

COURT ORDER NUMBER 144755

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DATE: 2/19/2025

SUBJECT: CONSIDERATION OF CHANGES TO THE TABLE OF ORGANIZATION - COUNTY ADMINISTRATOR'S OFFICE

*** CONSENT AGENDA ***

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of changes to the Table of Organization for the County Administrator's Office to reclassify two (2) positions effective February 20, 2025.

BACKGROUND

The County Administrator's Office is requesting to reclassify two (2) positions. First, a Grade 71 Agenda Coordinator position (#20000273) be reclassified to a Grade 73 Agenda Manager. This position manages all aspects of the Commissioners Court agenda process including the supervision of two (2) staff members. This General Fund position description has been reviewed by the Job Evaluation Committee (JEC). Secondly, the County Administrator's Office is requesting that the Grade 72 Business Services Manager position (#20006117) be reclassified to a Grade 71 Executive Assistant position. This position provides a wide variety of strategic, advanced management support and superior administrative services to the County Administrator as well as members of the Executive Team in a fast-paced, high-profile, and dynamic office. This General Fund position description already exists and does not require JEC review.

FISCAL IMPACT

The available budget for positions 20000273 and 20006117 for the period February 20, 2025 through September 30, 2025 is \$115,051.00.

The budget needed to cover the Table of Organization salary change is \$102,705.00.

This Table of Organization salary change results in a savings of \$12,346.00.

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

Position Changes

Current Position Number ,	Current	Current Job	Current Cost	Proposed Position Number,	Proposed	Proposed Job	Proposed Cost	Effective
Title & Grade	Organizational	Number	Center and	Title & Grade	Organizational	Number	Center and	Date
	Unit		Fund/Grant		Unit		Fund/Grant	
20000273 - Agenda	10000004 - County	50084235 -	1120100000/10000-	20000273 - Agenda Manager,	10000756 - County	1232 - Professional		2/20/2025
Coordinator, Grade 71	Administrator-	Administrative	2025/General Fund	Grade 73	Administrator-	TC73	no change	
	Administrative	Assistant, TC71			Executive Assistant			
	Services							
20006117 - Business Services	10000756 - County	1187 - Manager,	1120100000/10000-	20006117 - Executive	10000756 - County	50084235 -		2/20/2025
Manager, Grade 72	Administrator-	TC72	2025/General Fund	Assistant, Grade 71	Administrator-	Administrative	no change	
	Executive Assistant				Executive Assistant	Assistant, TC71		
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