

***IV. APPENDIX: SUPPLEMENTARY MATERIALS***



**APPENDIX A - PRICE LIST**



**A-1**  
**ANNUAL SALARIES FOR USE IN ASSIGNING  
 COSTS TO STAFF PIR'S**

(Does not include fringe benefits)

Non-Exempt		Exempt		Social Services		Exempt Technical	
Grade	Salary	Grade	Salary	Grade	Salary	Grade	Salary
01	\$21,195	A	\$37,892	AA	\$33,238	AM	\$40,144
02	\$22,256	B	\$40,199	BB	\$35,090	BM	\$42,432
03	\$23,421	C	\$42,090	CC	\$37,066	CM	\$44,346
04	\$24,731	D	\$44,697	DD	\$39,125	DM	\$46,904
05	\$26,645	E	\$46,788	EE	\$41,267	EM	\$48,952
06	\$28,746	F	\$49,281	FF	\$43,336	FM	\$51,416
07	\$30,451	G	\$53,192	GG	\$46,430	GM	\$55,226
08	\$32,864	H	\$57,289			HM	\$59,238
09	\$35,443	I	\$61,902			IM	\$63,793
10	\$37,877	J	\$67,275			JM	\$69,051
		K	\$72,088			KM	\$73,793
Law Enforcement						Attorneys	
Grade	Title		Salary		Grade	Salary	
40	Detention Service Officer		\$32,406		01	\$58,013	
66	Sheriff Deputy/Deputy Constable		\$42,702		02	\$63,872	
67	Sheriff Sergeant/Constable Sergeant		\$45,718		03	\$70,255	
68	Sheriff Senior Sergeant /Constable Senior		\$53,622		04	\$83,312	
69	Sheriff Lieutenant/Constable Chief Deputy		\$61,725		05	\$99,246	
70	Sheriff Captain		\$70,932		06	\$113,103	
					07	\$129,205	
					08	\$142,125	

*Note: Please contact the Office of Budget and Evaluation for annual salaries of grades that are not listed.*

**A-2**

**OFFICE FURNITURE PRICE LIST**

**Please request a copy of the catalog from the Purchasing Department for additional items or to view items as listed**

	<b>FY2011 <u>Estimate</u></b>
<b>A. DESKS &amp; CREDENZAS</b>	
Administrative Laminate Desk 72" x 36" (HON 10799)	\$643
Credenza (HON 10741)	\$554
Administrative Laminate desk 66" X 30" (HON 1074)	\$618
Administrative Laminate desk 60" X 30" (HON 10773)	\$588
Administrative Laminate desk w/return 66" x 30" (HON 10701 & 10711)	\$588
Metal desk 60" X 30" (HON 38155)	\$473
Metal desk w/ return (HON 38291 & 38216)	\$587
<b>B. CHAIRS</b>	
Judicial bench chair (HON 6501 – Fabric Code L)	\$630
Executive, high-back chair (HON 3307, HON 2901 – Fabric Code IV)	\$264, 282
Administration, high-back (HON 7808 – Fabric Code IV)	\$313
Side-arm chair (HON 2903, HON 2193 – Fabric Code IV)	\$217, \$235
Steel folding chair (4 per order with padded seat – HON FC02)	\$76
Stacking chair (4 per order – HON 1001)	\$126
Swivel chair certified up to 450 lbs. (HON 5403 – Fabric Code IV)	\$527
24-Hour chair (HON 7754, HON 7734 – Fabric Code IV)	\$299, \$360
<b>C. BOOKCASES</b>	
Laminate	
36" w X 13 1/8" d X 29 1/2" h - 2 shelves (HON 10752)	\$187
36" w X 13 1/8" d X 43 3/8" h - 3 shelves (HON 10753)	\$231
36" w X 13 1/8" d X 57 1/8" h - 4 shelves (HON 10754)	\$260
36" w X 13 1/8" d X 71" h - 5 shelves (HON 10755)	\$311
36" w X 12" d X 84" h - 6 shelves (HON 1897)	\$166
<b>D. FILE CABINETS</b>	
Lateral, locking file, metal, 36" w, with shelves	
2-drawer (HON 752L)	\$354
3-drawer (HON 753L)	\$472
4-drawer (HON 754L)	\$599
5-drawer (HON 755L)	\$779
Lateral, locking file, metal, 36" w, with drawers	
2-drawer (HON 782L)	\$286
3-drawer (HON 783L)	\$405
4-drawer (HON 784L)	\$499
5-drawer (HON 785L)	\$659

**A-2**

**OFFICE FURNITURE PRICE LIST (continued)**

	<b><u>FY2011</u></b> <b><u>Estimate</u></b>
Vertical, letter size, locking, metal	
2-drawer (HON 312P)	\$134
4-drawer (HON 314P)	\$183
5-drawer (HON 315P)	\$269
Vertical, legal size, locking, metal	
2-drawer (HON 312CP)	\$160
4-drawer (HON 314CP)	\$210
5-drawer (HON 315CP)	\$302
Storage Cabinet, 36" w X 18" d X 72" h (HON SC1872)	\$281
Storage Cabinet, 36" w X 18" d X 42" h (HON SC1842)	\$237
<b>E. TABLES</b>	
Round Conference Tables with Base	
36" (HON LD36G and HON BLCOL1)	\$329
42" (HON LD42G and HON BLCOL1)	\$339
48" (HON LD48G and HON BLCOL1)	\$354
Activity Tables	
36" X 72" (HON ESR3672L)	\$168
30" X 72" (HON ESR3072L)	\$147
24" X 72" (HON ESR2448L)	\$105
48" X 48" (HON ESS48L)	\$152
Conference Room Tables	
6 feet (HON LA3672G and HON BLCOL2)	\$639
8 feet (HON LA4896G and HON BLCOL2)	\$707
10 feet (HON LA48120G and HON BLCOL2)	\$775
12 feet (HON LA48144G and HON BLCOL2)	\$813
Computer Table (HON ED3036G)	\$160
Mobil PC Stations (varies)	call for quote

## A-3

# STANDARD FURNITURE GUIDELINES

	<u>Desk &amp; Chairs</u>	<u>Files</u>	<u>Bookcase</u>	<u>Table</u>
Elected Officials Department Heads	36" X 72" desk 1 desk chair 1 credenza 2 side chairs	as needed	3-5 shelves	36" X 72" Conference w/6 chairs
Assistant Directors Chief Deputy	36" X 72" desk  1 credenza 2 side chairs	as needed 1 desk chair	3-5 shelves	
Analysts Admin. Assistants Coordinators Masters Referees Asst. Chief Deputy Professional	30" X 60" desk 1 desk chair 1 side chair	as needed	3-5 shelves	
Secretary Court Reporter Chief Clerk	48" X 66" desk 1 secretary chair	as needed		
Clerk Receptionist	48" X 66" desk w/typing return 1 secretary chair	as needed		
Conference Room	120" X 48" table w/10 chairs			

**A-4**  
**OFFICE MACHINE PRICE LIST**  
(Please see Appendix A-8 for computer equipment prices)

**FY2011**  
**Estimate**

<b>A.</b>	<b>TYPEWRITERS</b>	
	Memory	\$998
<b>B.</b>	<b>COPIERS</b>	
	Low Volume	\$130
	Medium Volume	\$320
	High Volume	\$654
<b>C.</b>	<b>FAX MACHINES (includes 12 month warranty)</b>	
	Low volume, Brothers –MFC8220	\$399
	Mid volume, Muratec –F525	\$920
	High volume, Muratec F565	\$1,750
<b>D.</b>	<b>COURT REPORTING/ DICTATION EQUIPMENT</b>	
	Court Reporter ( <b>package</b> )	\$3,600
	Lanier Advocate V Recorder	\$2,400.00
	Lanier Advocate V Transcriber	\$1,600
	MP510 Headset	\$80
	LX-055 Foot Control	\$120
	Omni/ Uni-directional Microphone	\$120
<b>E.</b>	<b>Time Clock</b>	\$700
<b>F.</b>	<b>Shredders</b>	
	Destroyit # 2240CC	\$319
	Destroyit # 2260CC	\$361
	Destroyit # 2360CC	\$583
	Destroyit # 2403CC	\$859
	Destroyit # 2404CC	\$920

**A-5**  
**COMMUNICATION EQUIPMENT PRICE LIST**

	<b>FY2011 <u>Estimate</u></b>
<b>A. MOBILE RADIO</b>	
150 MHz 110 watt	\$1,350
150 MHz 50 watt	\$600
<b>B. PORTABLE RADIO</b>	
150 MHZ with battery, belt carrier and charger	\$700
800 MHZ with battery, belt carrier and charger (Bailiffs, Security, Detentions only)	\$960
<b>C. PAGERS</b>	
Digital pagers including batteries	\$30/year
Alpha-numeric pagers including batteries	\$54/year
<b>D. CELLULAR PHONES</b>	
Basic plan	\$450/year
Car adapter	\$19

Any plan above basic needs to be submitted for justification and tailoring as there are a variety of plans available.

**A-6**  
**VEHICLE PRICE LIST**

**FY2011**  
**Estimate**

**A. AUTOMOBILES**

Sedan, 4-door, mid-size, non-police	\$ 20,761
Sedan, 4-door, full-size, police package	\$ 27,636
Sedan, 4-door, full-size, Fugitive, Police package	\$
28,318 Sedan, 4-door, full-size, Administrative	\$ 27,720

**B. TRUCKS**

Pickup, 2-wheel drive, ½ ton, (S-10, Ranger or similar)	\$ 20,580
Full Size Pickup, ½ ton, heavy duty	\$ 24,150
Full Size Pickup, ¾ ton, heavy duty	\$ 24,175
Full Size Pickup, ¾ ton, heavy duty – Diesel	\$ 28,318
Full Size Pickup, 1 ton, heavy duty	\$ 30,603
Full Size Pickup, 1.5 ton, heavy duty	\$ 35,448
Full Size Pickup, 1.5 ton, Crew Cab, heavy duty	\$ 40,330
Full Size Pickup, Crew Cab, ¾ ton, heavy duty	\$ 33,075
Full Size Pickup, Crew Cab, 1 ton, heavy duty	\$ 34,262
Suburban, ¾ ton, 2-wheel drive	\$ 42,714
2-wheel drive, SUV, 2-door (Explorer/Blazer or similar)	\$ 30,933
2-wheel drive, SUV, 4-door (Explorer/Blazer or similar)	\$ 30,933

**C. VANS**

Non-law enforcement, ¾ ton cargo	\$ 25,935
Non-law enforcement, 1 ton cargo	\$ 29,264
Non-law enforcement, 15 passenger	\$ 28,434
Non-law enforcement, 15 passenger, diesel	\$ 34,734
Law enforcement, 1 ton, 15 passenger w/460 cu. in. engine, gasoline	\$ 32,477
Law enforcement, 1 ton, super cargo	\$ 34,503
Mini-van, 7 passenger	\$ 24,035
Mini-van, cargo	\$ 23,195



## A-8

# Computer Configurations and Prices

PRICING As of January 2010

The following prices are estimates only for planning purposes. All prices are subject to change at any time by the vendors and/or the State of Texas. SCT/IT Services will generate detailed quotes for all computer related hardware and software at the time the requisition is placed.

<b>Item</b>	<b>Component</b>	<b>Description</b>	<b>Cost</b>
<b>Standard Desktop Computer Must be Dell Optiplex 780</b>	CPU	Core 2 Duo E7200/2.53GHz	\$940
	Memory	4 GB RAM	
	Hard Drive	160 GB SATA	
	Monitor	Dell Professional 19 inch monitor P190S Win XP, 16x DVD+/-RW SATA, Integrated Video GMA4500	\$190
	Other	, Integrated Video GMA4500	
<b>Standard Server</b>		There are NO standard server, must get specs from Network group of IT Services	To be determined per specs
<b>Standard Notebook (laptop) Must be Dell Latitude E6400</b>	CPU	Intel Core 2 Duo T9700, 2.80GHz	\$1,400
	Memory	2 GB RAM (1 DIMM)	
	Hard Drive	80 GB Minimum	
	Display	14.1" Wide Screen WXGA LCD	
	Other	Win XP, leather carrying case, 8x DVD+/-RW	
<b>Standard Notebook (laptop) with Docking Station</b>		Same as Above includes the Port Replicator, Dell Professional 19 inch monitor P190S, Dell USB keyboard and USB 2 button optical mouse	\$1,700
<b>Microsoft Office Standard/Pro Individual Microsoft Products</b>			N/A
<b>Adobe Acrobat 8.0 Pro (create/edit PDF documents)</b>			\$195
<b>Corel WordPerfect X4</b>			Standard: \$240 Pro: \$320
<b>Windows Client Access License</b>		Must be purchased for each PC or laptop	N/A
<b>Network Printer – Color</b>		HB LaserJet 4700N	\$1,200
<b>Multi-Function Standalone Printer – Color</b>		HP OfficeJet Pro L8500	\$260
<b>Multi-Function Standalone Printer – B/W</b>		HP LaserJet M1522N	\$360
<b>Standalone Printer – B/W</b>		HP LaserJet P2035	\$210
<b>Network Printer – B/W</b>		HP LaserJet 4015N	\$1,100
<b>Standalone Printer – Color</b>		HP DeskJet 6940	\$100



**Appendix B**  
**Charting the Path: A Strategic Plan for Dallas County**

**CHARTING THE PATH**  
**MAJOR ELEMENTS OF DALLAS COUNTY'S STRATEGIC PLAN**  
**2007-2017**

The strategic plan for Dallas County establishes five goals —visions— that the County will pursue over the next ten years. These visions and the strategies by which they can be implemented are as follows:

**Vision 1:** Dallas County is a model interagency partner.

*Strategies:* Commissioners Court provides leadership and establishes a vision for Dallas County.

*Elected officials reach consensus on roles, responsibilities and functions of Dallas County government.*

**Vision 2:** Dallas County is a healthy community.

*Strategies:* Provide disease prevention, health promotion and human service programs to County residents.

*Network with County cities and regional partners to increase operational efficiency.*

*Support a regional indigent medical and mental healthcare network.*

**Vision 3:** Dallas County is safe, secure and prepared.

*Strategies:* Synergize public safety programs and services across the County.

*Coordinate programs and systems to reduce crime.*

*Implement a county-wide emergency response plan.*

*Maximize effectiveness of County's criminal justice resources.*

**Vision 4:** Dallas County proactively addresses critical regional issues.

*Strategies:* Implement programs and conduct activities to address Dallas County  
Air quality

*Implement programs and conduct services to address Dallas County  
Transportation*

**Vision 5:** Dallas County is the destination of choice for residents and businesses.

*Strategies:* Improve/maintain Dallas County as a driver of economic development.

*Partner with cities, local chambers of commerce and economic development  
organizations to conduct a coordinated economic development plan.*

*Coordinate/undertake programs and services to improve Dallas County  
quality of life.*

As the County implements these visions and strategies, its role will be, depending upon the vision/strategy, either that of:

- A **Traditional Service Provider** whereby the County ensures the maintenance and delivery of services to its stakeholders;
- A **Leader** whereby the County assumes a pro-active leadership position on key issues which affect the North Central Texas region;
- A **Convener** whereby the County facilitates discussions with cities, community groups, state government and other counties and entities on key issues; and/or
- An **Architect** whereby the County conducts innovative activities which distinguish the County and the region.

A number of activities related to each vision have been identified. The implementation of these activities will serve as an “indicator” that the County is pursuing the visions contained in this plan.

#### Vision 1 Indicators

- Clearly define and develop consensus on the roles and responsibilities of the Commissioners Court.
- Publish an annual report on the implementation of the strategic plan.
- Prioritize mission-critical, statutory, and mandated programs and services.
- Represent County on state, regional and local committees.
- Adopt a clear, concise and unified mission statement.
- Achieve consensus with stakeholders on the roles and responsibilities of the County.
- Clearly articulate County’s role and responsibilities to the public.
- Use operational procedures to manage the Commissioners Court’s meetings and external dialogue.
- Assess and stream-line County workforce for efficiency and operation.
- Develop a ten-year forecast that identifies revenue threats and opportunities.
- Adopt customer-friendly rules and policies.
- Provide mission-critical programs and services to public.
- Synchronize and align data collection and storage procedures across County governmental entities.
- Increase e-business capacity across County offices and departments.
- Use innovation and modified procedures to increase accuracy and efficiency in the billing and collection of County fees, fines and taxes.
- Maintain County facilities and information systems.
- Implement incentive-based compensation plan to motivate and reward employee performance and loyalty.

#### Vision 2 Indicators

- Benchmark County public health indicators against similarly-sized metropolitan areas.
- Map communicable disease morbidity for use in operation of prevention and treatment programs.
- Assess child and adult public health care programs in highly impacted areas.
- Develop consensus among community for clear definition of “public health.”
- Assess current and future public health issues/trends which impact disease trends and develop a response plan.
- Promote healthy living and wellness programs across the County.
- Identify opportunities to collaborate or consolidate public health programs with cities, community organizations and governmental entities.
- Establish partnerships with community organizations and governmental entities to identify critical health issues and to develop a region-specific action plan.
- Map community-based health resources with needs and identify gaps in service delivery and utilization.
- Convene community organizations, cities and other partners to develop a regional health plan.
- Work with Parkland Hospital to maximize the use of its facilities and resources.
- Convene local and regional partners to implement key items of the Parkland Blue Ribbon Commission.

### Vision 3 Indicators

- Develop common definition of “public safety.”
- Identify a public safety champion for Dallas County.
- Synchronize data collection systems and processes across local governmental entities and departments.
- Develop a coordinated and aligned public safety plan for Dallas County.
- Eliminate “silos” that cause communication and collaboration barriers for public safety.
- Facilitate public engagement and hold a conference of cities to discuss public safety issues and strategies.
- Benchmark Dallas County crime statistics with similarly-sized metropolitan areas.
- Assess capacity of the County jail and regional partners to provide alternative sentencing options.
- Align crime prevention and prosecution goals with County and other governmental entities.
- Leverage impact in the County by implementing best practices.
- Establish a formal community planning effort to address criminal justice issues.
- Identify a central point of contact for Dallas County homeland security issues.
- Join local, regional and state committees that address homeland security.
- Assess ability of first responders to communicate across the County.
- Evaluate allocation of adult and juvenile justice resources around Dallas County.
- Benchmark County jail operations with similarly-sized entities across the nation.
- Convene local criminal justice partners to identify and expand detention and sentencing alternatives.

### Vision 4 Indicators

- Develop a “green plan” that assesses County-owned infrastructure and that identifies and addresses emissions sources.
- Participate in local, regional, state and national planning groups that develop and implement policies and program affecting air quality.
- Support flexible work initiatives to decrease day-time emission sources.
- Rank outside of the top 50 most polluted counties in Texas.
- Convene key Dallas County industries to identify challenges and meet air quality standards.
- Rank outside the top 10 Texas counties with air quality-related health risks.
- Work with regional affiliates and counties to leverage the County’s influence.
- Meet the NAAQS ozone attainment standard.
- Achieve a congestion index of 1.5.
- Support regional public transportation projects which ease congestion and increase efficiency.
- Continue to partner with County cities on local transportation projects.
- Participate in local, regional, state and national planning groups that develop and implement policies and programs that affect transportation.
- Leverage County’s resources and influence to ensure appropriate allocation of resources to the region.
- Synchronize road and bridge projects with city partners to ensure optimal operation and selection of projects.
- Support flexible work initiatives which will decrease congestion.

### Vision 5 Indicators

- Coordinate and tailor County investment/reinvestment in underdeveloped areas.
- Collaborate with regional partners to provide tax incentives to facilitate economic development and enhancement in targeted areas.
- Assess/promote County resources to help recruit and retain businesses.
- Serve as a convener/architect to develop joint planning and implementation projects which cross jurisdictional boundaries.
- Collaborate with local cities to develop specific plans.
- Continue/increase funding for County trail program.
- Increase County’s emphasis on facilitating/initiating economic development and on improving the area’s quality of life.
- Continue/increase the County’s efforts to improve the attractiveness of its facilities.

## EXAMPLE

### DESCRIPTION OF DEPARTMENTAL FUNCTIONS TO DALLAS COUNTY STRATEGIC PLAN

<b>Department:</b>	Planning & Development
<b>Primary function of department:</b>	Manages County's economic development, CDBG, HHW, and trail/open space programs.
<b>Strategic plan vision(s) associated with department's primary function:</b>	<i>Dallas County is the destination of choice for residents and businesses.</i>
<b>Roles performed by department In support of strategic plan vision(s):</b>	<p>Serves as TRADITIONAL SERVICE PROVIDER by operating County's CDBG, economic development, HHW, and trail/open space programs.</p> <p>Serves as an ARCHITECT by creating a county-wide trail system.</p> <p>Serves as a LEADER by providing smaller cities with CDBG funding (which allows them to undertake various community development activities that they otherwise would be able to undertake) and economic development technical assistance.</p>
<b>Representative performance measures for department:</b>	<p>Number of miles in County trail system.</p> <p>Increase in assessed valuation generated by economic development incentives.</p>

# EXAMPLE

DRAFT  
3/11/2008

## PROPOSED MISSION STATEMENT

Dallas County is committed to:

- (1) Aggressively meeting its responsibilities as a county government;
- (2) Efficiently and effectively addressing the public's health, safety, and well-being within the constitutional, statutory, and moral boundaries placed on Texas counties;
- (3) Delivering to its customers services that are the most convenient and of the highest quality services possible with the least inconvenience to its customers; and
- (4) ~~Ensuring that the~~ Providing a County's workforce that is exceptionally qualified, trained, and equipped to carry out the County's strategic plan.



**Appendix C**  
**Human Resource/Civil Service Examples and Form**



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

## Position Description Reclassification Request Form

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

### A. Identification / General Information

Current Position Title:	
Proposed Position Title:	
Current Position Grade:	
Department Name:	
Position Number:	
Supervisor Name:	
Supervisor Phone:	
Supervisor Email:	

### B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
This is accomplished by
Other duties include

### C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
What specific tasks or activities make the job duties/responsibilities more complex?
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

**EXAMPLE** ↓

Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		


## E. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for [this position](#). (Do not include computer equipment and software – use the next section for this.)

Deleted: this position


3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects?  Yes  No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget?  Yes  No  
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes  No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

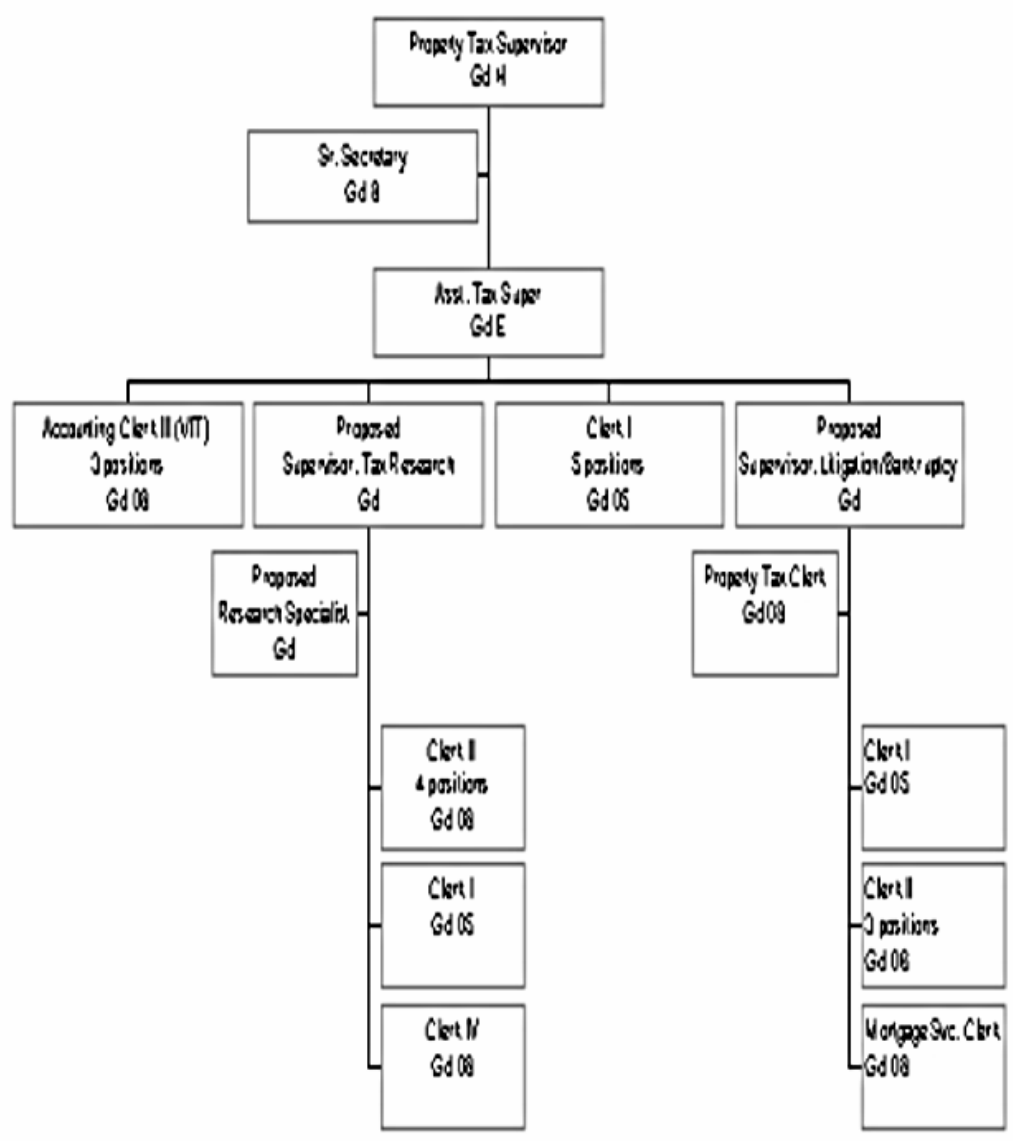
<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.



TAX OFFICE  
 PROPERTY TAX DIVISION  
 ORGANIZATION CHART





**Appendix D**  
**Budget Analyst Assignments**

**Ryan Brown, Budget Officer x 6384**

**ANALYST ASSIGNMENTS**

<b>Analyst</b>	<b>Departments</b>	<b>Funds</b>	<b>Special Assignments</b>
Cori Thomason x 6386	County Clerk District Clerk District Courts County Courts Court of Appeals Criminal Magistrates 1 <sup>st</sup> Judicial Region Public Defender District Court Admin. DRO	Appellate Court Fund General Fund	DDA Mgt. Report Vol. II Expenditure Modeling
Cori Thomason x 6386	Sheriff Constables Law Library Emergency Management Institute of Forensic Sc.	Law Library Fund	City/County Jail Vehicles Jail Substance Abuse
Kima S. E. Letcher x 6387	Health & Human Services Jury Services District Attorney NorthSTAR Hospital District Employee Health Center	Historical Exhibit Fund Historical Comm. Fund	Sixth Floor Social Security Info. Child Protective Services
Ronica Watkins x 6363	Justices of the Peace Centralized Collections Truancy Court County Judge Tax Office	A.D.R. Fund Grant Fund Section 8 Fund	Truancy Dispute Mediation Svcs. Mgt. Report Vol. I Grant Coordination Miscellaneous Equipment
Ronica Watkins x 6363	Comm. Supervision Park/Open Space Data Services Road & Bridge Districts Operations Services Public Service Program Post-Trial Release Program	Comm. Supv. Fund Major Tech. Fund Road & Bridge Fund Major Capital Fund Perm. Improve. Fund  Debt Service Fund	Revenue Projections Cap. Improvement Plan Official Notices Webmaster Indirect Cost Plan SCAPP Claim Transfers
Kima S. E. Letcher x 6387	Juvenile Department Juvenile Courts Commissioners Court County Auditor Texas Cooperative Elections Veterans Services Human Resources Purchasing Public Works Budget and Evaluation Treasurer	Juv. Probation Fund	Dallas CASA Mgt. Report Vol. III

