



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 4/2/2025

**SUBJECT: CONSIDERATION OF A CHANGE TO THE TABLE OF ORGANIZATION –
PRECINCT 1**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of changes to the Table of Organization for Precinct 1 to eliminate one (1) position and add one (1) new position effective April 3, 2025.

BACKGROUND

Precinct 1 is requesting the elimination of a vacant Grade 70 Office Administrator position (#200029790) and the addition of a Communications Director, Grade 75 position. This General Fund position will develop strategic initiatives to improve the overall communication and promotion of the Office of the County Commissioner. The Communications Director will research issues and write talking points ensuring consistent messaging of content on a variety of different platforms. The Communications Director position description already exists and does not require Job Evaluation Committee review.

FISCAL IMPACT

FY 2025

The available budget for position 200002979 for FY 2025 is \$73,271
The budget needed to cover the FY 2025 Table of Organization salary change is \$55,060
The FY 2025 Table of Organization salary change results in a savings of \$18,211

FY 2026

The annual salary for the new position is \$130,143
The annual salary for the elimination of position 20002979 is \$73,271
This Table of Organization salary change will result in an increase of \$56,872 for FY 2026

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| SUBMITTED BY | Commissioner, Precinct 1 | PREPARED BY: | Amber Duckworth |
| | | APPROVED BY: | Roxie Held |



