

DALLAS COUNTY
CIVIL SERVICE COMMISSION MEETING

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS

FILED: Apr 09, 2024, 1:41 pm

BY DEPUTY:
Kim Cartwright

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON **MONDAY, APRIL 15, 2024, AT 9:15 AM**, AT THE DALLAS COUNTY COMMISSIONERS' COURTROOM, 500 ELM STREET, 2ND FLOOR, DALLAS, TEXAS, 75202, TO DISCUSS THE MATTERS SET FORTH IN THE ATTACHED AGENDA.* A QUORUM (INCLUDING THE PRESIDING CHAIR) WILL BE PHYSICALLY PRESENT AT THAT LOCATION. THIS MEETING MAY INCLUDE A COMMISSIONER THAT WILL PARTICIPATE BY VIDEOCONFERENCE AND/OR DALLAS COUNTY CURRENT OR FORMER EMPLOYEE(S)/OFFICER(S) THAT WILL PARTICIPATE BY VIDEOCONFERENCE, PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.127. THE MEETING IS OPEN TO THE PUBLIC DURING THE OPEN PORTIONS OF THE MEETING, AND CITIZENS ARE WELCOME TO ADDRESS THE COURT. A CLOSED SESSION MAY BE HELD IF REQUIRED FOR PURPOSES PERMITTED BY Chapter 551,

Open Meetings, Texas Government Code, Sections 551.071-551.076. All matters listed on the attached agenda may be discussed in executive session at the option of the Dallas County Civil Service Commission following oral announcement if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

I, the undersigned authority, do hereby certify that the above Public Notice of the Dallas County Civil Service Commission Meeting is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Dallas County Records Building, a place convenient and readily accessible to the general public at all times, and said Notice was posted on April 9, 2024, at 1:41PM.



Robert B. Wilson - Director of Human
Resources/Civil Service

*Itemized Agenda Attached



DALLAS COUNTY
HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS
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DALLAS COUNTY CIVIL SERVICE COMMISSION MEETING
(WebEx DETAIL)

To join the Dallas County Civil Service Commission Meeting scheduled for Monday, April 15, 2024, beginning at 9:15 AM.

1. Click on the Join Meeting link below.

Join on your computer or mobile app

[Join meeting](#)

2. More ways to join:

Join from the meeting link

<https://dallascounty.webex.com/dallascounty/j.php?MTID=m5589c188a427cca4d0259909c5146aeb>

Join by meeting number

Meeting number (access code): 2487 966 1599

Meeting password: DCCSmeeting

Tap to join from a mobile device (attendees only)

[+1-415-655-0001,24938239592](tel:+1-415-655-0001,24938239592)## US Toll

Some mobile devices may ask attendees to enter a numeric password.

Join by phone

+1-415-655-0001 US Toll

[Global call-in numbers](#)

- **Technical Requirements for Virtual Hearing.** Virtual Hearings will take place through WebEx. All persons participating in the virtual hearing must have two-way audio and video communication during the meeting. All witnesses shall make sure that all necessary equipment and software are in proper working order prior to the time of the scheduled hearing and the bandwidth is adequate for videoconferencing. If the witness does not have the ability to participate in a virtual hearing due to issues with equipment or software, they should appear in person at 500 Elm Street, 2nd Floor, Dallas, Texas 75202.
- **Testimony.** The following must be clearly visible and audible to the civil service commission at all times during the hearing:
 1. The attorney or person representing the Department or Grievant in the hearing.
 2. The person that is testifying.

If you have any questions, please contact the Employee Relations Division at EmployeeRelations-HR@dallascounty.org

| I. Commissioner's Court Administration - New Position | | | | | | | Pages 1 - 9 |
|---|-------|---------------------------|------|-----------|--------------|-------------------|--------------|
| New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| ERP Business Systems Analyst Lead | 1 | 7206* | N | \$133,460 | \$37,139 | \$170,599 | |
| Funding Source: General Fund | | | | | Cost: | \$170,599 | |
| *Position is from the Vacant Position Reserves Department - Court Order #2022-1345. Position #7206 will be added to the Commissioner's Court Administration Department. | | | | | | | |
| II. Consolidated Services – New Position | | | | | | | Pages 1 - 10 |
| New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Operations Analyst | 1 | TBD | 12 | \$62,858 | \$22,624 | \$85,482 | |
| Funding Source: General Fund | | | | | Cost: | \$85,482 | |
| III. Facilities - New Position | | | | | | | Pages 1 - 7 |
| New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Security Systems Technician | 1 | TBD | CM | \$66,221 | \$23,315 | \$89,536 | |
| Funding Source: General Fund | | | | | Cost: | \$89,536 | |
| IV. Juvenile - New and Additional Positions | | | | | | | Pages 1 - 17 |
| A. New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Re-Entry Manager | 1 | TBD | J | \$100,469 | \$30,356 | \$130,825 | |
| Funding Source: Texas Juvenile Justice Department (TJJD) State Aid Grant Funds | | | | | Cost: | \$130,825 | |
| B. Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Paralegal | 1 | TBD | 15 | \$73,611 | \$24,834 | \$98,445 | |
| Funding Source: Texas Juvenile Justice Department (TJJD) State Aid Grants Funds | | | | | Cost: | \$98,445 | |
| Total Cost (2 Positions): | | | | | | \$229,270 | |
| V. District Attorney - Additional Position | | | | | | | Pages 1 - 9 |
| Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Attorney VI (Managing Attorney) | 1 | TBD | ATT6 | \$168,910 | \$44,428 | \$213,338 | |
| Funding Source: Chapter 59 State Forfeiture funds through December 31, 2024 | | | | | Cost: | \$213,338 | |
| VI. Human Resources - Additional Position and Reclassification | | | | | | | Pages 1 - 13 |
| A. Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits | |
| Human Resources Analyst IV | 3 | 7426*, 7211*, 7210* | H | \$256,671 | \$81,872 | \$338,543 | |
| Funding Source: General Fund | | | | | Cost: | \$338,543 | |
| *Positions are from the Vacant Position Reserves Department - Court Order #2022-1345. Positions #7426, #7211, #7210 will be added to the Human Resources Department. | | | | | | | |

| B. Reclassification | | | | | | | |
|-------------------------------------|--------------------------------|--------------|--------------|-------------|---------------|-----------------|------------------------------|
| | Current Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Human Resources Technician III | 1 | 0919 | 10 | \$56,534 | \$21,323 | \$77,857 |
| Proposed Position | | | | | | | |
| | Legal Assistant | 1 | Same | 10 | \$56,534 | \$21,323 | \$77,857 |
| Funding Source: General Fund | | | | | | Cost: | \$0 |

VII. Health and Human Services Department – New, Additional Positions, Reclassifications and Job Description Modifications **Pages 1 - 107**

| A. New Position | | | | | | | |
|---|---------------------|--------------|--------------|-------------|---------------|----------------------------------|------------------------------|
| | New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Special Advisor | 1 | 2094* | M | \$122,720 | \$34,931 | \$157,651 |
| *Position is from the Vacant Position Reserves Department - Court Order #2022-1345. Position #2094 will be added to the Health and Human Services Department. | | | | | | | |
| | New Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Accessioning Lead | 1 | TBD | C | \$62,857 | \$22,623 | \$85,480 |
| Funding Source: General Fund | | | | | | Total Cost (2 Positions): | \$243,131 |

| B. Additional Position | | | | | | | |
|---|---|--------------|--------------|-------------|---------------|----------------------------------|------------------------------|
| | Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Laboratory Information System Coordinator | 1 | TBD | I | \$92,446 | \$28,707 | \$121,153 |
| Funding Source: General Fund | | | | | | Cost: | \$121,153 |
| | Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Epidemiologist II | 1 | TBD | H | \$85,557 | \$27,291 | \$112,848 |
| Funding Source: Grant Award No. 6 NH28CE003562-01-01 | | | | | | Cost: | \$112,848 |
| | Additional Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Program Monitor | 1 | TBD | G | \$79,438 | \$26,032 | \$105,470 |
| Funding Source: Strengthening Public Health Infrastructure, Workforce and Data Systems Grant No. 08981 | | | | | | Cost: | \$105,470 |
| | | | | | | Total Cost (3 Positions): | \$339,471 |

| C. Reclassification | | | | | | | |
|----------------------------|-------------------------|--------------|--------------|-------------|---------------|-----------------|------------------------------|
| | Current Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
| | Accountant I | 1 | 8909 | 12 | \$62,858 | \$22,624 | \$85,482 |
| Proposed Position | | | | | | | |
| | Accountant II | 1 | Same | E | \$69,875 | \$24,066 | \$93,941 |
| | | | | | | Cost: | \$8,459 |

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April 15, 2024
9:15 AM

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| JOHN F. WARREN COUNTY CLERK DALLAS COUNTY, TEXAS FILED: Apr 09, 2024, 1:41 pm BY DEPUTY: Kim Cartwright |
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| Current Position | # Pos | Pos # | Grd. | Salary | Benefits | Salary & Benefits |
|--|--------------|------------------------|-------------|---------------|---|------------------------------|
| Accounting Clerk IV | 1 | 5909 | 09 | \$52,936 | \$20,584 | \$73,520 |
| Proposed Position | | | | | | |
| Data Analyst | 1 | Same | 12 | \$62,858 | \$22,624 | \$85,482 |
| | | | | | Cost: | \$11,962 |
| Current Position | | | | | | |
| Administrative Coordinator I | 1 | 5589 | 09 | \$52,936 | \$20,584 | \$73,520 |
| Proposed Position | | | | | | |
| Administrative Coordinator II | 1 | Same | 12 | \$62,858 | \$22,624 | \$85,482 |
| | | | | | Cost: | \$11,962 |
| Current Position | | | | | | |
| Accounting Clerk III | 1 | 8694 | 08 | \$49,171 | \$19,810 | \$68,981 |
| Proposed Position | | | | | | |
| Accounting Clerk IV | 1 | Same | 09 | \$52,936 | \$20,584 | \$73,520 |
| | | | | | Cost: | \$4,539 |
| Current Position | | | | | | |
| Clerk IV | 3 | 3797, 6417, 9870 | 08 | \$147,513 | \$59,430 | \$206,943 |
| Proposed Position | | | | | | |
| Accounting Clerk IV | 3 | Same | 09 | \$158,808 | \$61,752 | \$220,560 |
| Funding Source: HHS-FIN ADMIN Grant No. 8071 | | | | | Cost: | \$13,617 |
| Current Position | | | | | | |
| Clerk II (Filled) | 1 | 7745 | 06 | \$85,862 | \$37,054 | \$122,916 |
| Clerk II (Vacant) | 1 | 0383 | | | | |
| Proposed Position | | | | | | |
| Clerk III | 2 | Same | 07 | \$90,980 | \$38,106 | \$129,086 |
| | | | | | Cost: | \$6,170 |
| Current Position | | | | | | |
| Clerical Assistant II | 1 | 0990 | 04 | \$36,962 | \$17,299 | \$54,261 |
| Proposed Position | | | | | | |
| Clerk III | 1 | Same | 07 | \$45,490 | \$19,053 | \$64,543 |
| Funding Source: U.S. Committee for Refugees and Immigrants (USCRI) Grant No. 8907 | | | | | Cost: | \$10,282 |
| | | | | | Total Cost (10 Positions): | \$66,991 |
| | | | | | Grand Total Cost (15 Positions): | \$649,593 |

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D. Job Description Modification

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications for Physician (gr. D1), Health Center Administrator (gr. HM) and Nurse Practitioner/Physician Assistant (gr. LM) as outlined on attachment A, B and C in the Health and Human Services Department with no change in job grades and no financial impact to the General Fund.

VIII. Public Defender - Job Title Changes

Pages 1 - 6

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job title changes for two (2) Social Worker (gr. EE, #0222, #0221) positions to Caseworker II (gr. EE) in the Public Defender's Office. There are no changes in job grade and no financial impact to the General Fund.
