



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____

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DATE: 12/17/2024

SUBJECT: **CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – HUMAN RESOURCES**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider an out-of-class pay extension effective on December 30, 2024.

BACKGROUND

Human Resources has been paying out-of-class pay to the incumbent of position 20000026 – Office Manager II, Grade 70, for performing the duties of position 20004018 – Staff Development Officer, Grade 73, since October 1, 2024. The Staff Development Officer position facilitates, conducts, and maintains the County's training and staff development program. The incumbent ensures the County's educational tuition reimbursement program is managed according to policy and reimbursements are processed accurately and timely. Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested that the out-of-class pay be extended through March 30, 2025, or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the General Fund will be approximately \$2,647.01 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Staff Development Officer position.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Anjanie Ramnarine