



**COMMISSIONERS COURT  
COMMUNICATION**

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

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DATE: 1/14/2025

**SUBJECT: CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION –  
PRECINCT 3**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of the elimination of position 20006406 – Executive Programs and Outreach Administrator and a title change to position 20003050 from Executive Admin and Constituent Services Administrator to Precinct Administrator for Precinct 3 effective February 1, 2025.

**BACKGROUND**

Precinct 3 has requested the elimination of an Executive Programs and Outreach Administrator (#20006406) to improve operational efficiency and a title change from Executive Admin and Constituent Services Administrator to Precinct Administrator (#20003050). These positions are funded through the General Fund.

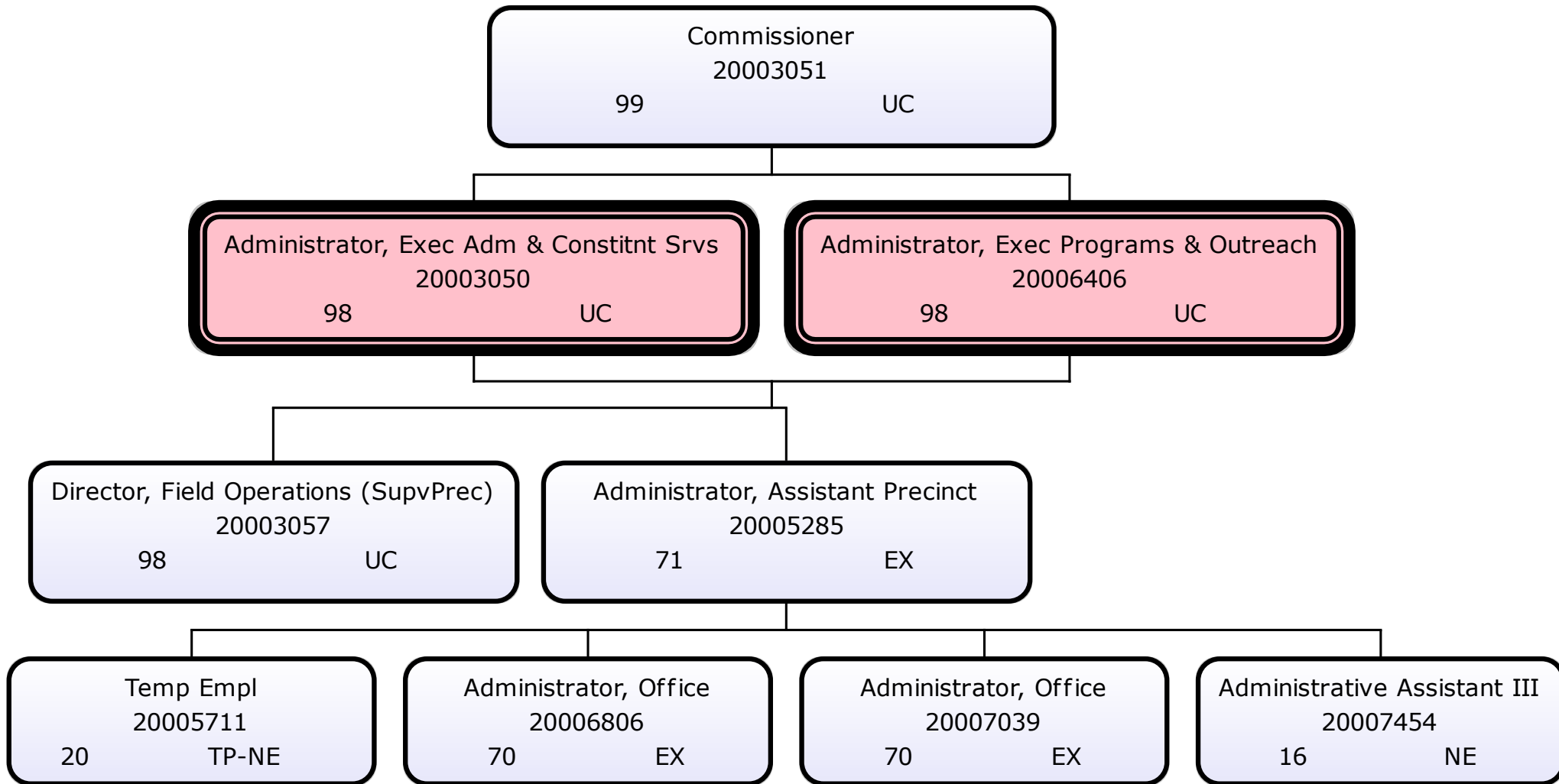
**FISCAL IMPACT**

The cost savings to the General Fund is approximately \$129,566.71 including fringe benefits.

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

| <b>Current Position Number, Title, and Grade</b>                       | <b>Current Organizational Unit</b>   | <b>Current Job Number</b>  | <b>Fund</b> | <b>Proposed Position Number, Title, and Grade</b> | <b>Effective Date</b> |
|--|--------------------------------------|----------------------------|-------------|---|-----------------------|
| 20006406 - Programs & Outreach Administrator, UC 98                    | 10000227 - Precinct 3-Administration | 1135 - Executive 2<br>TC98 | 10000-2025  | --eliminate--                                     | 2/1/2025              |
| 20003050 - Executive Admin & Constituent Services Administrator, UC 98 | 10000227 - Precinct 3-Administration | 1135 - Executive 2<br>TC98 | 10000-2025  | 20003050 - Precinct Administrator, UC 98          | 2/1/2025              |

**Precinct 3 (excerpt)**  
**Current**



**Precinct 3 (excerpt)**  
**Effective February 1, 2025**

