number, Title & Grade	Current Organizational Unit	Current Job Number	Current Cost Center and Fund/Grant	Proposed Position Number, Title & Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Cost Center and Fund/Grant	Effective Date
20003145 - Planning Manager, Grade 74	10000186 - Transportation Services-Planning	1190 - Manager TC74	6840100000/ 26100-2025	-	-	-	-	2/1/2025
20004468 - Pt Time Employ, Grade 21	10000225 - Transportation Services	1309 - Temporary - Part Time Employee TC21	6840100000/ 26100-2025	-	-	-	-	12/18/2024

Retitle Positions

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
20005412 - Quality Control Specialist II, Grade 18	10000843 - Transportation Services - Quality Control	50098574 - Paraprofessional TC18	6840100000/ 26100-2025	20005412 - Inspector, Construction, Grade 18	--no change--	--no change--	--no change--	12/18/2024
20007873 - Quality Control Manager, Grade 72	10000843 - Transportation Services - Quality Control	1230 - Professional TC72	6840100000/ 26100-2025	20007873 - Manager, Construction Inspection, Grade 72	--no change--	--no change--	--no change--	12/18/2024

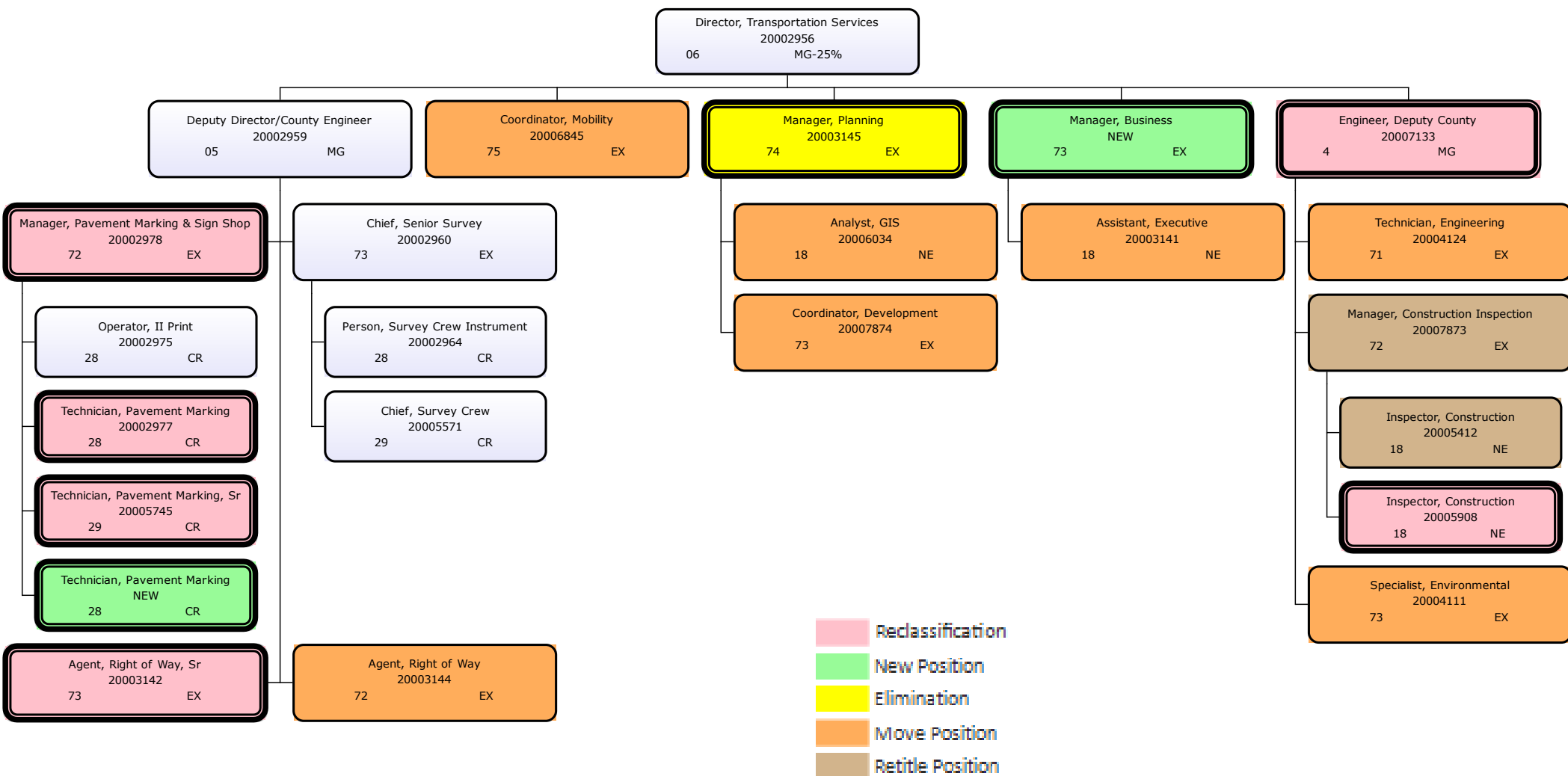
Move Positions

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
20003144 - Right of Way Agent, Grade 72	10000233 - Transportation Services-Right of Way	1230 - Professional TC72	6510100000/ 26100-2025	--no change--	10000226 - Transportation Services-County Engineer	--no change--	--no change--	12/18/2024
20004111 - Environmental Specialist, Grade 73	10000225 - Transportation Services	1232 - Professional TC73	6840100000/ 26100-2025	--no change--	10000864 - Transportation Services-Asst Cnty Engineer	--no change--	--no change--	12/18/2024
20004124 - Engineering Technician, Grade 71	10000226 - Transportation Services-County Engineer	1229 - Professional TC71	6840100000/ 26100-2025	--no change--	10000864 - Transportation Services-Asst Cnty Engineer	--no change--	--no change--	12/18/2024
20003141 - Executive Assistant, Grade 18	10000225 - Transportation Services	50098574 - Paraprofessional TC18	6840100000/ 26100-2025	--no change--	10000872 - Transportation Services-Business Office	--no change--	--no change--	12/18/2024
20006034 - GIS Analyst, Grade 18	10000186 - Transportation Services-Planning	1016 - Analyst TC18	6840100000/ 26100-2025	--no change--	10000226 - Transportation Services-County Engineer	--no change--	--no change--	2/1/2025
20007874 - Development Coordinator, Grade 73	10000186 - Transportation Services-Planning	1232 - Professional TC73	6840100000/ 26100-2025	--no change--	10000864 - Transportation Services-Asst Cnty Engineer	--no change--	--no change--	2/1/2025
20006845 - Mobility Coordinator, Grade 75	10000003 - County Administrator- Intergov Relations	1390 - Professional TC75	1120100000/ 10000-2025	--no change--	10000225 - Transportation Services	--no change--	6840100000/ 26100-2025	12/18/2024

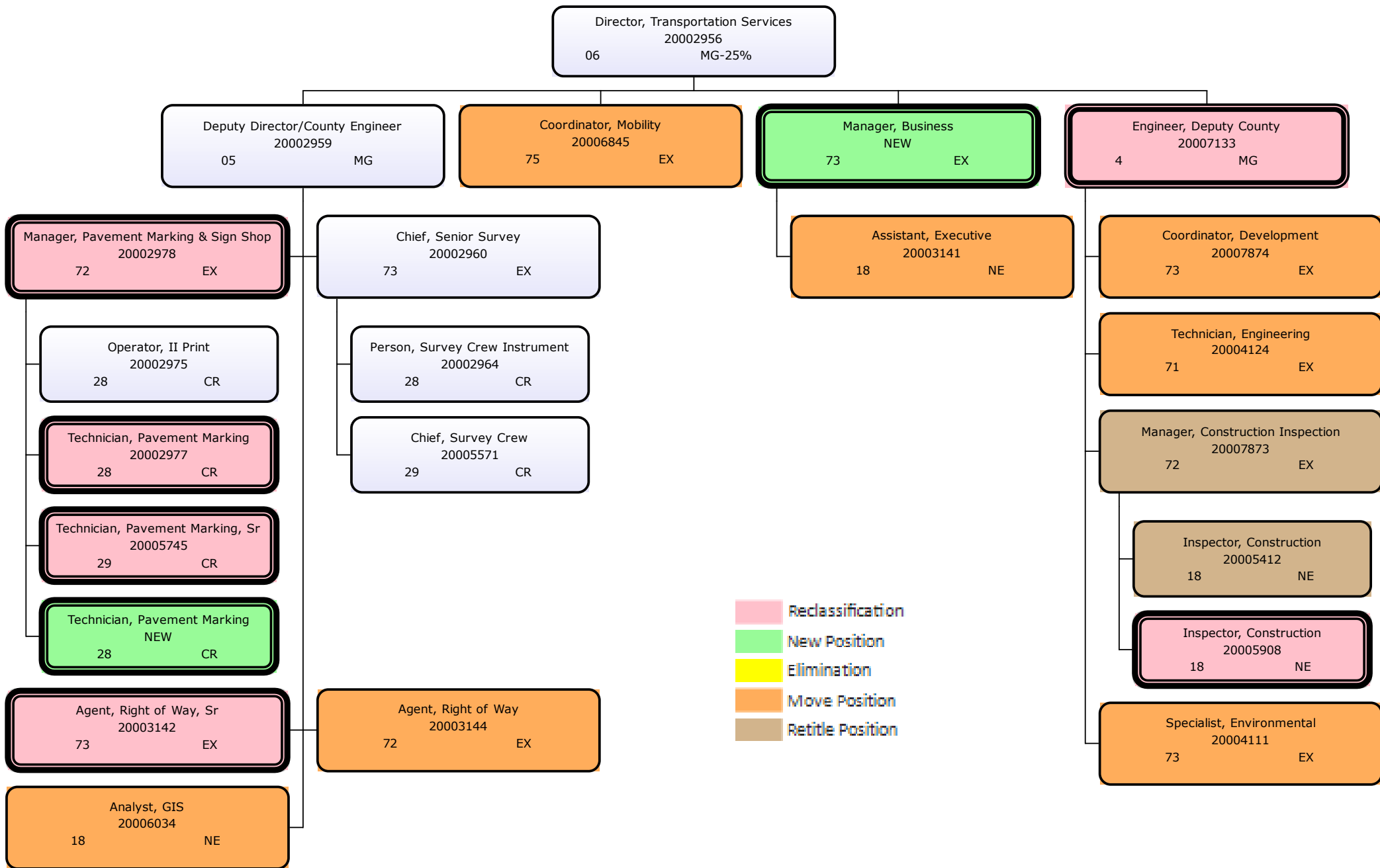


- Reclassification
- New Position
- Elimination
- Move Position
- Retitle Position

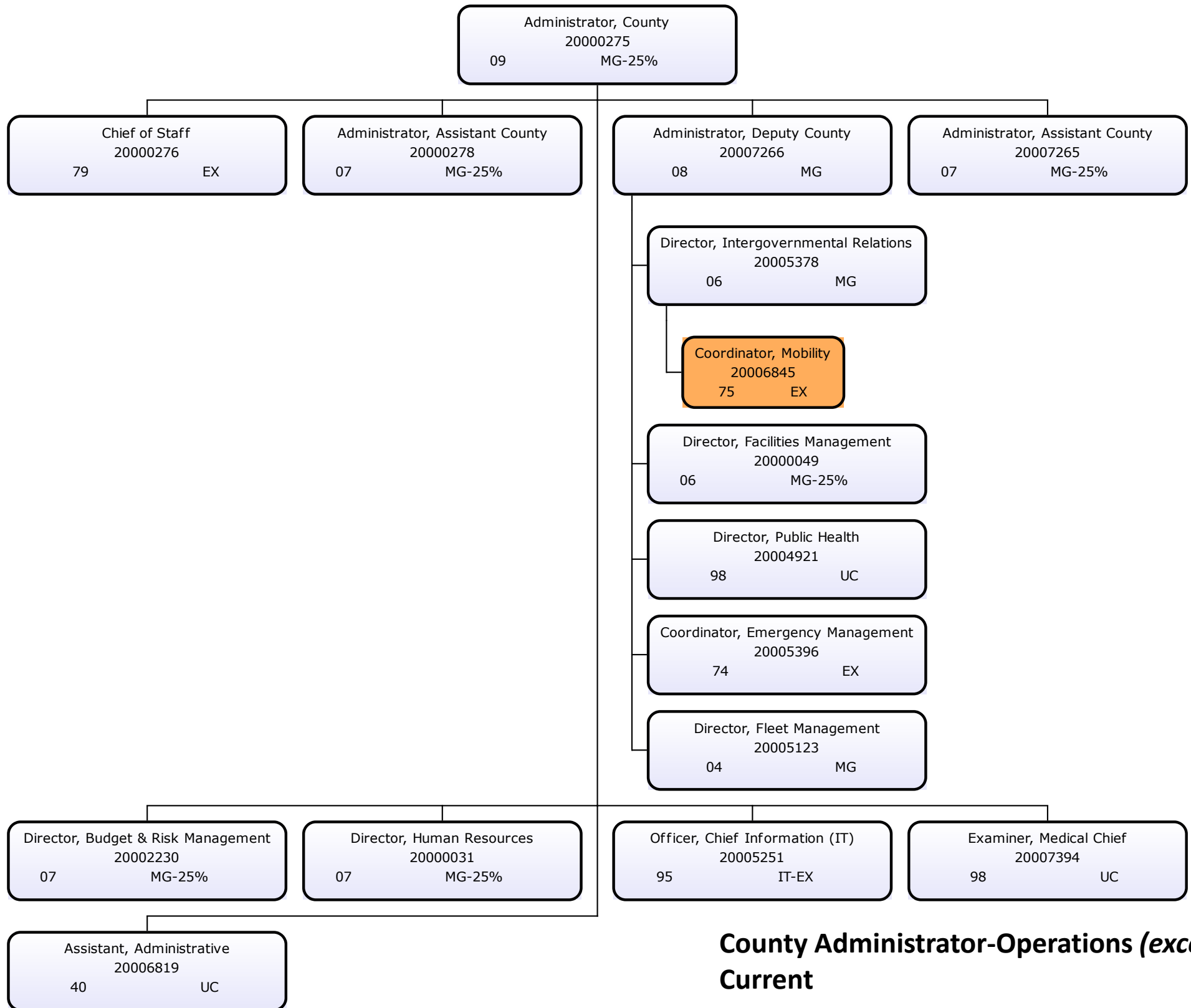
**Transportation Services
Current**



Transportation Services
Proposed Effective December 18, 2024



Transportation Services
Proposed Effective February 1, 2025



**County Administrator-Operations (*excerpt*)
Current**

Administrator, County
20000275
09 MG-25%

Chief of Staff
20000276
79 EX

Administrator, Assistant County
20000278
07 MG-25%

Administrator, Deputy County
20007266
08 MG

Administrator, Assistant County
20007265
07 MG-25%

Director, Intergovernmental Relations
20005378
06 MG

Director, Facilities Management
20000049
06 MG-25%

Director, Public Health
20004921
98 UC

Coordinator, Emergency Management
20005396
74 EX

Director, Fleet Management
20005123
04 MG

Director, Budget & Risk Management
20002230
07 MG-25%

Director, Human Resources
20000031
07 MG-25%

Officer, Chief Information (IT)
20005251
95 IT-EX

Examiner, Medical Chief
20007394
98 UC

Assistant, Administrative
20006819
40 UC

County Administrator-Operations (excerpt)
Proposed Effective December 18, 2024