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2017 JUL 13 AM 11:37

PUBLIC NOTICE

COUNTY CLERK
DALLAS COUNTY

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON MONDAY, JULY 17, 2017, AT 9:15 A.M., IN THE COMMISSIONERS COURTROOM TO DISCUSS PERSONNEL MATTERS. A CLOSED SESSION MAY BE HELD IF REQUIRED FOR PURPOSES PERMITTED BY CHAPTER 551, OPEN MEETINGS, TEXAS GOVERNMENT CODE, SECTIONS 551.071 - 551.076.

URMIT GRAHAM, MS, SPHR, INTERIM
DIRECTOR, HUMAN RESOURCES/
CIVIL SERVICE



BY: ANNIE COLEMAN
DEPUTY COUNTY CLERK

*AGENDA ATTACHED

CIVIL SERVICE MEETING

July 17, 2017

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I. IT Services - Conversion/Onboarding of Tech Share Courts Positions - New and Additional Positions

Pages: 1 - 21

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New Position:

Proposed Job Title: SSRS Developer	1 Position	Gd: IT5	Pos. #: TBD
Salary: \$70,740 + \$23,342 (Benefits)			\$94,082
Additional Positions:			
Senior SQL Database Administrator	1 Position	Gd: IT11	Pos. #: TBD
Salary: \$100,440 + \$29,237 (Benefits)			\$129,677
Senior Developer (BizTalk)	1 Position	Gd: IT11	Pos. #: TBD
Salary: \$100,440 + \$29,237 (Benefits)			\$129,677
Quality Assurance Lead	1 Position	Gd: IT10	Pos. #: TBD
Salary: \$95,040 + \$28,165 (Benefits)			\$123,205
Senior Systems Analyst	2 Positions	Gd: IT9	Pos. #: TBD
Salary: \$179,280 + \$54,187 (Benefits)			\$233,467
		Total Cost:	\$710,108

Funding Source: Reallocation of TechShare Program funds from:

- TechShare Courts Project (196.5590.70178) = \$310,000; and
- TechShare LEA Portal Project (196.5590.70180) = \$400,096 with those funds being transferred to the Major Technology Fund - Salary Account (195.1090.1010/1020); and,
- 2nd-Year (+) M&O funding being requested and, if Court approved, included in the Major Technology Fund Maintenance and Operations Budget.

II. Sheriff's Office, Vault - Additional Title Changes

Pages: 1 - 11

The Human Resources/Civil Service Department recommends the Civil Service Commission approve:

the revised job description for Lead Vault Clerk (grd. 08) with no change in the job grade and no impact to the General Fund; and

the revised job description and job title change for twelve (12) Clerk II positions (# 1742; 1743; 1744; 1787; 1837; 1839; 1843; 5274; 5645; 7881; 8087; 9093; gr. 06) to Vault Clerk, job grade 06 with no change in the job grade and no impact to the General Fund

Funding Source: General Fund

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III. Job Description Modification - Job Grade A2 Positions

Pages: 1 - 10

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the revised job descriptions and minimum education and work experience requirements as outlined on the job descriptions, with no change in the salary grade, for one (1) Director of Criminal Justice (gr. A2, #6705), one (1) Director of Planning and Development (gr. A2, #0527) and one (1) Pre-Trial Release Director (gr. A2, #5710) with the corresponding job title change of one (1) Pre-Trial Release Director (gr. A2 #5710) to Deputy Director of Pre-Trial Services (gr. A2. #0527) in Commissioners Court Administration.

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Funding Source: General Fund with no additional financial impact

IV. Facilities Management Department - Multiple Reclassifications

Pages: 1 - 109

Current Job Title: Assistant Director Facilities Management – Detention	1 Position	Gd: M	Pos. #: 1034
Salary: \$97,900 + \$28,733 (Benefits)			\$126,633
Proposed Job Title: Assistant Director Maintenance Operations	1 Position	Gd: N	Pos. #: same
Salary: \$106,468 + \$30,434 (Benefits)			\$136,902
		Cost:	\$10,269
Title Change Only: Maintenance Supervisor-Skilled Support	1 Position	Gd: H	Pos. #: 1070
Proposed Title : Building Maintenance Manager-Skilled Support	1 Position	Gd: H	Pos. #: same
		Cost:	\$0

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Title Change Only: Maintenance Supervisor QA/QC 5 Positions Gd: G Pos. #: *

* pos. #: 0199; 1069; 4328; 5633; 7391

Proposed Title: Building Facility Supervisor 5 Positions Gd: G Pos. #: same

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Cost: \$0

Current Job Title: Facilities Inspection Supervisor – QA/QC 1 Position Gd: F Pos. #: 6941

Salary: \$58,713 + \$20,954 (Benefits) \$79,667

Proposed Job Title: Building Facility Supervisor 1 Position Gd: G Pos. #: same

Salary: \$63,372 + \$21,879 (Benefits) \$85,251

Cost: \$5,584

Current Job Title: Lead Building Mechanic 10 Positions Gd: AM Pos. #: *

* pos. #: * #1046, 1047, 1050, 1064, 4112, 5025, 5634, 5671, 6189, 7387

Salary: \$478,365 + \$187,956 (Benefits) \$666,321

Proposed Job Title: Assistant Facility Supervisor 10 Positions Gd: CM Pos. #: same

Salary: \$528,413 + \$197,890 (Benefits) \$726,303

Cost: \$59,982

Cost of Current Reclassifications: \$75,835

Funding Source: General Fund and Position Deletions (pending)

The Human Resources/Civil Service Department further recommends the Civil Service Commission:

NOT approve the reclassification of the Lead A/C / HVAC, Lead Electrician, Lead Electronics Technician, Lead Plumber, Lead Locksmith, Lead Carpenter and Lead Welder positions, and that each remain classified to a job grade AM; including requested job titles; and Aprox. 130 Positions

NOT approve the reclassification of the Maintenance A/C Mechanic; Maintenance Electrician; Maintenance Electronics Technician; Maintenance Plumber; Maintenance Locksmith; Maintenance Carpenter; and Maintenance Welder positions; and that each remain classified at job grade 09; including requested job titles.