



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145610

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DATE: 8/5/2025

SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – JUVENILE SERVICES

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of an out-of-class pay extension effective on August 30, 2025.

BACKGROUND

Juvenile Services has provided out-of-class pay to the incumbent of Position 20001835 – Senior Caseworker Pre-Court Supervisor, Grade 74, for performing the duties of Position 20001804 – Deputy Assistant Director, Pre-Court & Diversion Services, Grade 75, since June 1, 2025.

The Deputy Assistant Director, Pre-Court & Diversion Services, is responsible for administering diversion, courts, intake, specialized program and pre-adjudication probation services. The incumbent ensures that personnel are properly trained and available at all times to assist courts in probation matters. This position coordinates with other Deputy Assistant Directors and unit supervisors to plan and direct department activities focused on accomplishing mission goals and objectives. Both positions are funded by the General Fund.

Per County Policy, out-of-class pay is permitted for up to ninety (90) days unless extended by the Commissioners Court. The department is requesting that out-of-class pay be extended through November 27, 2025 or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the General Fund will be approximately \$1,645.29 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Deputy Assistant Director, Pre-Court & Diversion Services position.

SUBMITTED BY	Human Resources	PREPARED BY:	Jennifer Jones
		APPROVED BY:	Jennifer Jones