COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 144755

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, 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
20000273 - Agenda Coordinator, Grade 71	10000004 - County Administrator-Administrative Services	50084235 - Administrative Assistant, TC71	1120100000/10000-2025/General Fund	20000273 - Agenda Manager, Grade 73	10000756 - County Administrator-Executive Assistant	1232 - Professional TC73	---no change---	2/20/2025
20006117 - Business Services Manager, Grade 72	10000756 - County Administrator-Executive Assistant	1187 - Manager, TC72	1120100000/10000-2025/General Fund	20006117 - Executive Assistant, Grade 71	10000756 - County Administrator-Executive Assistant	50084235 - Administrative Assistant, TC71	---no change---	2/20/2025