



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

May 13, 2014

TO: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Elections Department FY2015 Baseline Budget

BACKGROUND

The Elections Department administers elections for jurisdictions throughout Dallas County and is responsible for maintaining the County's roll of registered voters. Voters roll maintenance includes roll updates due to voters relocating, voters becoming ineligible for voting, and voters registering for the first time. The FY2015 Elections Department Baseline Budget includes the costs of two major elections and a runoff election: November 2014 Gubernatorial Election, May 2015 Local Elections and June 2015 Runoff Elections.

The Elections Department Baseline Budget for FY2015 totals compared to FY2014, are decreased by \$599,532 in funding. Overall operations expenditures are projected to be lower for FY2015 due to the not having a national election and likely less voter turnout.

The purpose of this memorandum is to explain certain line items that have significantly affected the FY2015 Baseline Budget.

LINE ITEM ANALYSIS

Salaries Overtime (01050) \$124,725 decrease/Salaries Extra Help 1060 \$125,414 decrease

Decreased voter registration and decreased voter turn-out due to the midterm/Gubernatorial and off-year elections.

Legal Notices (2013) \$5,600 increase

The increase in Legal Notices from \$10,000 in FY2014 to \$15,600 in FY2015 is due to the Gubernatorial election in November, 2014.

Postage (02170) \$227,935 decrease / Printing and Imaging (02180) \$228,795 decrease

Decreased voter registration mail-outs for the midterm/Gubernatorial election and local elections and no biennial voter registration.

Maintenance Contracts (06520) \$173,760 decrease

The maintenance contracts cover much of the voting equipment as well as regular office equipment. For FY2015, the budget proposed is \$672,404 down from \$846,164.

Other Professional Fees (05590) \$103,905 increase

The total requested under the other Professional Fees expense category is \$269,005. The expected expenditures under this category are: \$11,000 to North Texas Council of Governments for

mapping/website maintenance/redistricting, \$183,825 total for Election Systems and Hardware, \$21,000 for Sound Wave Files, \$6,000 for Spanish translation of related documents, \$4,000 for Temporary Personnel/Bilingual Regional Site, and \$40,980 for Robis Help Desk and Online Support.

CHAPTER 19 APPROPRIATIONS

Chapter 19 Fund expenditures are expected to total \$418,261 for FY2015. The amount of Chapter 19 funding received each year is based on the change in the number of registered voters in the County. The use of these funds is restricted to voter registration activities under the authority of the Secretary of State, rather than Commissioners Court. Funds are expended directly from the Chapter 19 escrow fund once the Secretary of State has given approval for fund use, and then funds are reimbursed from the state.

SUMMARY

The FY2015 Baseline Budget of \$5,068,230 shows a decrease of \$599,532 from the FY2014 budget. This decrease is due in large part to a decrease expenses relating to no biennial voter registration and an election cycle that includes a midterm/Gubernatorial election and local/runoff elections.



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

June 7, 2014

TO: Ryan Brown, Budget Officer

FROM: Ronica L. Watkins, Assistant Budget Officer

SUBJECT: FY2015 Baseline Budget for the Justice of the Peace Courts

BACKGROUND

The Baseline Budget for Justices of the Peace Offices includes the projected FY2015 staffing based on workload data using the monthly reporting forms. The Office and Budget Evaluation (OBE) continued the practice at making the earnings rate more dependent on dispositions rather than filings. The reporting period utilized was June 2013 through May 2014. The Office of Budget and Evaluation historically uses a twelve-month reporting period for calculating the staffing. The purpose of this analysis is to describe the method and rationale used to establish the 2015 Justice of the Peace budgets.

Justice of the Peace Summary

The net change for FY2015 is a decrease of nine clerks as shown in Table I. The decreases in the nine clerk positions (grade 6 clerk) have a FY2015 net budget impact of \$332,783 including salary and fringe benefits. Currently, four Justice of the Peace Courts (JP 2-1- clerk retire July 2014; JP 2-2 – two current vacancies; JP 5-1 – one vacancy; and JP 5-2 – one vacancy) have vacancies in their authorized court staffing or will by the end of September 30, 2014; while four of the remaining Justices of the Peace Courts (JP 1-1, JP 3-1, JP 4-1, and JP 4-2) will not have physically vacant positions effective October 1, 2014. The Office of Budget and Evaluation recommends allowing for attrition for those courts that will have an individual in all their current authorized positions. When someone retires, resigns or transfers to another department the department will keep that position vacant.

The methodology used in determining the FY2015 staffing for the Justice of Peace Courts was based on calculating several variables: received cases, disposed cases, and DA dismissals. The Office of Budget and Evaluation utilized the information provided by the chief clerks on the monthly report forms. The collecting of the data for reporting is completed manually by the clerks and compiled by the chief clerk.

The number of traffic cases received by Justice of the Peace courts during the reporting period continued to decrease significantly due to the deletion of the Constable's traffic safety program and the reduction of the Sheriff's traffic safety program. The Justice of the Peace courts that historically received a high number of traffic case filings experienced the greatest impact which was demonstrated by the decrease in the workload volume. It is anticipated that the overall decrease in workload volume will continue during the next two fiscal years as the number of traffic cases are processed and disposed, which will directly impact staffing in the Justice of the Peace courts.

Received Cases

This number is based on the assignment of case numbers and inputting the cases into the JP system. The current reporting forms include the beginning and ending case numbers for each case type which is a helpful tool in verifying the information in the JP system. The OBE staff verified the beginning and ending case numbers assigned and input on the system between the months of June 1, 2013 through May 31, 2014.

Disposed Cases

The actual reported number of cases disposed (self-reported) was the only method used in calculating the earned value for disposed cases. Historically, the Office of Budget and Evaluation developed a disposal rate on the number of cases disposed from a specified period (random sample of cases during January and May of the reporting year), with the assumption that cases received were potentially disposed during the reporting period. The Office of Budget and Evaluation included the following in calculating the disposal credit: number of cases received and number of cases disposed.

DA Dismissals

The DA Dismissals include the disposed credit and those cases reported by the JP as a DA Dismissal. This number includes those cases returning from the Sheriff's Office from Regional. In the past this number would reflect a large number of cases that were being purged off of the JP system. However, due to the implementation of the Failure to Appear (FTA) program and the Linebarger, Goggan, Blair, and Sampson (LGB&S) Collection program, there should not be a large number of cases falling under this category. The Office of Budget and Evaluation gave complete clean-up credit for dismissals reported on the monthly reports.

Effective September 1, 2013 – The Justice of the Peace Courts began receiving new case types resulting in new sequence case numbers for Small Claims (JS), Debt Claims (JX), Repair and Remedy (JY), and Evictions (JE). All of these cases reported as received, disposed, and D.A. Dismissals were included under the civil and evictions calculations.

Judge Ellis' term expires December 31, 2014. The FY2015 budget is 3 months. During FY2014 Human Resources/Civil Services reclassified the Chief Clerk position from a Grade C to a Grade E, which has been updated for all of the Justice of the Peace Courts in the FY2015 baseline budget. Justice of the Peace 1-1 organizational three lead staff positions resulted in the upgrade of the 2 Lead Clerks from Grade 9 to Grade A. There was no change to the secretarial position grade classification based on the review by Human Resources/Civil Services the scope of the work did not change for this position.

Table I.

FY2015 JUSTICE OF THE PEACE STAFFING ANALYSIS SUMMARY OF CALCULATIONS

	FY2013	FY2014	FY2015 Workload	Net Change
Jones	19	18	17	(1)
Nash	10	9	9	0
Cooper	10	9	8	(1)
Windham	15	12	10	(2)
Cercone	13	13	12	(1)
Seider	10	10	10	0
Ellis	0	0	0	0
Rideaux	10	10	9	(1)
Hubener	9	9	8	(1)
Vacant	11	10	9	(1)
Jasso	10	10	9	(1)
	117	110	101	(9)

Recommendation

The Office of Budget and Evaluation recommends the staffing level for each Justice of the Peace precinct as outlined in Table I. The total number of clerks includes the addition of one chief clerk, one bookkeeper, and one collections clerk III for each court. There is a net decrease of nine clerk positions in all of the Justice of the Peace courts with a FY2015 net budget impact of \$332,783 including salary and fringe benefits. The Office of Budget and Evaluation recommends for those courts that do not have vacant positions October 1, 2014 that the Commissioners Court allow for attrition and as positions become vacant (i.e., retirement, resignation, and/or transfer) in the courts that are losing position(s), they do not refill those positions.



Dallas County
Office of Budget and Evaluation

June 6, 2014

To: Ryan Brown
Budget Officer

From: Alejandro Moreno
Budget & Policy Analyst

Subject: FY2015 Court Cost Miscellaneous Baseline Budget

Background

Each fiscal year, the Budget Office develops a baseline budget for all County departments. The purpose of this briefing is to discuss the proposed baseline budget for department 4080 – Court Cost Miscellaneous. This department is used to supplement operating expenses to the Dallas County courts that exceed their fiscal year operating budgets.

Salaries and Benefits

The only account in Salaries and Benefits for Court Cost Miscellaneous is 1090 – Salary Lag. This account is used to estimate the combined salary lag for all courts in one budget in lieu of several small salary lag accounts in every court’s budget. For the past several years, the salary lag has been set at -\$343,225 and will remain at that level for FY2015.

Operating Expenses

The FY2014 Estimates for Court Cost Miscellaneous show that court costs will likely stay within the FY2014 budget with the exception of a couple of accounts. In FY2015, the Court Cost Miscellaneous budget remained the same from the previous year. The FY2014 Estimate takes into account higher seasonal expenditure patterns that are not captured in previous months. Since the FY2014 expenditures show a similar pattern of expenses as the previous year, and since more money was allocated for court costs within each department, the FY2015 Budget for Court Cost Miscellaneous remains the same with the exception for an increase to account 6185.

Notable accounts:

6185 – Court Appointed Attorney – Death Penalty has seen a trend of increased expenditures. The FY2015 Proposed Budget proposed a \$100,000 increase for this line item.

Recommendation

It is recommended that the Court Cost Miscellaneous FY2015 Baseline Budget increases its funding levels for FY2015 by \$100,000.

May 6, 2014

To: Ryan Brown, Budget Officer
From: Charles Reed, Budget and Policy Analyst
Subject: Road and Bridge Districts FY2015 Baseline Budget Funding Levels

BACKGROUND

Each Road and Bridge District’s budget is developed according to appropriation parameters established by Administrative Policy 4.01, Sec. J. The budget is made up of three items: 1) New Revenue, 2) New Allocation, and 3) Rollover Beginning Balance. A portion of the New Allocation is based on a weighted allocation formula applied to a total amount of Type “A” roadway (or County owned roadway) located within each district respectively. The purpose of this analysis is to identify the process used to determine the funding levels for the Road and Bridge Districts FY2015 Baseline Budgets.

NEW ALLOCATION

Pursuant to County policy, the Office of Budget and Evaluation calculates the appropriate budget allocation to be distributed to each of the Road and Bridge Districts in each fiscal year. The aggregate budget amount of \$7.5 million is the same as prior allocations since FY2007. FY2005 – FY2012 reflected a \$400,000 decrease due to the \$100,000 “New Look” Fund contribution from each District starting in FY2005. The specific budget allocation assigned to each Road and Bridge District changes in direct proportion to the amount of each District’s total Type “A” or County-owned road mileage, which may increase or decrease due to such factors as annexation or de-annexation by municipalities, and/or additional road construction complete by the County. Type “A” road mileage is confirmed each year by the Public Works Department serving to assure accurate budget allocation computations. After the County-owned road mileage allocation is complete, the remaining amount of the \$7.5 million is divided by four and allocated even to each District.

ROLLOVER BEGINNING BALANCE

Each fiscal year, districts may not expend their entire allocated budget. For this fact, Districts are left with available funds that are rolled-over to the next year as a beginning balance and combined with new revenue and new allocated funds to establish the total budget allocation.

ANALYSIS

Dallas County Road and Bridge Districts operation within a constitutionally mandated Road and Bridge Fund (Fund 105) and are funded through the application of a \$10 fee levied on automobile registrations issued within the County. In FY2005, the Commissioners Court allocated \$7.5 million of the automobile registration fee revenue

for use by all four Districts. An additional \$1 million for bridges is allotted and the balance of the funds are placed in the Major Capital Development Fund for road projects or used for debt services on road bonds.

The figures below illustrate the methodology applied in the determination of individual district budget allocations as well as the actual allocations to be distributed to the four Districts in FY2015.

Summary	District #1	District #2	District #3	District #4	Total
Type "A" Roads	-	44,243	803,550	26,723	874,515
Remaining Allocation	<u>1,656,371</u>	<u>1,656,371</u>	<u>1,656,371</u>	<u>1,656,371</u>	<u>6,625,485</u>
Total District Allocation	1,656,371	1,700,614	2,459,921	1,683,094	7,500,000
FY2014 Total Allocation	1,656,371	1,700,614	2,459,921	1,683,094	7,500,000

Type "A" Roads					
Miles	-	5.899	107.140	3.563	116.602
Mile Unit Allocation	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Total Type "A" Road Allocation	-	44,243	803,550	26,723	874,515

Remaining Allocation	
New Funds Available	7,500,000
Less: Type A Roads	<u>874,515</u>
Balance	6,625,485
	/4
Share per District	1,656,371

RECOMMENDATION

Based on this allocation formula, the Office of Budget and Evaluation has established a Baseline Budget for the County's four operational Road and Bridge Districts. Prior to the adoption of the FY2015 Budget, the Office of Budget and Evaluation will work with the Road and Bridge Superintendents to produce FY2014 ending balance projects and FY2015 revenue projections. These projects will be added to each District's allocation to determine their FY2015 funding.



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

May 6, 2014

TO: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget & Policy Analyst

SUBJECT: FY2015 Baseline Budget Sheriff's Office

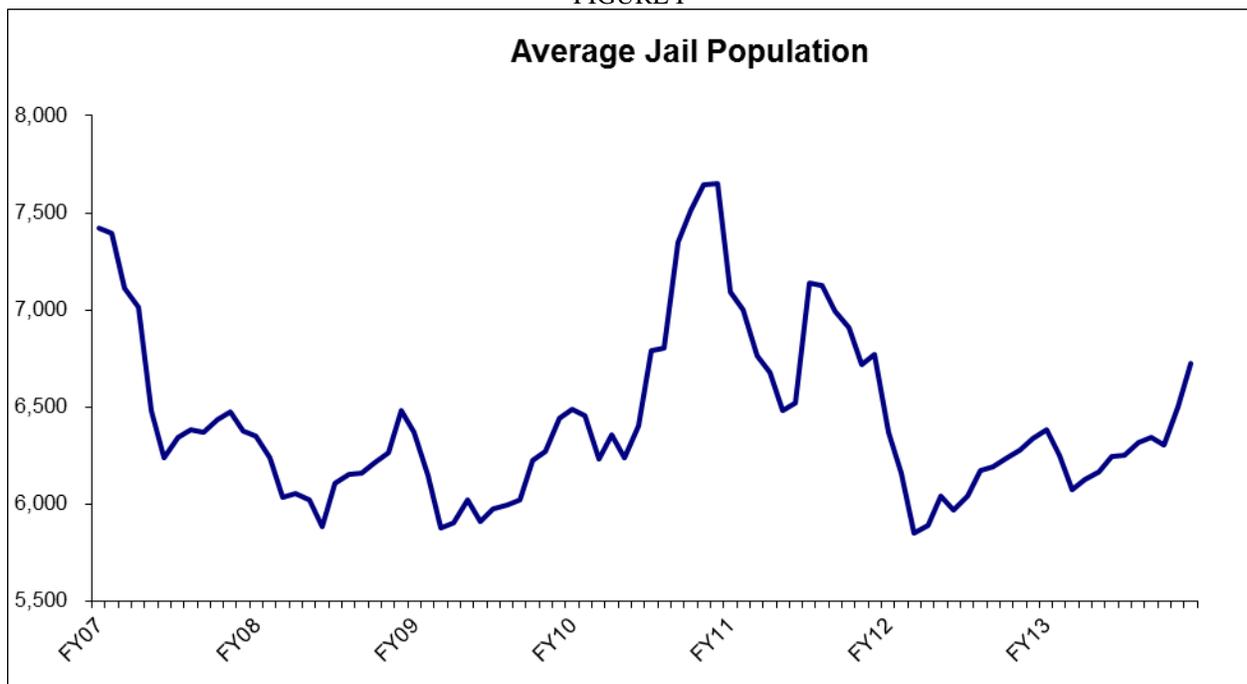
BACKGROUND

The Office of Budget and Evaluation has used estimates based on past expenditures and historic trends to develop the Sheriff's Office FY2015 Baseline Budget. The purpose of this analysis is to highlight key components and provide a detailed explanation of the impact these items will have on the Baseline Budget.

POPULATION PROJECTION

The Office of Budget and Evaluation is estimating an average jail population of 6,511 for FY2015. This population is based on recent County inmate trends and estimated population.

FIGURE I



JAIL FACILITIES

The FY2015 Sheriff’s Office Baseline Budget includes full fiscal year funding for the North Tower, West Tower, Kays South Tower. The Office of Budget and Evaluation projects that the North Tower, West Tower and Kay’s South Tower will be operating at full capacity, with George Allen Jail operating as an overflow facility. The Jail is currently undergoing construction for the Medical Modification project which is projected to be completed by early FY2015.

DETENTION COSTS

Table I identifies those expenses that are closely correlated with the overall jail population. In addition, the table shows the FY2015 estimate for total detention expenses along with the projected cost per inmate. In FY2014, clothing and bedding expenses were funded from the Sheriff’s Commissary Escrow Fund. The detention expenses listed in Table I have been included in the FY2015 Baseline Budget.

TABLE I
DETENTION EXPENDITURES

	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Baseline
Average Population	6,828	6,849	6,127	6,307	6,475	6,511	6,511
Groceries	\$5,383,384	\$5,534,068	\$5,351,775	\$5,137,984	\$5,150,000	\$4,770,996	\$5,150,000
Jan Supplies - Kitchen	231,843	221,472	504,647	283,619	300,000	333,109	300,000
Clothing & Bedding Laundry Supplies							
Jan Supplies - Jails	734,248	1,056,660	1,146,926	1,185,605	1,096,850	1,288,182	1,288,182
Total	\$5,615,227	\$6,812,200	\$7,003,348	\$6,323,589	\$6,246,850	\$6,059,178	\$6,438,182

	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Baseline
Groceries - Per Meal	\$0.52	\$0.59	\$0.59	\$0.58	\$0.79	\$0.79	\$0.79
Jan Supplies - Kitchen	\$24	\$32	\$82	\$45	\$46	\$51	\$46
Clothing & Bedding Laundry Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jan Supplies - Jails	\$99	\$155	\$187	\$188	\$169	\$198	\$198

*Note, clothing, bedding expenses, and laundry supplies were funded through the Sheriff Drug Commissary Escrow Fund beginning in FY2008.

SHERIFF’S OFFICE OVERTIME

Data through March 2014 indicates that the Sheriff’s Office has had an average of 16 Detention

Service Officer vacancies. The Sheriff's Office FY2015 Baseline Budget was developed with the assumption that there will be an average of 16 Detention Service Officer positions vacant throughout FY2015. For FY2015, \$1.5 million in overtime has been budgeted as a result of anticipated vacancies and incidental overtime usage.

STEP RAISES

The FY2015 Baseline Budget does not include step raises or any other compensation increases.

RECOMMENDATION

The various impacts of the items detailed above result in an FY2015 Sheriff's Office Baseline Budget of \$143.396 million, which is \$61,499 more than the FY2014 projected expenditures of \$143.335 million due to higher expenditures in overtime, fuel, and jail supplies.

The Office of Budget and Evaluation recommends that the FY2015 Baseline Budget be established at \$143.396 million.

The various impacts of the items detailed above result in an FY2015 Sheriff's Office Baseline Budget of \$143.396 million, which is similar to the FY2014 projected expenditures of \$143.335 to align with the upward trend in jail population.

The Office of Budget and Evaluation recommends that the FY2013 Baseline Budget be established at \$143.396 million.



DALLAS COUNTY

OFFICE OF BUDGET AND EVALUATION

June 13, 2014

TO: Ryan Brown
Budget Officer

FROM: Ronica L. Watkins
Assistant Budget Officer

SUBJECT: FY2015 Welfare Baseline Budget

Background

Dallas County Department of Health and Human Services provides many support programs to Dallas County residents including Welfare Assistance. To be eligible to receive welfare assistance, the resident must be disabled (as certified by a physician) and have no source of income. The program is designed with the intent for the consumer to receive assistance for a short period of time while enrollment in a more permanent, long-term benefit program (i.e. Social Security) is being carried out. Upon the permanent enrollment, Dallas County welfare assistance benefits cease. Welfare services include but are not limited to such areas as food, utility, clothing, rental and mortgage assistance.

The purpose of this analysis is to identify the projected FY2014 welfare expenditures and to recommend a Baseline Budget for FY2015.

Expenditure Analysis

After the first eight months of FY2014, Welfare expenditures are at \$1,262,210. Based on the fiscal year's monthly average and historical trends, they are projected to reach \$1,152,072 for FY2014. In FY2014, the largest portions of welfare expenditures are Rental Assistance and Mortgage Assistance. These two categories compose 74% of total welfare expenditures.

Rental Assistance - Rental assistance was budgeted at \$1,200,000 in FY2014. The monthly average through the first eight months has been \$108,979. The first quarter months (i.e. October, November, and December) are charitable months where giving and community assistance is relatively high. During the second quarter months, a significant number of intake cases are denied because clients receive an Income Tax Refund, which can be considered as a form of resource. Historically, the third and fourth quarter months have a higher number of intake cases that drives the monthly average upward.

Room and Board - The Welfare program assists applicants by providing mortgage assistance, for the assistance duration, to prevent foreclosure of clients home. Based on the first eight months of FY2014, the Room and Board assistance is projected to be \$69,168.

Utility Assistance - Three services comprise the utility assistance program: electric, fuel/gas, and water utilities. For FY2014, the budget was set at \$168,000. The budget takes into account a summer seasonal increase of utility assistance.

Table I provides a line item history of Total welfare expenditures (General Fund and Housing Refund Bonds) and an estimated FY2015 baseline budget.

Table I
Total Welfare Expenditures

Account	FY2012 Actuals	FY2013 Actuals	FY2014 Approved	FY2014 Current	FY2014 Feb. Act + Encum	FY2014 Projected	FY2015 Proposed
Salaries and Benefits							
01020 Salaries - Assistant	784,717	792,772	866,554	859,054	445,187	763,178	849,412
01050 Salaries - Overtime	353		0	0	0	0	-
01080 Mileage Reimbursement	5,428	5,696	0	0	3,406	5,839	6,000
01090 Salary Lag			-21,664	-21,664	0	0	(21,235)
01111 FICA	46,807	46,049	53,726	53,726	25,821	44,265	52,664
01112 Medicare	11,015	10,770	12,565	12,565	6,039	10,352	12,316
01120 Sick Leave Payoff	22,246	1,943	0	0	1,313	2,252	-
01140 Insurance -Employer	156,480	169,182	204,000	204,000	92,037	157,778	204,000
01150 Fringe Benefits Retirement-Employer	79,672	84,406	98,787	98,787	50,222	86,094	97,682
01190 Workers Compensation- County	8,398	5,993	0	0	3,412	5,849	-
Total Salary and Fringes	1,115,115	1,116,811	1,213,968	1,206,468	627,437	1,075,607	1,200,839
Operating Expenses							
02090 Property Less than \$5,000	0	0	0	0	629.93	629.93	-
02160 Office Supplies	15,058	13,342	17,000	21,087	7,594	13,922	21,000
02170 Postage	2,575	1,993	10,000	10,050	5,826	9,711	12,000
02180 Printing / Imaging Expense	3,815	544	4,000	4,000	896	1,792	2,500
02590 County Auto Maintenance	2,264	885	2,000	2,000	342	684	2,000
02640 Maintenance/Labor on Building/Office Equipme	233	140	250	250	173.16	346	600
03095 Fuel	1,811	1,677	1,500	1,500	667	1,001	1,500
05110 Emergency Food Assistance	10,295	11,368	12,000	12,000	7,701	11,552	13,000
05120 Emergency Medical Assistance			500	500	0	0	500
05130 Mortgage Assistance	132,092	137,196	150,000	150,000	118,858	163,430	150,000
05140 Transportation Assistance	9,717	5,840	25,000	25,000	3,360	5,040	25,000
05150 Rental Assistance- Emergency	1,143,438	1,067,058	1,200,000	1,200,000	871,838	1,307,757	1,200,000
05160 Furnishings Assistance			1,000	1,000	0	0	1,000
05170 Room & Board	102,826	106,760	115,000	115,000	69,168	103,752	115,000
05181 Utilities Assistance - Elderly	12,953	8,758	15,000	15,000	9,766	14,649	15,000
05182 Utilities Assistance - Emergency	104,143	66,885	113,000	113,000	61,918	92,877	113,000
05183 Utilities Assistance - Co Payment	43,690	31,726	40,000	40,000	27,279	40,918	40,000
05499 Other Miscellaneous	53,531	55,516	50,000	58,662	66,450	121,825	61,000
05590 Other Professional Fees	5,821		0	7,500	791.62	1,187	3,000
07020 Equipment Rental	6,639	4,341	11,000	15,248	8,950	13,426	15,248
Total Operating	1,650,902	1,514,030	1,767,250	1,791,797	1,262,208	1,904,499	1,791,348

Recommendation

The projected FY2014 expenditures illustrate a continuation of existing service levels with a \$24,547 increase anticipated in the operating budget from the approved FY2014 Approved Budgeted amount. The FY2015 baseline budget is recommended at \$1,791,348.



June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: ADR FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Alternative Dispute Resolution (ADR) department submitted the following requests:

1. The addition of 1 Receptionist/Scheduler (Grade 6) position.
2. The reclassification of 1 Administrative Assistant (Grade 8) to a proposed Grade 10.

1 Receptionist/Scheduler is being requested in order to serve as a primary point of contact in the front office. The demand for ADR Services has increased and the current administrative assistant requires some assistance.

The Administrative Assistant has been tasked with complying with the new e-filing requirements which require all legal documents associated with cases be e-filed. Secondly, the Administrative Assistant is serving in the role of back up interpreter to the Spanish speaking cases several times per month when parties do not notify ADR of their need for an interpreter.

FINANCIAL IMPACT

The estimated recurring annual cost of adding 1 Receptionist/Scheduler (Grade 6) position is \$43,445. The estimated recurring annual cost of reclassifying 1 Administrative Assistant (Grade 8) to a proposed Grade 10 is \$6,074. ADR Funding will be utilized for these positions. There will be no impact to the general fund.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Funding the addition of 1 Receptionist/Scheduler (Grade 6) position
2. Funding the reclassification of 1 Administrative Assistant (Grade 8).

These Recommendations come with an annual recurring cost of \$49,519, to be funded from ADR. There will be no impact to the general fund.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	4054 – ADR	Budget No	
Brief Title of PIR	Request for additional staff		
Approx. Net Cost	\$43,444.31	Department Priority	High

Brief Summary of Request

The Alternative Dispute Resolution (ADR) department is requesting an additional staff person to serve in the role of receptionist/scheduler for the Dallas County Dispute Resolution Center (DCDRC).

Discussion of Need

The ADR Department is in dire need of a receptionist/scheduler to serve as the primary point of contact in the front office. The administrative assistant which currently serves in the role as well as with many other tasks will assist with the function as well. The demand for ADR Services has become so great that our current staff person cannot handle the workload. The ADR Coordinator has been assisting more and more with the scheduling of cases. The ADR office which is also known as the DCDRC received 854 referrals for mediation in FY 2013 and it appears this number will be superseded in FY 2014. The overwhelming demand for services has caused many customers of the DCDRC to wait longer for assistance when attempting to schedule their case for mediation.

Discussion of Related Performance Measure

The Grade 6 position will allow the ADR office an opportunity to schedule every referral that comes to the DCDRC from the District Courts. It will also allow the Center to improve its level of customer service with faster response times to phone calls, emails, and walk-in requests to schedule mediation.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Request for additional staff	
Staff Cost		
Grade	06	
Salary	\$29,328.00	
FICA @ 7.65%	\$2,243.59	
Retirement @ 11.5%	\$3,372.72	
Insurance @ \$8,500	\$8,500.00	
Total		\$43,444.31
Related Equipment		
	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
Total		0
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		0
Less Additional Revenue Source		
Grand Total		\$43,444.31

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	4054 – Alternative Dispute Resolution	Budget No.	
Position Title	Administrative Assistant	Position No.	
Current Grade	08	Job Code	
		Department Priority	High

Description of Changes in Work Being Performed

The ADR department has been mandated to comply with the new e-filing requirements that have been passed down by the State of Texas. The District Clerk’s Office is stating that all legal documents associated with cases, including Mediated Settlement Agreements and ADR Report be e-filed on every mediated case here at the Center. Secondly, the Administrative Assistant is serving in the role of back up interpreter to our Spanish speaking cases. This happens several times per month when parties do not notify the office of their need for an interpreter. This will take 4 or more hours out of the Administrative Assistant time to do other duties, tasks, and assignments. The e-filing requirement alone will take up a great amount of the assistant’s time.

Reason/Authority for Change (see Budget Manual)

- State mandates require the e-filing of all legal documents through the District Clerk’s Office, except when parties are Pro Se.
- The District Clerk’s Office is requiring legal documents handled by the ADR Department to be e-filed.
- The goal of this office to be able to meet this requirement by the next physical year.

Departmental Cost Worksheet

Current Grade	08	Proposed Grade	10
Salary	\$33,529.00	Salary	\$38,626.00
FICA (7.65%)	\$2,564.97	FICA (7.65%)	\$2,954.89
Retirement (11.5%)	\$3,855.84	Retirement (11.5%)	\$4,441.99
Total	\$39,949.81	Total	\$46,022.88
		Total Annual Impact \$6,073.07	

Staff Review and Comment



DCDRC System Org Chart

Local Administrative District Judge
Honorable Robert Burns

District Court Admin.
Lori Ann Bodino

Administrative Assistant
Michelle Canion

**Dispute Resolution
Systems Board**

ADR Coordinator
Othel Burse Jr.

Administrative Assistant
Myrna Gasc

BUILDING SECURITY

Department #3340

Mission Statement

The mission of the Building Security Department is to protect the lives, environment and property of the citizens of Dallas County.

Description

The Building Security Department will administer the County's contracted security as well as the deployment of Dallas County Security Officers. The Officers patrol all County buildings and respond to breaches in security as needed.

FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget represents the addition of four (4) Security Guard positions that were added during FY2014 to meet high rise building code.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,201,543	\$1,227,946	\$1,263,482	\$1,561,384
Operations	852,109	591,385	735,848	759,550
Capital	<u>0</u>	<u>173,612</u>	<u>260,389</u>	<u>0</u>
Total	\$2,053,652	\$1,992,943	\$2,259,730	\$2,320,934

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	31	32	32	36
Extra-Help		\$9,879	\$16,615	

Authorized Position Detail (Grade)

1 Chief Security Guard (I)	3 Guard Supervisor (8)
1 Assistant Chief of Security (D)	30 Security Guard (6)
1 Security Systems Officer (A)	

CENTRAL JURY SERVICES

Department # 4060

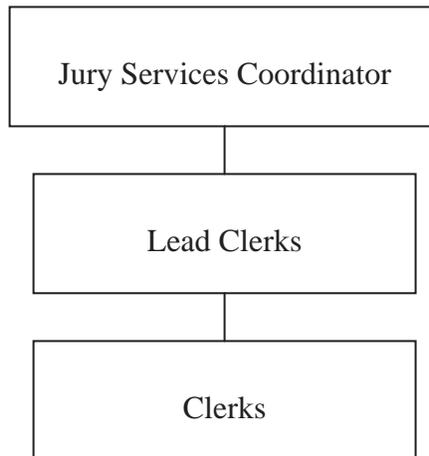
Mission Statement

The mission of the department is to supply the courts with an adequate number of jurors while maintaining a cost efficient budget.

Description

The Central Jury Department is responsible for summoning jurors, juror orientation, assembling jury panels, dispatching jury panels, invoicing juror payments, and responding to public inquiries. Jurors for Civil, Justice of the Peace, and Juvenile Courts are summoned to the George Allen Courts Building. Juvenile jurors are transported to the Henry Wade Juvenile Justice Center via the Jury Services van. Jurors for Criminal Courts are summoned to the Frank Crowley Courts Building.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for Central Jury Services represents a continuation of current service levels.
- During FY2012 Commissioners Court approved reclassification of the following:
 - One position, Clerk I, grade 5 – upgraded to Clerk IV (Lead), grade 8, position at George Allen
 - Four positions, Clerk I, grade 5 – upgraded to Clerk II, grade 6, positions
 - One position Light Truck Driver, grade 5 –upgraded to Clerk II, grade 6, position

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$332,815	\$340,501	\$382,896	\$376,325
Operations	1,741,949	1,768,456	1,747,303	1,851,270
Capital	0	0	0	0
Total	\$2,074,764	\$2,108,958	\$2,130,199	\$2,227,595

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	8	8	8	8
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Manager of Jury Services (F)
2 Clerk IV (8)

5 Clerk II (6)



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Jury Services FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Jury Services Department submitted the following requests:

1. Central Jury Room Chair Replacement
2. 1 Lead Clerk (Grade 8)
3. Jury Duty Court
4. 1 Assistant Manager (Grade C)
5. 2 Clerk (Grade 6)
6. 1 Chair

Jury Services is requesting the replacement of approximately 650 auditorium seats in the Frank Crowley central jury room including installation. Current seating was installed in 1989 at construction of the building and is 25 years old. The chairs have never been refurbished and replacement parts are not available as the vendor is no longer in business.

Jury Services is also requesting 1 Lead Clerk (Grade 8). Jury Services wants to begin summoning jurors directly to the JP courts, and the JP lead clerk position would create the panels and summons for each of the 10 JP courts and perform all supporting clerical duties.

Jury Services is requesting 1 Assistant Manager (Grade C) and two Clerks (Grade 6) for the Jury Duty Court. Jury Services is requesting Jury Duty Court in order to increase the juror show rate (number of jurors appearing for duty).

Jury services are also requesting one chair that is broken in the central jury room office.

FINANCIAL IMPACT

The estimated one-time cost of replacing the central jury room chairs is \$131,000. The estimated annual recurring cost of 1 Lead Clerk (Grade 8) is 48,450. The estimated cost of Jury Duty Court including staff is \$147,831. The estimated one-time cost of one chair is \$150.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Funding the replacement of central jury room chairs.
2. Not funding the addition of 1 lead clerk (Grade 8)
3. Not funding the Jury Duty Court and staff
4. Funding one chair.

These recommendations come with a one-time estimated cost of \$131,150.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Jury Services	Budget No	4060
Brief Title of PIR	Central Jury Room Chair Replacement		
Estimated Cost	\$131,000	Department Priority	2

Brief Summary of Request

Replacement of approximately 650 auditorium seats in the Frank Crowley central jury room including installation. Product description: gravity tilt seat mechanism with concealed hinges, injection molded seat and back structure, custom molded polyurethane seat and back padding upholstered, safe-guarded tilt mechanism with no finger or clothing entrapments, chairs mounted with shared standards at variable centers, optional arms and cup holders where appropriate. Request includes additional spare parts for easy replacement and maintenance by Dallas County Facilities staff.

Cost: 650 chairs @ \$200 each = \$130,000 Replacement for 10 chairs = \$1,000
 Total Cost: \$131,000.00

Discussion of Need

Current seating was installed in 1989 at construction of the building and is 25 years old. The chairs have never been refurbished; replacements parts are not available as the vendor is no longer in business. Numerous attempts over the years by Facilities to repair the chairs have failed, resulting in parts from the back row being pulled and used to repair broken chairs in the front of the room, which has left 29 unusable chairs without seats in the back of the room. This number is growing weekly due to the lack of parts and inability to repair or replace broken chairs.

(Each year, Dallas County jurors contribute their juror pay back to the juvenile department, with only 10% of that amount used for gifts for foster children. In FY2013, the amount of Juror donations totaled \$255,846.00. In addition, in FY2013 the amount of uncashed juror checks that were deposited back into the general fund was \$104,805.00)

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Jury Services	Budget No	4060
Brief Title of PIR	Justice of the Peace Jury Summons – Lead Clerk		
Approx. Net Cost	\$48,449.81	Department Priority	3

Brief Summary of Request

1 lead clerk – Grade 8

Discussion of Need

JP courts request jurors from the jury pool summoned to appear at the George Allen Courts Building. The JP courts call in each morning to request jury panels be sent to their outlying courts. The jurors, after driving to the courthouse in downtown Dallas, are then sent back out to the outlying JP courthouses. This process is inconvenient for the jurors and a time-delay for both the JP and Civil courts. The delay for the JP courts is that they are not able to receive jury panels in the morning on Mondays and Tuesdays, and the civil courts are delayed on Wednesdays and Thursdays due to the processing of the JP court panels first. In addition, the Jurors selected from the jury pool at George Allen are selected according to zip code and vicinity to the individual JP courts. This results in depletion of the main jury pool at Allen, results in various geographical areas of the County not being represented in the jury pool. Jury Services will begin summoning jurors directly to the JP courts, and the JP lead clerk position will create the panels and summons for each of the 10 JP courts and perform all supporting clerical duties.

Discussion of Related Performance Measure

Number of jurors summoned to appear at the George Allen Courts Building should decrease and the utilization rate should increase. Courts in the Allen Building will receive jury panels in a more timely and efficient manner, and these panels should be more representative of the population of Dallas County. The jurors will have a more pleasant juror experience by not having to drive downtown, park, and drive back out to the outlying courts. JP courts will be able to begin their court sessions on time in the morning.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Justice of the Peace Court, Lead Clerk	
Staff Cost		
Grade	8	
Salary	\$33,529	
FICA @ 7.65%	\$2,564.97	
Retirement @ 11.5%	\$3,855.84	
Insurance @ \$8,500	\$8,500	
Total		\$48,449.81
Related Equipment	\$ Amount	
Desk	_____	
Furniture (Chair, table, file c)	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Other	_____	
Total		_____
Other Costs (describe)		
(staff would be located in Renovation/Space)	Jury Service Office, GABC	
Total		_____
Less Additional Revenue Source		
Grand Total		\$48,449.81

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Jury Services</u>	Budget No	<u>4060</u>
Brief Title of PIR	<u>Jury Duty Court</u>		
Approx. Net Cost	<u>\$147,830.45</u>	Department Priority	<u>1</u>

Brief Summary of Request

- 1 Assistant Manager – Grade C
- 2 clerks – Grade 6

Discussion of Need

Jury Duty Court will operate 4 days per week, Monday – Thursday, 2 sessions per day. Court will be alternately presided over by the two civil associate judges. Staff responsibilities include selection of jurors from JMS database, printing, folding, mailing of approximately 300 summons per day; receive calls and provide customer service to jurors; process final judgments from jury duty court; file cases in Odyssey; track and report fines and send followup letters.

The ultimate goal of the Jury Duty Court is to increase the juror show rate (number of jurors appearing for duty), thus reducing the costs associated with postage and the printing and mailing of summonses. The fines collected from the non-compliance jurors will aid in the funding of the staff needed to operate the court. The minimum expectation of the operation of the jury duty court is to be revenue neutral.

Discussion of Related Performance Measure

Juror show rate should increase and be directly related to the number of failure to appear summons mailed, and persons appearing for either rescheduling their jury duty or paying a fine for continued non-appearance and non-compliance with the jury summons. The increase in show rate should be correlated to the increase in numbers of jurors reporting to jury duty on a daily basis.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Jury Duty Court Staff, 1 Assitant Manager	
Staff Cost		
Grade	C	
Salary	<u>\$42,931</u>	
FICA @ 7.65%	<u>\$3,284.22</u>	
Retirement @ 11.5%	<u>\$4,937.07</u>	
Insurance @ \$8,500	<u>\$8,500</u>	
Total		<u>\$51,152.29</u>
Related Equipment		
	\$ Amount	
Desk	<u>\$600</u>	
Furniture (Chair, table, file c)	<u>(\$339, \$175, \$436) \$860</u>	
Computer	<u>\$1,025</u>	
Printer	<u>\$500</u>	
Network Cabling	<u>\$200</u>	
Software	<u>\$245</u>	
Other	<u> </u>	
Total		<u>\$3,430.00</u>
Other Costs (describe)		
Renovation/Space	<u> </u>	
Total		<u> </u>
Less Additional Revenue Source		
Grand Total		<u>\$54,582.29</u>

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Jury Duty Court Staff, 1 of 2	
Staff Cost		
Grade	6	
Salary	\$29,328	
FICA @ 7.65%	\$2,243.36	
Retirement @ 11.5%	\$3,372.72	
Insurance @ \$8,500	\$8,500	
Total		\$43,444.08
Related Equipment		
	\$ Amount	
Desk	\$600	
Furniture (Chair, table, file c)	(\$339, \$175, \$436) \$860	
Computer	\$1,025	
Printer	\$500	
Network Cabling	\$200	
Software	\$245	
Other	_____	
Total		\$3,430.00
Other Costs (describe)		
Renovation/Space	_____	
Total		_____
Less Additional Revenue Source		
Grand Total		\$46,874.08

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Jury Duty Court Staff, 2 of 2	
Staff Cost		
Grade	6	
Salary	\$29,328	
FICA @ 7.65%	\$2,243.36	
Retirement @ 11.5%	\$3,372.72	
Insurance @ \$8,500	\$8,500	
Total		\$43,444.08
Related Equipment		
	\$ Amount	
Desk	\$600	
Furniture (Chair, table, file c)	(\$339, \$175, \$436) \$860	
Computer	\$1,025	
Printer	_____	
Network Cabling	\$200	
Software	\$245	
Other	_____	
Total		\$2,930.00
Other Costs (describe)		
Renovation/Space	_____	
Total		_____
Less Additional Revenue Source		
Grand Total		\$46,374.08

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Jury Duty Court Processing Room, 2 of, (Jury Rooms, Aux 6-B, 6-C)	
Staff Cost		
Grade	_____	
Salary	_____	
FICA @ 7.65%	_____	
Retirement @ 11.5%	_____	
Insurance @ \$8,500	_____	
Total		_____
Related Equipment	\$ Amount	
Desk	_____	
Furniture (Chair, table, file c)	(\$339, \$175, \$436) \$860	
Computer	(\$1,025) \$2050	
Printer	\$500	
Network Cabling	\$200	
Software	1 per room \$490	
Other	_____	
Total		\$4,100.00
Other Costs (describe)		
Renovation/Space (counter with door)	Waiting for cost _____	
Total		_____
Less Additional Revenue Source		
Grand Total		\$4,100.00 + reno

PRELIMINARY ESTIMATE

To: Lori Anne Bodino / Anne Brabham
From: Ben Bradshaw
Date: April 15, 2014
Regarding: Jury Room Seating: Frank Crowley Courts Building

Clarity® Auditorium Seating

Approximately 700 seats:

- ✓ Modular design for easy maintenance
- ✓ Seats and backs are fully renewable with easily changed fabric covers
- ✓ Slim profile for ease of ingress / egress
- ✓ Cold molded, high density seat and back foam, ergonomically contoured for long-term support and comfort
- ✓ Gravity lift, ultra quiet seat with no springs or greased bearings

Base price (depending on fabric selection and exact layout)\$190 to \$210 per seat

Base price includes no intermediate arms, and no accessories.

Optional accessories:

- ✓ Fixed or lift-up arms
- ✓ Drink holders
- ✓ Card/pencil holders

Warranty: 10 years
Terms: 30% down, balance after installation
Lead time: 16 weeks

Thanks!



Ben Bradshaw
Phone: 800-310-5556
Bradshaw Sales, Inc.
P.O. Box 1125, Henderson, TX, 75653
ben@bradshawsales.com
www.sauderworship.com



FIXED SEATING SPECIFICATIONS

1. Manufacturer:

- 1.1. Basis-of-Design Product: Clarity™ seating by Sauder Manufacturing Co, or comparable product from a single manufacturer, with components and characteristics indicated. Manufacturer must be approved by owner prior to bidding, and shall meet all specifications herein.

2. Product Description:

- Gravity tilt seat mechanism with concealed hinges.
- Injection molded seat & back structure.
- Custom molded polyurethane seat & back padding upholstered.
- Tilt Seat mechanisms are safe guarded with no finger or clothing entrapments
- Chairs are mounted with shared standards at variable centers.
- Powder coated steel fabricated standards.
- Suitable for infinite center positions from 508 mm to 610mm [20" to 24"].
- Available with or without arm.
- Other options & accessories available.

3. Components:

3.1. Seat Component:

- Seats shall be fully upholstered, top and bottom. The upholstery cover is to be secured by means of an integrally sewn zip so as to facilitate reupholstering.
- The seat inner panel shall be an ergonomically formed structural component of injection molded copolymer polypropylene, providing location & concealment of the seat counterweight.
- Padding shall be cold-cured, custom molded polyurethane foam with density of 3.4 lbs per cubic foot IFD of 45 lb IFD. Foam thickness shall vary to contour of seat substrate, but shall be a minimum of 100mm (4") nominal at ischial support.

3.2. Seat Pivot Mechanism:

- The pivot mechanism is constructed of composite materials including injection molded glass reinforced polyamide & injection molded glass reinforced co-polymer polypropylene with steel inserts.
- Pivot mechanism will return seat to a 3/4 position automatically through a gravity tilt counterweight system, requiring no adjustment or lubrication for the life of the installation. Counterweight is fully enclosed in rear of seat component. No spring return systems are used.
- Pivot mechanisms perform to the requirements of ASTM F851-87 (& remain operational after 100,000 cycles).

3.3. Backrest Component:

- Backs shall be fully upholstered, front and rear. The upholstery cover is to be secured by means of an integrally sewn zip so as to facilitate reupholstering
- The back inner panel shall be an ergonomically formed structural component of injection molded copolymer polypropylene.
- Backs shall have a minimum height of 905mm (36 ½") from the floor & 400mm [16.5"] above the seat component, and shall extend below the seating surface to provide foot protection. Backrest padding shall be cold-cured, custom molded polyurethane foam with density of 3.4 lbs per cubic foot IFD of 45 lb IFD. Foam thickness shall vary to contour of back substrate with a nominal thickness of 40mm (1 ½"), with additional thickness at lumbar area.

1.2. Standards:

The Standards shall be robotically welded from 50mmx25mm (2"x1") hollow section steel with a minimum of 2mm (0.079") wall thickness, 150mmx65mm (6"x2 ½") flat section for the foot plate & 65mmx6mm (2 ½"x1/4") seat pivot mounting plate – black polyester powder coated in color.

4. Anchors / Mounting Systems

Anchors are to be installed to the Sauder specification, and meet the seat design loads. Standard anchors are 2 – ¼"-20 x 2 ½" expansion bolts, black zinc plated/ with self-locking nut. Nut and bolt shall be covered with a steel button cap.

5. Configuration / Dimensions:

Dimensions shall meet the following minimum requirements and conform to any local statutory regulations.

Seat Centers	- 508mm to 610mm [20" to 24"]
Seat Widths	- 450mm [17 ¾"] and 490mm [19 ¼"]
Overall Dimension (seat up – std config.)	- 470mm [18 ½"] (Maximum)
Overall Dimension (seat up – 2o reclined.)	- 485mm [19"] (Maximum)
Overall Dimension (seat down – std config.)	- 715mm [28 ¼"] (Maximum)
Overall Dimension (seat down – 2o reclined.)	- 730mm [28 ¾"] (Maximum)
Back Height (above floor)	- 905mm [36 ½"] (Nominal)

6. Accessories:

6.1. Armrests:

- Armrest design shall be such that various arm options are interchangeable by end user, using a single screw fastener. Options include fixed arms, armless caps, and hinged lift-up arms.
- The armrest body shall be of injection molded glass filled polyamide construction, black in color. As an option, armrests may be capped with wood or upholstery.

6.2. Aisle Panels:

Basis of design is Sauder's Medium Wood panel, in Northern Red Oak, stained to customer's preference.

6.3. Drink-holders

Drink Holders of injection molded co-polymer shall be integrally attached to the rear of the armrest or armless cap at locations to be specified.

7. PERFORMANCE / STANDARDS / REFERENCES

7.1. General:

The completed Clarity chair installation will provide the following minimum performance Requirements:

- Anchor Bolts: All concrete anchors are non-corrosive material.
- Fasteners: All fasteners non corrosive.
- Metal Finishes: All finishes are suitable for indoor applications.
- Plastic Components: Interior grade plastics.
- Seat Pivot: Seat tilt operates by a gravity system.
- Seating Envelope: Maximum chair envelope is 470mm (18 ½").

7.2. Durability Testing:

The Clarity range of seating complies with the following:

- A) Standard Test Method for Self Rising Seat Mechanisms ASTM 851 - 87
100,000 Cycles

- B) Drop Impact Test [Sand Bag to Seat @ SLP]
Load 40 lbs. Height 6" - 25,000 Cycles
Load 40 lbs. Height 8" - 25,000 Cycles
Load 40 lbs. Height 10" - 25,000 Cycles
Load 40 lbs. Height 12" - 25,000 Cycles
Total Number Loads 100,000 Cycles

- C) Oscillating Impact Test [Sand Bags to Back@ BLP]
Load 2 x 40 lbs. Distance 6" - 15,000 Cycles
Load 2 x 40 lbs. Distance 8" - 15,000 Cycles
Load 2 x 40 lbs. Distance 10" - 15,000 Cycles
Load 2 x 40 lbs. Distance 10" - 15,000 Cycles
Total Number Loads 60,000 Cycles

- D) EN 12727:2000 Level 4 "Furniture - Ranked Seating - Test methods and requirements for strength and durability" which includes the following loadings:

Seat Static Load (front edge of seat) - 200 Kg [440 lbs.]
Back Static Load (forward) - 75 Kg [165 lbs.]
Seat Cyclic Load (SLP) - 95 Kg [210 lbs.] applied 300,000 times
Back Cyclic Load (BLP) - 33 Kg [75 lbs.] applied 300,000 times
Arm Static Load (Vertical) - 100 Kg [220 lbs.]
Arm Static Load (Horizontal) - 90 Kg [200 lbs.]

This test incorporates and exceeds AS/NZS 4438:1997 - Level 6

E) BS 4875: 1985 "Furniture Performance Testing" - Rating 5

7.3. Flammability:

The Clarity chair and/or material used in its manufacture comply with the following:

- Plastics: FMVSS 302 Federal Motor Vehicle Safety Standard No. 302
- Upholstery: CAL 117 "Bureau of Home Furnishings, Californian Technical Bulletin 117"

Note: Other standards are available upon request including CAL 133.

8. INSTALLATION

8.1. General:

Installation shall be a part of the manufacturer's contract and shall be performed by manufacturer or manufacturer's factory trained subcontractor.

8.2. Installation of Seats:

On site installation should occur in the following sequence:

- a) Layout, drill & install anchor bolts.
- b) Fix standard and tighten bolts.
- c) Fit back assembly to standards. Centralize back & lock back cam.
- d) Check back alignment.
- e) Fit armrest & secure.
- f) Insert seat to pivot blocks, centralize seat & lock in pivot cap.
- g) Check seat tilt action & alignment of seat position.
- h) Fit seat number discs.
- i) Insert seat number and row identification letters, as per approved seat number drawing.
- j) Ensure seats are clean and re-bag if necessary.
- k) Obtain client signoff.

CHILD PROTECTIVE SERVICES

Department #5330

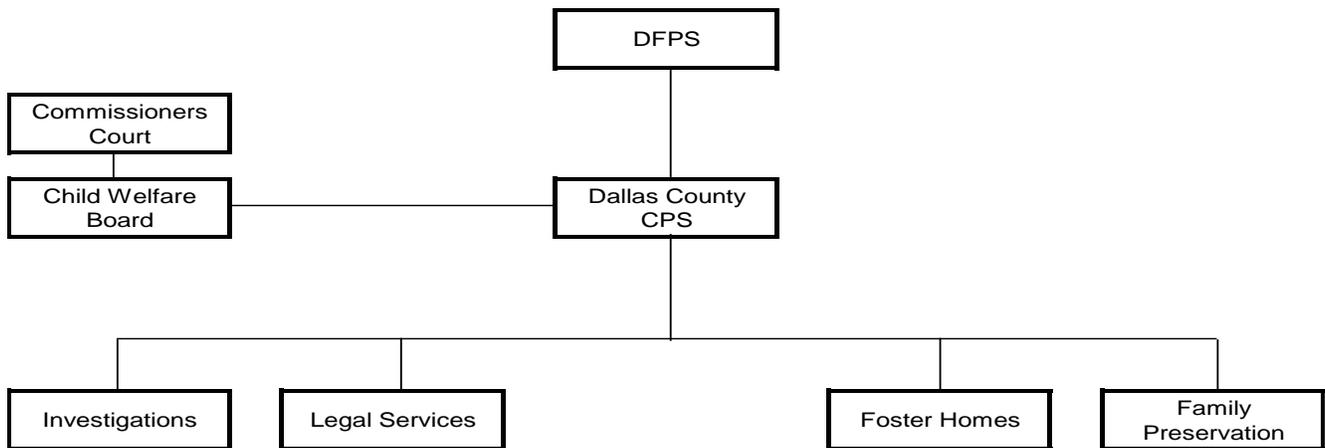
Mission Statement

The mission of Child Protective Services is to effectively provide protection to the children of Dallas County and provide services to enhance the functioning of the clients and their families. Child Protective Services is committed to the development and provision of prevention, intake, investigation, on-going legal and permanency services to the client population recognizing and respecting cultural differences. The Child Protection Services vision is to provide the highest quality services to our clients be responsive to the individualized needs of our culturally diverse communities, and to be able to manage resources in a changing environment.

Description

The responsibility for abused and neglected children is shared by Dallas County and Dallas County Child Protective Services (CPS) as a division of the Texas Department of Family and Protective Services (DFPS). The personnel involved in direct service delivery are all DFPS employees, although the County supplements the State budget to provide certain specific programs to protect children. These supplemental programs are discussed on the following pages.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget represents a continuation of current service levels.
- In FY2011, as a cost savings initiative, the Dallas County Child Welfare Board eliminated the three Spanish speaking interpreter positions. The cost savings is approximately \$60,000.
- In FY2010, as a cost savings initiative, the Dallas County Child Welfare Board eliminated the Supplemental Pay Program which was intended to reduce the vacancy and turnover rate among frontline workers. After reviewing the program, it was determined by the Child Welfare Board that the program was not meeting its intended purpose. The annual cost of the program was approximately \$95,000.
- The Family Based Safety Service Unit (FBSS) deleted one Caseworker, one Human Service Technician, and one Administrative Technician for a total savings of \$106,732.
- The Dallas County Child Welfare Board determined that the inpatient/outpatient service under the MPPACT Unit was not meeting the need of the clients. It was determined that there are other community services providers. The cost savings is \$21,312.
- The Home Study Worker position was eliminated due to the duplication of services. The CPS staff will utilize the State Home Study Workers for a savings of \$48,539.
- The FY2009 budget for Child Protective Services includes funding for the following continuation supplemental programs: Family Based Safety Services Unit, High Risk Family Based Safety Services Unit, Moderate Risk Family Based Safety Services Unit, MPPACT Unit, and Home Study Caseworker. The staff contracts for these units are on a cost-reimbursement base, meaning the County will not be charged for any vacancies that occur throughout the year.
- For FY2009 existing programs, the Federal Title IV-E reimbursement rate from the Title IV-E and other federal programs is 36.67%
- For FY2009 new programs, the Federal Title IV-E reimbursement rate for contracted staff above the FY2007 service level for Title IV-E programs participation rate is 14.93%.
- The FY2009 budget represents a 2% cost of living increase mandated by the state.
- The new Family Based Safety Service Unit (FBSS) consisting of a supervisor, five caseworkers, administrative technician, and a human service technician was added in the FY08 budget process with the overall FBSS funding level remaining constant. The FY09 contract provides funding allocation for this new unit in the amount of \$403,290.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Emergency Foster Care Placement	2,594	11,048	2,973	4,000
FY Supplemental Programs	2,422,216	2,077,458	3,207,894	3,207,894
FY 09 Supplemental Programs	0	0	0	0
FY 09 Supplemental Pay	0	0	0	0
Other Operations	111,123	95,528	105,030	126,000
Total	\$2,535,933	\$2,184,034	\$3,315,897	\$3,337,894

* FY2010, \$95,000 Supplemental Pay Program is eliminated.

* Final FY09 Payment to Texas Department of Protective & Family Services for Supplemental Pay \$203,883.

* Final FY09 Payment to Texas Department of Protective & Family Services for Supplemental Programs \$167,597.

* Other Operation category includes: Drug Treatment & Urine Analysis and Other Operations.



May 6, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: CPS FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Child Protective Services and the Dallas County Child Welfare Board submitted the following requests:

1. Bed frames and Mattresses
2. Attendance at 2 to 3 TCCWB Meetings in Austin
3. Regional Meeting Expenses 4 times/year
4. Travel related expenses to participate with Child Protection Roundtable in Austin
5. Administrative expenses
6. Child Abuse Prevention Month Event
7. Program Support for CPS Volunteers
8. Funding for Finger prints for kinship parents

Bed frames and mattresses are being requested so that children placed in their homes will have adequate furniture for sleeping.

Attendance at 2 to 3 TCCWB meetings in Austin is being requested for two board members of the Dallas County Child Welfare Board. Expenses include transportation and lodging.

Funding for transportation expenses for quarterly regional meetings is being requested.

Funding for Travel related expenses is being requested in order to participate with the Child Protection Roundtable in Austin.

Funding for administrative expenses such as binders, paper, dividers, copiers, is being requested.

Funding for miscellaneous expenses at the Child Abuse Prevention month is being requested for things such as a CPS acknowledgment gift and printing expenses and child abuse prevention bracelets.

Funding is being requested for Program support for CPS Volunteer programs such as High School graduation materials and Spring Practice Prom materials.

Funding is being requested for kinship parents seeking approval for licensure in order to care for their relative children who are hindered by lack of funds to acquire finger prints.

FINANCIAL IMPACT

The estimated cost of bed frames and mattresses is \$6,300. The estimated cost of Attendance at TCCWB meetings is \$1,000. The estimated cost of attendance at regional meetings is \$200. The estimated cost for travel to Child Protection Roundtable in Austin is \$500. The estimated cost for Administrative expenses is \$300. The estimated cost for Child Abuse Prevention month is \$500. The estimated cost for Program support is \$500. The estimated cost of funding for finger prints for kinship parents is \$2,652.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Providing funding for bed frames and mattresses.
2. Not funding any travel related expenses for board members of the Dallas County Child Welfare Board due to the fact that they are not county employees.
3. Provide funding for administrative expenses and program support.
4. Provide funding for the Child Abuse Prevention month.
5. Providing funding for finger prints for Kinship parents

These recommendations come with an annual recurring cost of \$10,252.



FY 2015 Budget Proposal

Texas Department of Family & Protective Services

Program Administrators

Danita Sampson & Sheryl Smith

May 1, 2015

Prepared by

Diane Jones, MSSW

Madelyn Traylor

Patricia Sneed, SPA

Approved by DCCW Board *Patricia Sneed*, Chair

Date: 5-1-2014

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Child Protective Services **Budget #** 5330
Brief Title of PIR: Support for the DCCW Board Activities & Child Advocacy
Estimated Cost \$3000 **Department of Priority**

Brief Summary of Request

The Dallas County Child Welfare Board (DCCWB) is requesting funds to fulfill the mission of the Board as stated in the Bylaws approved by the Dallas County Commissioners Court. Requested funds will provide for on-going board education and training; to cover the direct costs of board materials and manuals; to allow Board members to participate in critical meetings within Region 3 and occasionally on a State level; and to encourage collaboration with community organizations and events to raise the county's knowledge and awareness of child abuse and abuse prevention.

CPS Region 3 is comprised of 19 counties in North Texas. Dallas County alone has the largest number of children and youth in the State in CPS protective care. Overall,

- (1) It is important for Dallas County to be represented within the Region 3 Child Welfare Boards organization as well as in the Texas Council of Child Welfare Boards (TCCWB). TCCWB works with DFPS and others to develop resources, programs and strategies to enhance services to vulnerable children and families. Leaders from the regional councils come together in Austin three to four times yearly for educational programs and to share information and strategies to provide for the safety and well-being of affected children. Participation requires some travel out of the Metroplex to attend regional and State meetings throughout the year.
- (2) The Dallas County Board has been invited to participate in the TexProtects' Child Protection Roundtable (CPRT), which brings together statewide research experts, advocates, and program providers from 40 organizations with child protection expertise. Prior to each legislative session, the CPRT researches and shares information about the latest challenges within the child welfare system and uses these ideas as the building block for consensus on public policy and budget priorities for the upcoming legislative session.
- (3) To pay for administrative expenses by the Board to produce training manuals for new board members, and to produce copies of additional relevant materials for education.
- (4) To provide support for the Dallas Child Abuse Prevention Coalition to host the local annual Child Abuse Awareness Event held each year in April, the National Child Abuse Prevention month.
- (5) To provide for support of new or on-going CPS programs that are not funded.

Discussion of Need (Detailed Line Items)

Attend 2 to 3 TCCWB Meetings in Austin (transportation & lodging for two board members)	\$1,000
Regional Meeting Expenses 4 times/year (transportation)	\$200
Travel related expenses to participate with Child Protection Roundtable in Austin	\$500
Administrative expenses (binders, paper, dividers, copies, etc)	\$300
Child Abuse Prevention Month Event	\$500
Program Support for CPS Volunteer Programs (High School* graduation materials; Spring Practice Prom materials, etc.) **	\$500

*Graduation Celebration is held every May for graduating seniors. This is a time to recognize their achievements while providing graduation "gifts" that will be needed when they are on their own (for example, a set of cooking utensils.)

***"Practice Prom event" is held every April for high school juniors and seniors. This event provides opportunities for students to experience a practice prom prior to their proms. Students are instructed on all manners of etiquette, dating protocol, appropriate dances, and table etiquette. Hygiene is taught. Girls can select a dress from gently used prom dresses donated by area colleges and friends. Boys are given new shirts and gift certificates for tuxedo rental.

Staff Review and Comment

Form G**FY2015**

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department : Texas Department of Family & Protective
Services (CPS)

Budget No. 5330

Brief Title of PIR Enhancement to Services for the CPS Kinship Program and Strengthen Transportation Assistance

Estimated Cost : \$6,300.00

Department Priority

Brief Summary of Request :

The Department is seeking to improve services to our kinship families by providing bedframes and mattresses so that children placed in their homes often unexpectedly will have adequate furniture for sleeping. Relatives who come forth to accept providing care for a child and in many instances for siblings are often not financially prepared to complete the licensing requirements through finger printing.

In reviewing the utilization of funds within our FY 2014 budget, we are seeking to support the increasing need within the Kinship Program and to increase transportation assistance for our children in care. The State of Texas has provided more services for drug testing during this fiscal year. Therefore we are asking to support an expanded line item expenditure of 2090 for Furniture & Equipment to purchase bedframes and mattresses for kinship placements. Additionally, kinship parents seeking approval for licensure in order to care for their relative children are hindered by lack of funds to acquire finger prints.

Increased cost of airline tickets for placement of children, sibling visits, and for court ordered appearances for youth during the past three years indicates a need for greater support with transportation assistance. We propose an increase of funds allocated for Transportation Assistance from \$25,000 to \$32,000 for FY2015. This is detailed in our attached budget proposal. The reallocation of these funds improves services in our Kinship Program and allows for greater assistance in transportation.

Discussion of Need : Attached is a detailed description of our Kinship Program and the difference it is making in preventing the placement of children in foster care. Further, the proposal explains the tremendous need families are experiencing in accepting the responsibility of raising an abused and neglected child.

Staff Review and Comment

PROPOSAL TO THE DALLAS COUNTY CHILD WELFARE BOARD

FY 2015 Dallas County Supplemental Services Budget

When CPS assumes conservatorship of a child, efforts are made to place the child either with relatives or with fictive kin (a person who has a significant relationship with the child/family) as an alternative to foster care. These placements are known as Kinship placements. Research has shown that children experience better outcomes in Kinship placements, provided, of course, that safety issues are addressed. As a result of those efforts, Kinship placement numbers have steadily increased over the past few years. In the nineteen-county area served by CPS Region 3, of 5730 children in placement, 2060 were in Kinship placement as of February 28, 2014. Within the same time frame, of 2523 Dallas County children in out-of-home placement, 1143 were placed in Kinship homes.

As would be the case with most families experiencing a sudden, unanticipated increase in size, Kinship families often need support. The Kinship program was established to help relative/fictive kin meet the needs of the children placed with them. There are four Kinship units in Region 3; two of those units are in Dallas County and provide services to more than 500 families. The units provide support services and resources to help stabilize the placement, as the negative effects of placement disruption and moves are well-documented. For the majority of these families, the most challenging issue is finances. Unless and until they become verified foster parents, Kinship caregivers receive limited financial assistance. The state provides some limited support: grandparents who meet the criteria are eligible for a \$1000.00 grandparents grant. Other relatives might be eligible for one-time integration payments (1000.00 for the first child and 495.00 for each additional child), provided they meet the eligibility requirements. These payments are usually received after the first few months of placement.

Kinship caregivers have many needs; primary among them is the need for beds: bunk beds, single beds, and baby beds. Many times when children first go to live with relatives they sleep on sofas, in sleeping bags, or with other relative children until the relative can acquire beds. Dallas County units receive 20-25 requests per month for assistance with beds. The expense can be prohibitive, with the cost being approximately \$299.00 for bunk beds, \$169.00 for single beds, and \$150.00 for cribs, mattresses included. These prices come from Stephanie's Furniture, 2320 Buckner, Dallas, a company Kinship has worked with in the past. This need was previously met using funds from Concrete Services via community partners, but that is no longer available for Kinship families. Other than infrequent furniture donations, Kinship workers in Dallas County do not have a resource for beds for children.

An additional need is payment for FBI fingerprints. Kinship caregivers have the ability to become foster parents and receive monthly payments provided they meet all the requirements. One of those requirements is for FBI fingerprint checks for every household member over the age of fourteen at a cost of \$44.20 per person. This creates an additional hardship for families. Kinship workers have used two resources to assist with this, but both are able to provide only a limited number.

This proposal is to request approval for funding for the purchase of beds and payment for FBI fingerprints for Kinship families. For FY 15, the request is to purchase:

10 bunk beds at approximately \$299.00 each	\$2990.00
10 single beds at approximately \$169.00 each	\$1690.00
10 cribs at approximately \$150.00 each	\$1500.00
	\$6180.00

Granting the above requests would help ensure child safety, placement stability, and permanence for Dallas County children placed with relatives.

FY2015					
OPERATING EXPENDITURE DETAIL					
Department Child Protective Services			Budget No. <u>5330</u>		
Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
2090	-	-		6,300.00	Furniture & Equipment (bedframes and mattresses)
2575	64,588.60	80,000.00	80,000.00	80,000.00	Clothing & Bedding
5060	11,047.76	8,000.00	4,000.00	4,000.00	Emergency Foster Care
5095	19.99	4,000.00	2,000.00	2,000.00	Medical Expenses
5140	22,658.04	25,000.00	32,000.00	32,000.00	Transportation Assistance
5590	6,515.54	10,000.00	2,700.00	2,700.00	Other Professional Fees
6170	1,776.50	4,000.00	4,000.00	4,000.00	Trial Expense Other Court Cost
6530	2,764,397.68	3,207,893.28	3,207,893.28	3,207,893.28	CPS Contracts (County Paid Units 53 positions) FBSS Units (28) MPPACT (9) Domestic Violence Workers (2) Bilingual Caseworkers (2) New FBSS Unit (5) Kinship Workers (2) Adoption Workers (5)
			6,300.00		Proposed Funds for FY 2015
Grand Total	2,871,004.11	3,338,893.28	3,338,893.28	3,338,893.28	
Staff Review and Comments					
Proposed Use of Funds for the Kinship Program					
2. (2090) New Proposed line item: Furniture & Equipment funded at \$6,300.00					

Estimated Cost Funding: Local Contribution/County Reimbursed Staff (PAC 140) (Baseline Staff)

FY 2015

Program Area: Region 3 CPS - Dallas County

		Baseline		71.531%
	FTEs	Cost/FTE	Dollars	County
Salary				
Staff Salary	48	\$38,953	\$1,869,753	\$1,337,453
Longevity	36	\$900	\$32,400	\$23,176
Benefit Replacement	2	\$1,027	\$2,054	\$1,469
Total Salaries			\$1,904,207	\$1,362,098
Fringe	29.74%		\$566,311	\$405,088
Travel	48	\$3,468	\$166,484	\$119,088
Overhead	48	\$864	\$41,472	\$29,665
Cost Pool	48	\$6,233	\$299,184	\$214,009
Furniture	0	\$0	\$0	\$0
Central Fund	48	\$140	\$6,720	\$4,807
IT Set-Up				
Desktop - Ongoing	3	\$2,591	\$7,773	\$5,560
Notebook- Ongoing	0	\$3,319	\$0	\$0
Tablet PC* - Ongoing	45	\$3,234	\$145,530	\$104,099
Total IT Set-Up			\$153,303	\$109,659
<i>(insert count of staff for each category)</i>				
<i>*Eligible staff for tablet PCs include: CPS investigation workers, FBSS workers, CVS workers</i>				
Tele Com Set-Up				
Ongoing	48	\$440	\$21,120	\$15,107
Other (Specify):				
Cell Phone Agency Issued	45	\$402	\$18,068	\$12,924
Investigator Stipend	0	\$5,000	\$0	\$0
Digital Camera for non-tablet PC users	0	\$128	\$0	\$0
Transcription Services	48	\$22	\$1,056	\$755
Drug Testing	48	\$262	\$12,576	\$8,996
			\$31,700	\$22,675
Total		\$10,683.52	\$3,190,501	\$2,282,196

MOF	
Total	\$3,190,501
County Pay (71.531%)	\$2,282,196
Federal Match (PRS - 28.469%)	\$908,305
Total	\$3,190,501

71.531% Participation Rate

Estimated Cost Funding: Local Contribution/County Reimbursed Staff (PAC 140) (Above Baseline Staff)

FY 2015

Program Area: Region 3 CPS Dallas County

Above
Baseline **87.262%**

	FTEs	Cost/FTE	Dollars	County
Salary				
Staff Salary	5	\$38,814	\$191,568	\$167,166
Longevity	5	\$624	\$3,120	\$2,723
Benefit Replacement	0	\$1,027	\$0	\$0
Total Salaries			\$194,688	\$169,889

Fringe	29.74%		\$57,900	\$50,525
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Travel	5	\$3,468	\$17,342	\$15,133
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Overhead	5	\$864	\$4,320	\$3,770
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Cost Pool	5	\$6,233	\$31,165	\$27,195
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Furniture	5	\$0	\$0	\$0
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Central Fund	5	\$140	\$700	\$611
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IT Set-Up				
Desktop - Ongoing	0	\$2,591	\$0	\$0
Notebook- Ongoing	0	\$3,319	\$0	\$0
Tablet PC* - Ongoing	5	\$3,234	\$16,170	\$14,110
Total IT Set-Up			\$16,170	\$14,110

(insert count of staff for each category)

*Eligible staff for tablet PCs include: CPS investigation workers, FBSS workers, CVS workers

Tele Com Set-Up				
Ongoing	5	\$440	\$2,200	\$1,920

Other (Specify):				
Cell Phone Agency Issued	5	\$402	\$2,008	\$1,752
Investigator Stipend	0	\$5,000	\$0	\$0
Digital Camera for non-tablet PC users	0	\$128	\$0	\$0
Transcription Services	5	\$22	\$110	\$96
Drug Testing	5	\$262	\$1,310	\$1,143
			\$3,428	\$2,991

Total			\$327,913	\$286,144
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MOF Total	\$327,913
County Pay (87.262%)	\$286,144
Federal Match (PRS - 12.738%)	\$41,769

87.262% Participation Rate

Total

\$327,913

Baseline County Pay	2,282,196
Above Baseline County Pay	286,144
Total Budget FY15	2,568,340
Total Budget FY14	2,520,953
Increase/(Decrease)	47,387

CIVIL DISTRICT COURTS

Mission Statement

The mission of the thirteen Civil District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

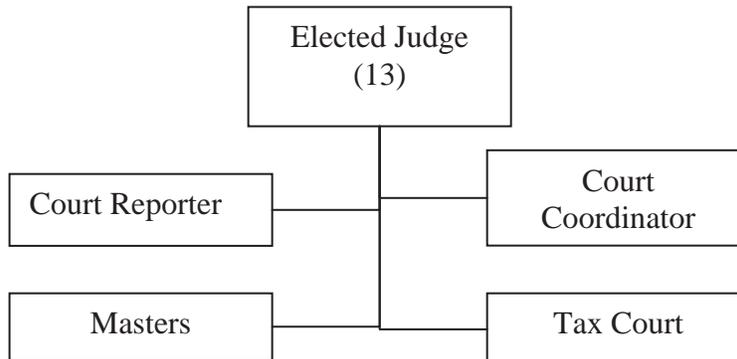
Description

Each of the thirteen Civil District Courts has a presiding judge who is elected from the County at large every four years. In addition to the court staff assigned directly to the judge, each court is assigned one bailiff and requires support from the District Clerk's office. The Civil District Courts are located in the George Allen Courts Building. These courts utilize a visiting judge to hear all matters related to tax cases in Dallas County.

The Civil District Masters are two individuals appointed by the 13 Civil District Court judges. The Masters assist the Civil District judges by hearing motions, conducting research, and other duties as assigned by the Civil District judges.

The Civil District Tax Court has a presiding visiting judge who is appointed to serve at the discretion of the Civil District Court judges. This court has original jurisdiction over civil tax cases for all taxing entities within Dallas County. The Visiting Judge's salary is paid for the majority by the State of Texas, but Dallas County pays the difference between the State salary and the salary currently being paid to the Civil District Court judges and a daily per diem for travel and food expenses.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for the Civil District Courts represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Projection	FY2015 Baseline
Personnel	\$2,883,807	\$2,675,597	\$3,060,021	\$3,161,226
Operations	148,455	143,819	195,591	176,527
Capital	0	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$3,032,263	\$2,819,517	\$3,255,612	\$3,337,753

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Projection	FY2015 Baseline
Full Time Employees	41	41	41	41

Authorized Position Detail (Grade)

13 District Judge (Official)
2 Civil Masters (OO)

13 Court Coordinator (E)
13 Court Reporter (CR)

COMMISSIONERS COURT ADMINISTRATOR

Department #1020

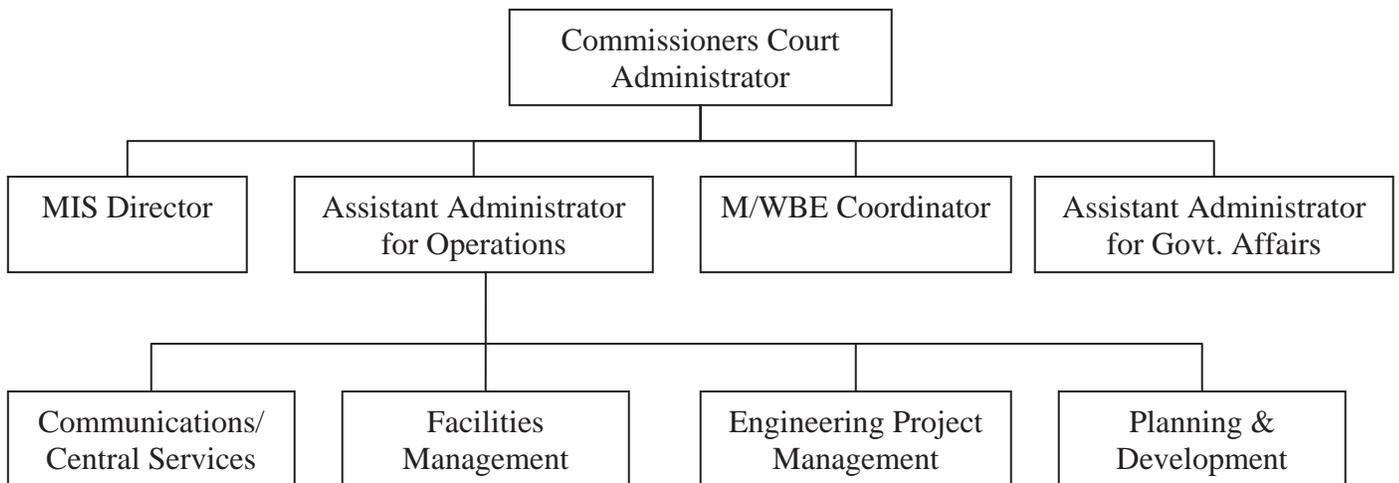
Mission Statement

The mission of the Commissioners Court Administrator is to ensure an orderly flow of information to the Commissioners Court and to ensure that their policy decisions are expressed clearly and carried out appropriately.

Description

The Commissioners Court selects the Commissioners Court Administrator who serves as their chief of staff, agenda coordinator, and primary implementer of Court policy. The Commissioners Court Administrator supervises several administrative and grant-related positions, as shown on the organizational chart below. The Community Development Block Grant (CDBG) and Open Space Programs are managed under Planning & Development.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 represents a continuation of FY2014 service levels

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,030,831	\$1,262,307	\$1,406,632	\$1,429,327
Operations	39,473	99,242	173,912	214,400
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,070,305	\$1,361,550	\$1,580,544	\$1,643,727

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2014 Budget
Full Time Employees	11	12	12	12

Authorized Position Detail (Grade)

1 Commissioners Court Administrator (H2)	1 Minority Business Officer (G)
1 Assistant Administrator (F2)	1 Court Recorder (D)
1 Assistant Administrator of Operations (F2)	1 Administrative Assistant II (C)
1 Assistant Administrator of Governmental Affairs (O)	1 Senior Secretary (8)
1 Director of Planning/Development (A2)	1 Public Information Officer (H)
1 Project / Policy Analyst (G)	1 Administrative Assistant (10)

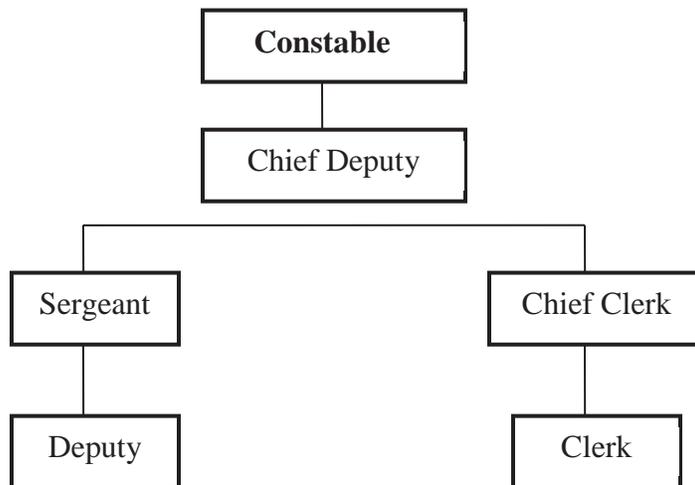
CONSTABLES

Description

Constables are elected officials who are responsible for the service of a variety of legal process within the boundaries of their precinct and occasionally in other precincts within the county. Each Constable is assigned to two or three Justice of the Peace Courts and works closely with the Judges of their respective courts.

Constable Deputy staffing for civil functions is a fixed staffing level determined based on the number of civil papers received. Constable Deputy staffing for warrant service is capped and standardized by Commissioners Court. Deputy Constables are required to be sworn peace officers and hold all of the rights and responsibilities associated with this designation. In particular, Deputy Constables may be called upon to protect the public in emergencies and may arrest perpetrators of unlawful acts.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Budget, Constable staffing includes salaries for 119 employees, including the deletions of two (2) Deputy I and four (4) Clerk I positions and the addition of one (1) Clerk I position.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$8,522,148	\$8,026,120	\$8,107,952	\$8,584,650
Operations	\$477,124	\$530,051	\$458,536	\$545,166
Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	\$8,999,272	\$8,556,171	\$8,556,487	\$9,129,816

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Proj.	FY2014 Proj.	FY2015 Baseline
Full Time Employees	124	119	123	133

Authorized Position Detail (Grade)

5 Constable (Official)	5 Constable Chief Clerk (C)
5 Deputy Constable IV (69)	9 Clerk III (7)
5 Deputy Constable III (68)	15 Clerk II (6)
78 Deputy Constable I (66)	

CONSTABLE STEELE

Department #3210

FY2015 Budget Highlights

- The FY2015 Budget for Constable Steele includes the addition of one (1) Deputy and the salaries of twenty (20) Deputies and nine (9) Clerks.
- The FY2015 Budget places two (2) Clean Air Deputies under the supervision of Constable Precinct 1, with salaries paid through the Clean Air Grant.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,642,718	\$1,563,097	\$1,554,612	\$1,859,288
Operations	138,186	101,273	143,588	161,541
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,780,904	\$1,664,370	\$1,698,200	\$2,020,829

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	26	26	28	32

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	2 Clerk III (7)
1 Deputy Constable III (68)	6 Clerk II (6)
18 Deputy Constable I (66)	
2 Deputy Constable 1 (66)*	

**Funded through Clean Air Grant*

CONSTABLE GOTHARD

Department #3220

FY2015 Budget Highlights

- The FY2015 Budget for Constable Gothard includes the deletion of nine (9) Deputy positions and two (2) Clerk positions upon attrition, and salaries for thirteen (13) Deputies and five (5) Clerks.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,520,272	\$2,076,809	\$1,987,805	\$ 1,504,064
Operations	73,029	120,326	99,945	96,180
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,593,301	\$ 2,197,172	\$2,087,750	\$1,600,449

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	31	29	30	19

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	2 Clerk III (7)
1 Deputy Constable III (68)	2 Clerk II (6)
11 Deputy Constable I (66)	

CONSTABLE ADAMCIK

Department #3230

FY2015 Budget Highlights

- The FY2015 Budget includes the deletion of one (1) Clerk I and, upon attrition, and salaries for sixteen (16) Deputies and seven (5) Clerks.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,740,928	\$1,820,444	\$1,742,719	\$1,792,567
Operations	96,213	92,038	79,784	102,606
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,837,141	\$1,912,482	\$1,822,503	\$1,895,173

Staffing Trends

Staff Category	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget
Full Time Employees	39	25	24	22

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	2 Clerk III (7)
1 Deputy Constable III (68)	2 Clerk II (6)
14 Deputy Constable I (66)	

CONSTABLE WILLIAMS

Department #3240

FY2015 Budget Highlights

- The FY2015 Budget includes the deletion of one (1) Clerk I position upon attrition and the salaries of twenty-two (15) Deputies and five (5) Clerks.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,526,700	\$1,543,484	\$1,490,530	\$2,097,958
Operations	91,842	94,305	79,608	104,784
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,618,542	\$1,637,789	\$1,570,138	\$ 2,202,742

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	23	23	22	29

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	2 Clerk III (7)
1 Deputy Constable III (68)	2 Clerk II (6)
21 Deputy Constable I (66)	

CONSTABLE VILLARREAL

Department #3250

FY2015 Budget Highlights

- The FY2015 Budget for Constable Villarreal includes the salaries of fourteen (14) Deputies and five (5) Clerks.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Proj.	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,355,724	\$1,518,314	\$1,332,285	\$ 1,330,772
Operations	61,000	69,182	55,611	79,850
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,416,724	\$1,227,496	\$1,387,897	\$1,410,622

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	20	20	20	20

Authorized Position Detail (Grade)

1 Constable (Official)	1 Constable Chief Clerk (C)
1 Deputy Constable IV (69)	1 Clerk III (7)
1 Deputy Constable III (68)	3 Clerk II (6)
12 Deputy Constable I (66)	



DALLAS COUNTY

OFFICE OF BUDGET AND EVALUATION

April 24, 2014

TO: Commissioners Court

THROUGH:  Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget & Policy Analyst

SUBJECT: FY2015 Baseline Budgets for the Constable Precincts

BACKGROUND

Constable Deputy staffing for civil functions is a fixed staffing level based on the number of civil papers received. The current formula, modified in FY2009, provides Constable Precinct deputy staffing based on the following guidelines:

- 1) One officer at the rank of Chief Deputy;
- 2) One Bailiff for each Justice of the Peace Court;
- 3) Four warrant officers;
- 4) Two writ officers;
- 5) One Deputy Constable for every 250 Civil papers received per month;
- 6) Each Constable Office may designate one earned deputy to serve as a Sergeant.

The Baseline Budget for the Constable Precincts includes the recommended FY2015 staffing levels. The purpose of this analysis is to describe the method and rationale used to establish the FY2015 Constable Precincts' Baseline Budgets.

FY2015 RECOMMENDED STAFFING

The current staffing standards were developed in FY2008 and specify the activities and activity levels that generate staff, as well as the time periods from which activity data should be taken. Data from the 12-month period of April 1, 2013 through March 31, 2014 was used to determine the staffing levels of each Constable Precinct for FY2015.

Staffing Formulas

FY2009 Civil Paper Audit

During FY2009, the Office of Budget and Evaluation conducted an audit of civil papers served for six (6) months from April 2008 to March 2009. In previous years, Constable Precincts received service credit toward deputy staffing for service of large volumes of citations delivered to a single registered agent, courthouse postings and law enforcement notices to appear for Justice of the Peace Court trials all of which do not require actual service or much effort in comparison to other papers. As a result of this audit, all civil papers in these categories were removed from the total count for the purposes of the Deputy staffing formula.

Staffing Credit for Civil Papers

For the FY2015 Constable staffing levels, the Office of Budget and Evaluation fixed staffing

levels for Deputy Constables.

Per the revised staffing recommendations for FY2008, all Constables received six (6) deputies for writs and warrant service. In addition, each Constable Precinct received credit for one full-time Bailiff per Justice of the Peace Court. This formula provides staffing for attempting service of civil papers, which is required.

For FY2015, truancy court paper services will be administered by Constable Precinct 4. The Clean Air Grant will be administered by Constable Precinct 1.

The Office of Budget and Evaluation recommends Constable Precincts be staffed according to this fixed staffing rate for FY2015.

FY2015 CONSTABLE STAFFING ANALYSIS
RECOMMENDED DEPUTY STAFFING LEVELS
SUMMARY OF CALCULATIONS

TABLE 1

Based on Activity Data for the period of April, 2013 to March, 2014

<u>Constable Precinct</u>	<u>Current Deputy Staffing</u>	<u>Earned Deputy Staffing</u>	<u>Difference</u>
Constable Steele, Constable Precinct 1	17	18	1
Constable Gothard, Constable Precinct 2	20	11	(9)
Constable Adamcik, Constable Precinct 3	14	14	0
Constable Williams, Constable Precinct 4*	15	21	6
Constable Villarreal, Constable Precinct 5	12	12	0
Clean Air Grant - Constable Steele Precinct 1	0	2	2
Total	78	78	0
FY2015 Budget Impact			\$0

*Bailiffs and Warrant Officers included in Staffing Summary
Two Clean Air Task Force Deputies will be moved to Constable Precinct 1
Constables are receiving one full-time Bailiff credit per Justice of the Peace Court and four warrant officers.*

The net deputy staffing change for FY2015 based on the staffing formula and OBE evaluation results in the no overall Deputy staffing changes to the Constable Offices.

Staffing Credit for Clerical Staff

The methodology for the FY2015 clerical staffing levels assumed 142 supervisory hours for all Constable Offices due to each Chief Clerk's primary duties as supervisor for the Clerks. All other activity calculations remained the same.

FY2015 CONSTABLE STAFFING ANALYSIS
 RECOMMENDED CLERICAL STAFFING LEVELS
 SUMMARY OF CALCULATIONS

TABLE 2

Based on Activity Data for the period of April 2013 to March 2014

<u>Constable Precinct</u>	<u>Current Clerical Staffing</u>	<u>Earned Clerical Staffing</u>	<u>Difference</u>
Constable Steele, Constable Precinct 1	9	9	0
Constable Gothard, Constable Precinct 2	7	5	(2)
Constable Adamcik, Constable Precinct 3	7	6	(1)
Constable Williams, Constable Precinct 4	6	5	(1)
Constable Villarreal, Constable Precinct 5	4	5	1
Total	33	30	(3)
FY2014 Budget Impact			(139,233)

The net clerical staffing change for FY2015 resulted in the deletion of three (3) clerical positions. These staff deletions through attrition will result in an overall budget decrease of \$139,233 including benefits.

Step Raises

The FY2015 Constable Precincts' Budgets do not include step increases or other compensation increases.

RECOMMENDATION

The Office of Budget and Evaluation recommends the staffing level for each Constable precinct as outlined in Tables 1 and 2. There is a net decrease of three (3) clerk positions in all of the Constable Offices with a FY2015 net budget impact of \$139,233 including salary and fringe benefits, while overall Deputy staffing yields no net change. The Office of Budget and Evaluation recommends for those Constable precincts that do not have vacant positions October 1, 2014 that the Commissioners Court allow for attrition and as positions become vacant (i.e., retirement, resignation, and/or transfer) in the courts that are losing position(s), they do not refill those positions.



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

June 5, 2014

TO: Commissioners Court
THROUGH: Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: Constables PIR Analysis – FY2014

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The following Constable Offices have submitted the following requests for consideration by the Commissioners Court:

1. Constable Precinct 1 – reclassification of one (1) Deputy I to Deputy II to add one more to the supervisory hierarchy of three (3) in the Constable Office; Clear search engine subscription; body armor replacement
2. Constable Precinct 2 – no requests
3. Constable Precinct 3 – no requests
4. Constable Precinct 4 – no requests
5. Constable Precinct 5 – iPad with wireless access account; body armor replacement

FINANCIAL IMPACT/CONSIDERATIONS

The reclassification of one (1) Deputy I to Deputy II would impact Dallas County at \$3,817. The Clear subscription is \$4,000. Total body armor replacement costs are \$13,110. iPad, accessories, and Apple care are \$735, with an access card subscription at \$540.

RECOMMENDATION

The Office of Budget and Evaluation recommends assessing the supervisory needs of all Constable Offices.

The Office of Budget and Evaluation also further recommends body armor replacement at a cost of \$13,110.

OPERATING EXPENDITURE DETAIL

Department CONSTABLE'S OFFICE PRECINCT 1

Budget No. 3210

Expense Codes	FY 2013 Actual	FY 2014 Budget	FY _____ Projection	FY 2015 Request	Comments/Justification
02013	15,000	15,000			
02080		500		600	Cost of annual TCLEDDS subscription necessary for submitting all TCLEOSE forms and training.
02155	142				
02160	8,500	8,500			
02170	6,250	6,250			
02180	300	300		500	Printing of envelopes and business cards for precinct law enforcement officers.
02230	14,461				
02510	500	500		2,500	To accommodate fire arms qualification twice a year the appropriate amount of ammunition is required, this cost has increased significantly in the last two years.
02590	35,000				
02640	500	500			
02950	416	457			
02970	2,125	3,000		6,000	During the 2013 budget year we were only able to purchase 2 uniforms per deputy. With normal wear and tear and laundering these uniforms have not held up. Therefore the deputies will require 3 uniforms annually this amount includes patches and embroidery.
03095	75,000	75,000			
05590	700	700		4,000	To pay monthly payments of \$100 per deputy @ 3 for the use of "Clear" public records search engine. Access to this software will allow for more successful service by providing better and more reliable due diligence on all civil process assigned to this department. This amount will also provide payment for future pre-employment medical assessments fees
07020	5,500	5,500			

Staff Review and Comment

Reason/Authority for Change (See Budget Manual)

Our department is currently staffed with only two [2] paid supervisors. *[Note: The exception is the department head/elected official]* The supervisory staffing allocation is currently inadequate to address the day-to-day supervisory needs of the department to properly, effectively, and adequately supervise fifteen [15] sworn deputy positions, and when the need arises, seven [7] clerical staff personnel.

Currently, the Deputy III position has six [6] various assigned duties that are outlined in the Dallas County Job Description. The Deputy IV position has nine [9] various assigned duties in addition to supervisory authority. In addition to those supervisory responsibilities, the Deputy III position must also assist in the day-to-day operations of the delivering/serving of civil process when a Deputy I position is absent or on any type of approved/extended leave.

On several occasions, the Deputy III and/or Deputy IV supervisory positions have been spread distressingly thin to properly manage/supervise in these repeated scenarios. Those scenarios, are, but not limited to, the delivering/serving of civil process when Deputy I personnel are either on approved leave, training, or other exigent absence or circumstance. In any scenario for example, if the elected official, the Deputy IV/III were unavailable due to a mandatory training seminars, other approved leave, and/or exigent circumstance, the possibility of all three [3] supervisory personnel could unexpectedly be called away at the same time, thereby placing this department without any on-site supervisory presence as defined by Dallas County Human Resources Department. Other recent examples, but not limited to – where two [2] Deputy I's requested the presence of a supervisor at their respected scenes simultaneously, and another when a supervisor had to cut short either a county meeting and/or lunch break to assist the needs of a Deputy I in the field. The supervisory staff makes every conscientious effort to ensure that these scheduling-type scenarios do not repeatedly occur. Unfortunately, all these scenarios happen routinely, and will no doubt, continue. Furthermore, this department has also been placed on written notice that the safety and security concerns of the clerical staff are in jeopardy if sworn personnel are not continuously and ever present in the office during the entire county workday. In these examples, as you can see, supervisory personnel are routinely spread distressingly thin.

It has been suggested that the department head/elected official may “designate” an “*individual in charge*” in these continuing scenarios. However, it is our understanding that Dallas County Human Resources does not recognize this type of “*designee*” as a “*supervisor*,” *[pursuant to Dallas County guidelines]* as someone who may take the required and necessary supervisory action on any given situation when and if the need arises.

It is our request that a Deputy I position be reclassified to a Deputy II, to properly and adequately meet the ever expanding supervisory needs of the department, and to greatly reduce the current strain of supervisory responsibility when such scenarios as outlined above continues, and to provide the additional supervisory layer of oversight as desperately needed. This reclassification will also conform to the Dallas County Human Resources guidelines of who is a “*supervisor*.”

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	CONSTABLE'S OFFICE PRECINCT 1	Budget No.
Position Title	DEPUTY CONSTABLE II GRADE 67	Position No. 2014
Current Grade	66	Job Code 9010000
		Department Priority HIGH

Description of Changes in Work Being Performed

With the exception of the Constable, our Department is currently staffed with only two paid supervisors. The supervisory staffing allocation is inadequate to supervise fifteen (15) sworn deputy positions and, when the need arises, seven (7) clerical staff personnel. On several occasions, our supervisory personnel have been spread distressingly thin to respond to various situations (See attachment). It is our request that one of our current Deputy I position be reclassified to a Deputy II position to meet the supervisory needs of the department while remaining in compliance with the legal requirements as outlined by the Dallas County Human Resource Department.

Reason/Authority for Change (see Budget Manual)

The cost incurred with this request will only impact changes in salary for one current deputy I grade 66 position. No additional equipment/vehicle will be required, and there is no impact to medical insurance costs.

Departmental Cost Worksheet

Current Grade	66	Proposed Grade	67
Salary	\$3,775.20 Monthly	Salary	\$4,042.13 Monthly
FICA (7.65%)	\$288.80	FICA (7.65%)	\$309.22
Retirement (11.5%)	\$434.14	Retirement (11.5%)	\$464.84
Total	\$4498.14	Total	\$4816.19
		Total Annual Impact \$3816.52	

Staff Review and Comment

REPLACEMENT EQUIPMENT REQUEST

	Department	CONSTABLE'S OFFICE PRECINCT 1	Budget No.		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	BODY ARMOR	8 YRS	N/A	\$7,110.00 @ \$474.00 each	The current body armor assigned to 15 deputies has exceeded the manufacturer's replacement date for guaranteed viability.
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form E

FY2008

Dallas County
Constable Pct. 3

FY2014 Budget Request
Dept. 3230

<u>Account</u>	<u>Operating Expenses</u> <u>Item - Justification</u>	Budgeted/Acutal				Budgeted/Spent whichever is more.
		FY2012	FY2013	FY2014	FY2015	
02080 - Dues & Subscriptions	TCLEDDS Renewal; Internet Research Subscription	\$1075 / \$918	\$500 / \$755	\$3500 / \$3068	\$5,800.00	
02090 - Prop. < \$5000	Hands Free Telephone Headsets	\$0.00	\$0.00	\$130 / \$132	\$260.00	
02155 - Notary / Bond Fees	Necessary for Civil/Criminal Affidavit verification	\$435 / \$250	\$300 / 0	\$300 / \$200	\$200.00	
02160 - Office Supplies	Standard	\$9938 / \$4585	\$9225 / \$5302	\$9190 / \$8000	\$8,000.00	
02170 - Postage	Standard/in-House & FedEx	\$13421 / \$5870	\$11946 / \$8734	\$11054 / \$8000	\$8,000.00	
02180 - Printing/Imaging Expense	Envelopes/Business Cards/Stationary	\$4000 / \$466	\$2500 / \$1515	\$3000 / \$2000.	\$2,000.00	
02230 DDA - Spendable Balance	n/a	n/a	n/a	n/a	n/a	
02510 - Ammunition/Explosives	For Training and Duty purposes; Annual Training Required by Law	\$662.00	\$500 / \$500	\$500 / \$500	\$1,500.00	
02580 - Reserve Deputy Bond	Bonds for Reserve Deputy Staff	Pd by Reserve	Pd by Reserve	Pd by Reserve	Pd by Reserve	
02590 - County Auto Maint.	n/a	utd	utd	utd	utd	
02640 Maint/Labor on Buildings	Standard Maintenance for Office Equipment	\$273 / \$1000	\$750 / \$259	\$750 / \$492	\$750.00	
02950 Books & Supplements	Legal Update of Civil and Legal Law Manuals; Mapsco's (20x)	\$385 / \$389	\$590 / \$322	\$506 / \$442	\$1,250.00	
02970 Uniforms	Deputy Replacement Uniforms	\$42.00	\$2042 / \$42	\$3342 / \$3300	\$3,300.00	
03095 Fuel	n/a	utd	utd	utd	utd	
05590 Other Prof. Fees	For New Hire Polygraph & Psychologicals	\$0 / \$210	\$150 / \$150	\$100 / 0	\$100.00	
07020 Equipment Rental	Standard Office Copier Rental	\$5375 / \$3920	\$4697 / \$2474	\$2705 / \$2588	\$2,600.00	
	Approved Budget (Excluding: DDA, County Auto Maint., Fuel.)	\$35,601.00	\$33,200.00	\$35,077.00	-	
	Budget Spend (Excluding: DDA, County Auto Maint., Fuel.)	\$18,312.00	\$20,553.00	\$28,722.00	-	
	Anticipated / Proposed Budget (Excluding: DDA, County Auto Maint., Fuel.)	-	-	-	\$33,760.00	

OPERATING BUDGET

FISCAL YEAR

2015

**CAPITAL IMPROVEMENT
PLAN**

**PREPARATION
MANUAL**



**DALLAS COUNTY
Office of Budget and
Evaluation**

TABLE OF CONTENTS



	PAGE
I. INTRODUCTION.....	1
II. FY2015 BUDGET SCHEDULE	2
III. PREPARATION INSTRUCTIONS - OPERATING BUDGET	3
Form A. Request for Overtime Budget	4
Form B. Request for Extra Help Budget	6
Form C. Request for Professional Services Budget	8
Form D. Request for Replacement Equipment.....	10
Form E. Program Improvement Request - Additional Staff	12
Form F. Program Improvement Request - Cost Worksheet	14
Form G. Program Improvement Request - Reclassification.....	16
Form H. Program Improvement Request - Capital, Equip., Renovation, Misc.....	18
Form I. Program Improvement Request - Computer Hardware/Software	20
Form J. Long Term Capital Needs Preview	22
IV. APPENDIX - SUPPLEMENTARY MATERIAL.....	27
Appendix A - Price List:	
A-1: Salary Schedules	31
A-2: Office Furniture Price List	32
A-3: Standard Furniture Guidelines	34
A-4: Office Machine Price List	35
A-5: Communication Equipment Price List.....	36
A-6: Vehicle Price List.....	37
A-7: Maintenance Price List.....	38
A-8: Computer Configurations and Prices	39
Appendix B: Charting the Path: A Strategic Plan for Dallas County	41
Appendix C: Personnel/Civil Service Examples and Form.....	49
Appendix D: Budget Analyst Assignments	61

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Constable Precinct 4	Budget No <u>3240</u>
Brief Title of PIR	Truancy Staffing	
Approx. Net Cost	\$592,425.56	Department Priority <u>HIGH</u>

Brief Summary of Request
 Constable Williams is requesting five (5) Deputies and one (1) Clerk II grade 6 positions for the purpose of serving Dallas County South Truancy Court summons

Discussion of Need
 Constable Williams Precinct 4 is requesting five (5) additional Deputies and one (1) Clerk II, Grade 6 positions to maintain our accuracy on the number of attempts, services, and contacts as related to paper count. True diligence requires at least two (2) attempts MINIMUM. Our goal is to provide the citizens of Dallas County with timely and efficient service as well as increasing revenue for Dallas County via fines collected from truant students.
 Three years ago, truancy summons, once a function of the Constable's office, was transferred to the Sheriff's office. However, they were not being served. In November 2013, Dallas County Truancy Court Management reached out to Constable Williams for assistance in serving the summons for the South truancy court. A pilot program was developed utilizing the Reserve Division deputies. After four (4) month, November 2013 – March 2014, Precinct 4 has received 1,102 summonses from the South truancy court. The successful service rate has gradually increased in part by building relationships with school administrators. In addition, through further investigation, it is determined that in many cases, the addresses provided are bad and /or have moved out of district. The result of this is the truancy court be able to purge cases and clearing their files, improving their efficiency. Because of the success of the pilot program, the satisfaction and improved efficiency of the Truancy court, and the increase in the work load via increase in summonses, Precinct 4 is in need of additional staffing to service the project and sustain the goal for providing citizens of Dallas County with timely and efficient service.

Discussion of Related Performance Measure
 IN THE FIRST (4) MONTHS OF THE PILOT PROGRAM, 1,102 PAPERS WERE RECEIVED, INCREASING 3 OF THE 4 MONTHS. BASED ON 250 PAPERS PER DEPUTY, $1,102 / 250 = 4.4$. THIS INCREASE IS EXPECTED TO CONTINUE TO TREND UPWARD.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	
	<u>Truancy Court Summons</u>
Staff Cost	
Grade	6
Salary	29,283.00
FICA @ 7.65%	2,243.59
Retirement @ 11.5%	3,372.72
Insurance @ \$8,500	8,500.00
Total	<u>43,399.31</u>
Related Equipment	
	\$ Amount
Number	
Desk	754.00
Furniture	_____
Computer	1,025.00
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	<u>1,779.00</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	_____
Less Additional Revenue Source	_____
Grand total	45,178.31

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	
	<u>Truancy Court Summons</u>
Staff Cost	
Grade	66
Salary	49,462.40
FICA @ 7.65%	3,783.87
Retirement @ 11.5%	5,688.18
Insurance @ \$8,500	8,500.00
Total	<u>67,434.45</u>
Related Equipment	
	\$ Amount
Number	
Desk	754.00
Furniture	_____
Computer	1,025.00
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	27,636
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	<u>29,415.00</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	_____
Less Additional Revenue Source	_____
Grand Total	<u>96,849.45</u>

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Truancy Court Summons
Staff Cost	
Grade	66
Salary	49,462.40
FICA @ 7.65%	3,783.87
Retirement @ 11.5%	5,688.18
Insurance @ \$8,500	8,500.00
Total	67,434.45
Related Equipment	
	\$ Amount
Number	
Desk	754.00
Furniture	_____
Computer	1,025.00
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	27,636
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	29,415.00
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	_____
Less Additional Revenue Source	_____
Grand Total	96,849.45

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		Truancy Court Summons
Staff Cost		
Grade	66	
Salary	49,462.40	
FICA @ 7.65%	3,783.87	
Retirement @ 11.5%	5,688.18	
Insurance @ \$8,500	8,500.00	
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Related Equipment		
	\$ Amount	
Number		
Desk	754.00	
Furniture		
Computer	1,025.00	
Printer		
Network Cabling		
Software		
Vehicle	27,636	
Travel		
Pager		
Cell Phone		
Other		
Total		29,415.00
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		96,849.45

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		Truancy Court Summons
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Cell Phone		
Other		
Total		29,415.00
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
	Grand Total	96,849.45

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	
	Truancy Court Summons
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Desk	754.00
Furniture	_____
Computer	1,025.00
Printer	_____
Network Cabling	_____
Software	_____
Vehicle	27,636
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	29,415.00
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	_____
Less Additional Revenue Source	
Grand Total	96,849.45



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Deputy Constable I
Proposed Position Grade:	Grade 66
Department Name:	Constable Precinct 4
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Jason Johnson
Supervisor Phone:	214-751-4074
Supervisor Email:	Jason.Johnson@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
Enable Constable Precinct 4 office to serve Truancy summons to parents/ students in a timely and efficient manner. The Deputies will be responsible for researching and locating both parents and students for service.
This is accomplished by
Receiving the summons from South Truancy court and process via routing and required information, and establishing communication with campus administration personnel and/or management of various apartment complexes to ensure service of the summons.
Other duties include
Additional duties/ projects as assigned

C. Essential Functions of the New Position

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: By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.	30%	E
1. Function:	Time	E or NE
Tasks performed to accomplish this function: Serving truancy summons to the students at school/parents at home via summons information provide by the Truancy court Deputies must make two(2) attempts per summons: AM attempt and PM attempt, this policy is place to ensure due diligence was done on each summons. Upon completion of service, all attempts and information received by each deputy is required to be documented. Once the deputy has completed his/her paper work it is returned to the Clerk II for processing and returned by to the South Truancy court.	50%	E
2. Function:	Time	E or NE
Tasks performed to accomplish this function: When serving truancy research is necessary when trying to locate the student/parent. The office can establish relationships with school administration or establishing contact with the property management or even a neighbor. This can help save time for the Deputy so it can documented that neither student/ parent reside in the district or have transferred to another school. This helps the truancy court resolve cases and make the deputies job more efficient and timely.	45%	E
3. Function:	Time	E or NE
Tasks performed to accomplish this function: Other duties /project as assigned	5%	E
4. Function:	Time	E or NE
Tasks performed to accomplish this function:		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

D. 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 checked="" 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 checked="" type="radio"/>
<input checked="" 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 checked="" type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

FULLY MARKED DALLAS COUNTY CONSTABLE SQUAD CAR WITH EMERGENCY EQUIPMENT

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 checked="" type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input checked="" 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 checked="" type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Mechanical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Chemical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Electrical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	5.	Fire hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify): Violent children	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	8.	Other (specify): Violent parents	<input checked="" 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 checked="" 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 checked="" 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.

ALL EQUIPMENT FOR THE D-1 GRADE 66 POSITION AND BODY ARMOR	

F. 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 checked="" 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.	<i>No previous experience required</i>
<input checked="" type="radio"/>	2.	Six months to one year experience in/as: a Deputy Constable or Reserve
<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.	Licensed Peace Officer : TCLOE= Texas Commission on Law Enforcement
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? C

G. 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 checked="" 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 (check 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. SENIOR SERGEANT
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Clerk II
Proposed Position Grade:	Grade 6
Department Name:	Constable Precinct 4
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Deatrice Kirk
Supervisor Phone:	214-751-4073
Supervisor Email:	Deatrice.Kirk@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
Prepare Truancy summons from South Truancy court via routing process and maintaining Odessey filing of attempts made or research used to locate parent/ student.
This is accomplished by
Receiving the summons from South Truancy court and process the summons via routing and required information. Maintaining communication with campus administration personnel and/or management of various complexes to ensure timely service of summons.
Other duties include
Additional duties/ projects as assigned

C. Essential Functions of the New Position

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
Tasks performed to accomplish this function:	40%	E
Accept all Truancy papers and various Civil papers from various agencies and department daily.		
All process is to be routed via MAPSCO, time stamped and legal stamps required by law in the appropriate place on summons. The clerk will enter all information required on Odessey. Each deputy is assigned a district and the Clerk II after process will put the assigned summons in the appropriate box. The clerk will also maintain a spread sheet of all truancy received from South Truancy for research measure and tracking.		
2. Function:	Time	E or NE
Tasks performed to accomplish this function:	40%	E
Process all truancy from the Deputy after completion. The clerk will document all attempts and final disposition of each summons in the Odessey system. After final data process, the clerk will then send the completed summons back to the Truancy Court unless otherwise specified.		
3. Function:	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Answering routine inquires via phone or in person and resolving basic customer service issues or directing the customer to the proper office or Court		
4. Function:	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Other assignments as requested pertaining to Truancy		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

D. 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 checked="" 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 checked="" 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"/>

E. 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 checked="" 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 checked="" 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.)

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 checked="" type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input checked="" 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.

F. 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 checked="" 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.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: Clerical position
<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.	Licensed Peace Officer : TCLOE= Texas Commission on Law Enforcement
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? C

G. 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 checked="" 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 (check 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Clerical Position
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

DEPARTMENTAL FUNCTION TO DALLAS COUNTY STRATEGIC PLAN

Department:	Constable Precinct 4
Primary Function of Department:	Protect and Serve the Citizens of Constable Precinct 4
Strategic plan vision(s) associated with department's primary function:	Dallas County is safe, secure and prepared. Dallas County is the destination of choice for residents and businesses.
Roles performed by department in support of strategic plan vision(s):	A Traditional Service Provider where by the County ensures the maintenance and delivery of services to its stockholders. A Leader whereby the County assumes a pro-active leadership position on key issues which affect the North Texas region.
Representative performance measures for department:	Number of papers served in Truancy and Civil. Increase in papers served by generating a pilot program through Truancy which will increase service and court fines by partnering with Dallas County Truancy Court.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Constable, Precinct 5</u>	Budget No. <u>3250</u>
Title of PIR	<u>WirelessAccess Card (AT&T)</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Wireless access card to aid in field investigations.

\$45.00/month X 12 Months (\$540.00 total cost)

Expected Benefits

Field access to data will lead to more efficient and effective service of writs and arrest warrants.

Department Head Signature	Priority _____
Department Contact Person	Phone <u>214-819-7577</u>
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

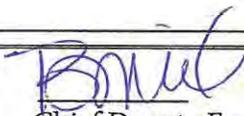
Department	<u>Constable, Precinct 5</u>	Budget No. <u>3250</u>
Title of PIR	<u>Wireless iPad Account (AT&T)</u>	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Remote access for Constable Villarreal's iPad so that she may stay connected to her constituents, staff, and other County Officials.
\$45.00/month X 12 Months (\$540.00 total cost)

Expected Benefits

Increased communication and responsiveness leading to enhanced citizen satisfaction and increased efficiency by elected official.

Department Head Signature		Priority _____
Department Contact Person	<u>Chief Deputy Fred Collie</u>	Phone <u>214-819-7577</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

REPLACEMENT EQUIPMENT REQUEST

Department		<u>Constable, Precinct 5</u>		Budget No.		<u>3250</u>
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	8 Ea. Ballistic vests	5	N/A	\$750.00 ea. (\$6,000 total)	Eight Deputies' ballistic vests are past due for replacement or will be due for replacement in 2014.	
2					Deputies have traditionally obtained vests from the Sheriff's Quartermaster; however the vests issued by Sheriff's Quartermaster	
3					are used and often ill-fitting since they are not personally fitted. The County's vender will fit Deputies	
4					and supply new vests which will last five years each.	
5						
6						
7						
8						
9						
10						

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>3250 (Constable, Pct 5)</u>	Budget No. _____
Title of PIR	<u>iPad</u>	Request Type <u>R & S</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

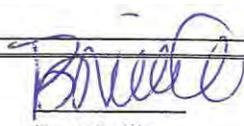
1 Apple iPad Air Wi-Fi + Cellular
Tablet - 16 GB - 9.7" IPS (2048 x 1536) - rear camera + front camera - Wi-Fi, Bluetooth - 4G - AT&T - silver ME997LL/A 1 \$593.85 \$593.85

2 AppleCare+
Extended service agreement - parts and labor - 2 years (from original purchase date of the equipment) - carry-in - for iPad
S4738LL/A 1 \$78.63 \$78.63

3 OtterBox Defender Series
Protective cover for web tablet - polycarbonate, synthetic rubber - black - for Apple iPad Air
77-27379 1 \$59.30 \$59.30 **(\$731.78 total- Please see the attached bid)**

Expected Benefits

The iPad will be used to enable the Constable to maintain more efficient and effective contact and communications with her constituents, other elected officials as well County and Precinct 5 staff.

Department Head Signature		Priority _____
Department Contact Person	<u>Fred Collie</u>	Phone <u>214-819-7577</u>
Received by Office of Budget and Evaluation	_____	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form I

FY2014



Southern Computer Warehouse
 1395 S Marietta Parkway
 Building 300-106
 Marietta, Georgia 30067
 United States
<http://www.scw.com>

Quotation

Date
 Mar 19, 2014 12:59 PM EDT
Doc #
 875990 - rev 1 of 1
Description
 Apple iPad Air Wi-Fi + Cellular
SalesRep
 Reardon, Josh
 (P) 770-579-8927 ext. 291
Customer Contact
 Adwell, Dwight
 (P) 214-653-7570
Dwight.Adwell@dallascounty.org

Customer
 Dallas County TX (DC7493)
 509 Main Street
 Room 623
 Dallas, Texas 75202
 (P) 214-653-6498

Bill To
 Dallas County TX
 Payable, Accounts
 509 Main ST RM 407
 RECORDS BLDG
 Dallas, Texas 75202

Ship To
 Dallas County TX
 REF, PO
 10445 Vista Park Rd
 QNet Whse
 Dallas, Texas 75238

Customer PO: None	Terms: Undefined	Ship Via: GROUND
Special Instructions: None	Carrier Account #: None	

Item Description	Part #	Qty	Unit Price	Total
Apple iPad Air Wi-Fi + Cellular				
1 Tablet - 16 GB - 9.7" IPS (2048 x 1536) - rear camera + front camera - Wi-Fi, Bluetooth - 4G - AT&T - silver	ME997LL/A	1	\$593.85	\$593.85
AppleCare+				
2 Extended service agreement - parts and labor - 2 years (from original purchase date of the equipment) - carry-in - for iPad	S4738LL/A	1	\$78.63	\$78.63
3 OtterBox Defender Series				
Protective cover for web tablet - polycarbonate, synthetic rubber - black - for Apple iPad Air	77-27379	1	\$59.30	\$59.30

Subtotal: \$731.78
 Shipping: \$0.00
Total: \$731.78

Quote valid for 30 days unless formal bid provides different term. Promotional pricing is valid only during term of promotion and while supplies last.

All returns must be authorized and clearly marked with a valid RMA number.

These prices may not include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above.

Please note that expedited shipping charges are estimated, and could decrease or increase when invoiced.

All prices are subject to change without notice. Supply subject to availability.

RE: iPad for Constable Villarreal

Erica Terrazas

Sent: Thursday, March 27, 2014 9:35 AM

To: Fred Collie

Good morning, Chief Collie:

Currently, iPads are not being purchased until an iPad policy is approved, and OBE is only taking requests for iPad purchases for FY2015. I recall this being part of the FY15 requests – is that correct?

From: Fred Collie

Sent: Thursday, March 27, 2014 9:25 AM

To: Erica Terrazas

Subject: FW: iPad for Constable Villarreal

Good morning Erica, I am working on securing an iPad for Constable Villarreal and would very much appreciate your assistance.

The iPad will be used to enable the Constable to maintain more efficient and effective contact and communications with her constituents, other elected officials as well County and Precinct 5 staff.

Can you please brief the attached as well as \$270.00 for AT&T wireless connectivity for the remainder of the FY.

I am not sure which would be the best account from which to pay for the iPad and the internet connectivity for the remainder of the fiscal year and would appreciate your advise. We could transfer funds out of the 02950 account to the appropriate account if needed.

Thank you,

FC

Fred D. Collie

Chief Deputy

Dallas County Constable, Pct. 5

Beth Villarreal, Constable

410 S. Beckley #200

Dallas, Texas, 75203

Office- 214-819-7577

Fax- 214-943-3091

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From: Dwight Adwell
Sent: Wednesday, March 19, 2014 1:23 PM
To: Fred Collie
Cc: Adeeb Hyder
Subject: FW: iPad for Constable Villarreal

Hi Fred,

Here is the quote you asked for on the iPad Air with the AT&T wireless. Let me know if you need anything else at all.

Thank you,

Dwight E. Adwell
IT Technology Buyer
Dallas County
Office of Information Technology
214-653-7570
Dwight.Adwell@dallascounty.org

From: Adeeb Hyder
Sent: Wednesday, March 19, 2014 11:36 AM
To: Fred Collie
Cc: Dwight Adwell
Subject: RE: iPad for Constable Villarreal

Ok. We will have to get a quote for you for an ATT enabled ipad. Please keep in mind the ATT service will have to be arranged between your office and county Telecom. Once we provide you the quote please contact your budget analyst to brief it to the court.

Adeeb

From: Fred Collie
Sent: Wednesday, March 19, 2014 7:47 AM
To: Adeeb Hyder
Subject: iPad for Constable Villarreal

Good morning Adeeb. we need to purchase an 16 GB iPad with ATT wireless (\$478.29 plus wireless chip) capability for constable Villarreal.

Constable Villarreal needs it to help increase the efficiency and effectiveness of her communication with her constituents, other elected officials, county staff and employees.

Can you please help me move this request forward?

Thank you,

FC

Fred D. Collie

Chief Deputy
Dallas County Constable, Pct. 5
Beth Villarreal, Constable
410 S. Beckley #200
Dallas, Texas, 75203

Office- 214-819-7577

Fax- 214-943-3091

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COUNTY AUDITOR

Department #1070

Mission

The mission of the County Auditor is to ensure that the County's obligations to the taxpayers, of efficiently managing and reporting the County finances, are fulfilled through strict enforcement of state and federal statutes.

Description

The Auditor has the duty to protect the assets of Dallas County. As one of the financial officers, the Auditor must keep the general accounting records; control the disbursements of funds; prepare financial reports; prescribe systems for the receipt and disbursement of County grants; audit payrolls and voucher disbursements; and prepare annual estimates of budget revenues. The office must also determine that all financial transactions are legal and consistent with County policies. The 39 District Judges select the Auditor.

FY2015 Baseline Budget Highlights

- The FY2015 County Auditor Budget reflects the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$5,361,473	\$5,789,984	\$5,503,054	\$6,350,327
Operations	38,570	50,986	60,431	45,010
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,400,043	\$5,840,970	\$5,563,485	\$6,395,337

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	91	95	95	95
Extra Help	\$11,878	\$23,080	\$18,000	\$0
Overtime	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 County Auditor (00)
1 First Assistant Auditor (D2)
2 Audit Manager III (N)
1 Information Systems Security Mgr (MM)
1 Audit Manager II (L)
3 Audit Manager I (K)
1 Fraud Auditor (J)
1 Sr. Information Systems Auditor (IM)
1 Asst. Manager Accounts Payable (I)
2 Grants Audit Coordinator (I)
2 Internal Auditor IV (I)
1 Information Systems Auditor (HM)
2 Financial Audit Supervisor (I)
1 Asst. Manager Payroll (H)
3 Accounting Systems Controls Auditor (GM)
3 Audit Supervisor II (G)
10 Internal Auditor III (G)
2 Accountant II (E)
13 Internal Auditor II (E)
1 Administrative Coordinator (14)
5 Accountant I (12)
1 Cash Analyst (12)
3 Internal Auditor (12)
2 Administrative Assistant (10)
1 Property Clerk III (10)
1 Purchasing Auditor (10)
3 Accounting Clerk IV (9)
9 Accounting Clerk III (8)
1 Senior Secretary (8)
6 Accounting Clerk II (7)
8 Accounting Clerk I (6)
2 Clerk I (5)
1 Clerical Assistant I (03)

COUNTY CLERK

Department #4031

Mission Statement

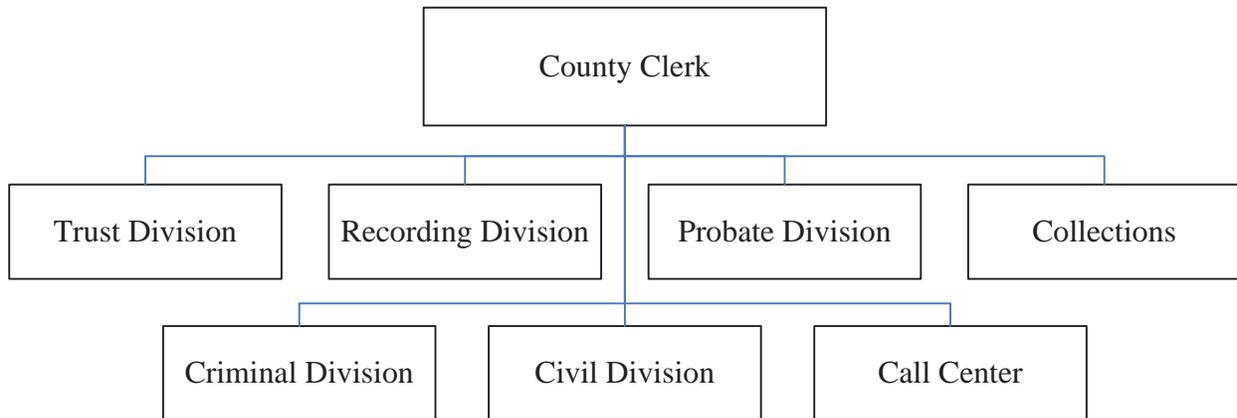
The mission of the County Clerk is to provide quality service to our customers, the citizens, Texas Bar, real estate community, and other county offices by effectively planning, developing, implementing, and administering a department through continual improvement that utilizes modern technology and techniques.

Description

The County Clerk is an elected official with a four-year term of office and must maintain, in perpetuity, various records related to the courts, the Commissioners Court, real estate transactions, and vital statistics. The County Clerk's office also issues marriage licenses and operates a collection division which aggressively works to collect amounts owed the County in a timely manner.

The Clerk's office is organized generally along functional lines with a division supporting each of the major court families. The recording division's duties include handling deeds, marriage licenses, birth and death certificates, assumed names, mail control, and indexing of records. The Trust Division handles investments and notifies parties of their outstanding debts resulting from probate and civil filings. Lastly, the County Clerk's Collections division collects on fines and fees for the County Criminal Courts (see also Collections Department, #4032).

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget includes the addition of:
 - 1 Assistant Manager (C)

The deletion of:

- 1 Business Analyst (FM)
- 1 Bond Forfeiture Supervisor (A)
- 4 Clerk I (5)
- 1 Clerical Assistant II (4)

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$6,211,636	\$8,654,004	\$8,826,821	\$9,364,772
Operations	376,705	202,632	346,196	290,172
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$6,588,341	\$8,856,639	\$9,173,017	\$9,654,944

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	201	199	193	193
Extra Help	\$38,033	\$58,722	\$57,879	\$33,000
Overtime	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 County Clerk (Official)	2 Program Coordinator II (E)
1 Chief Deputy Clerk (N)	4 Assistant Manager I (C)
1 Court Operations Manager (K)	1 Imaging Supervisor (C)
1 Financial Administrator (I)	1 Administrative Assistant II (C)
4 Manager I (G)	1 Process Support Supervisor II (B)
1 Administrative Services Coordinator (G)	18 Process Support Supervisor I (A)
1 Records Information Officer (G)	1 Administrative Assistant Official (A)
1 Business Analyst (FM)	1 Records Supervisor I (A)
1 Trust Accounting Supervisor (F)	1 Commissioners Court Clerk (12)
1 Human Resources Generalist (E)	1 Training Technician (9)
1 Assistant Manager II (E)	1 Lead Telephone Clerk (8)

3 Accounting Clerk III (8)
5 Clerk IV (8)
2 Cashier III (7)
55 Clerk III (7)
2 Customer Service Rep I (6)
2 Telephone Information Clerk (6)

11 Cashier II (6)
42 Clerk II (6)
13 Clerk I (5)
4 Data Entry Clerk I (5)
8 Clerical Assistant II (4)

COUNTY CLERK - COLLECTIONS

Department #4032

Mission Statement

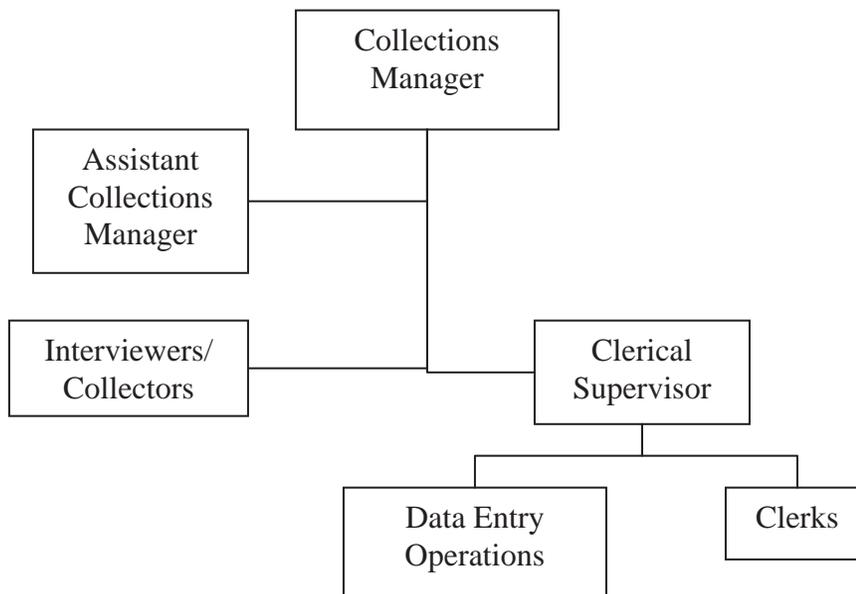
The mission of the County Clerk's Collections Division is to collect the fines and court fees owed to the County by individuals who have been found guilty of breaking the law.

Description

The Collections Division began in 1993 as a response to large amounts of unpaid fines and fees in the County Criminal Courts. Originally begun as a pilot program to prove its effectiveness, the program now sees referrals from all of the courts.

In operation, an adjudicated defendant who cannot immediately pay his or her fine and court costs is required to attend a session with a County employee who conducts a thorough credit assessment, takes a partial payment, and assigns a payment plan to the individual. The Collections Division aggressively monitors the success of the agreed-to payment plan and refers individuals who fail to comply with their payment plan back to the court for action.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 County Clerk Collections Baseline Budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$735,340	\$868,777	\$889,372	\$890,991
Operations	34,845	26,486	36,176	33,750
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$770,185	\$895,263	\$925,548	\$924,741

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	18	18	18	18

Authorized Position Detail (Grade)

1 Manager II (H)	3 Clerk II (6)
1 Assistant Manager I (C)	2 Data Entry Clerk II (6)
1 Process Support Supervisor (A)	3 Clerk I (5)
7 Interviewer/Collector (10)	



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: County Clerk FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the County Clerk Department submitted the following requests:

1. Reclassification of 1 (Grade C) office Manager (Administrative Assistant II) to a Grade E.
2. Reclassification of 1 (Grade E) Assistant Manager II position to Grade G.
3. Reclassification of 2 (Grade C) Assistant Manager I positions to Grade E.
4. Reclassification of 2 (Grade C) Assistant Managers to Grade E.
5. Reclassification of 2 (Grade 5) Clerk I positions to Grade 8.
6. Reclassification of 13 (Grade 6) Clerk II positions to Grade 8.
7. Reclassification of 12 (Grade 6) Clerk II positions to Grade 8.
8. Reclassification of 9 (Grade 7) Clerk III positions to Grade 8.
9. Reclassification of 6 (Grade 7) Clerk III positions to Grade 8.
10. Reclassification of 1 (Grade 4) Clerical Assistant II position to Grade 6.
11. The addition of 1 (Grade E) Truancy Court Assistant Manager position.

Reclassification for a total of 42 Clerks and 2 assistant Managers in the Civil and Probate Division are being requested. The reasons for this request is due to a mandate which requires electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, constitutional county courts, statutory probate courts and statutory county courts. As a result, County Clerks are now required to process and handle all e-filing through an electronic filing service provider (EFSP) as opposed to over the counter filings. The Clerks are now required to verify that all information is included in the e-filing to determine whether a document is accepted or rejected. The technical skill and job duties necessary for Clerks and Assistant Managers to perform their current job has not changed significantly from their job description.

Reclassification for an Assistant Manager II position in the Criminal Division is being requested. In the absence of the court operations manager, the Assistant Manager of the criminal division acts as the Criminal Manager to oversee the daily operations of several areas.

Reclassification for an Office Manager position is being requested. The Office Manager manages the budget for all three courts and all escrow accounts in accordance with state law and local government code.

Reclassification of 1 Clerical Assistant II position is being requested. The position primarily serves as a courier for the County Clerk's Operations. The position is also required to make special runs to other outlying county facilities, such as the JP, and Truancy Courts.

The addition of 1 Truancy Court Assistant Manager position is being requested in order to oversee the daily operations of the six truancy courts. All of the County Clerk's courts consist of a Manager and Assistant Manager, except the Truancy Court. The manager currently manages 23 employees with no assistant manager.

FINANCIAL IMPACT

The estimated annual recurring cost of reclassifying 1 assistant Manager II position from a salary Grade E to the proposed salary Grade G is \$7,782. The estimated annual recurring cost of reclassifying 1 Officer Manager position from a salary Grade C to a proposed salary Grade E is \$5,711. The estimated annual recurring cost of reclassifying 2 Assistant Manager positions from a salary Grade C to a proposed salary Grade E is \$11,422. The estimated annual cost of reclassifying 2 Assistant Manager I positions from a salary Grade C to a proposed salary Grade E is \$11,420. The estimated annual recurring cost of reclassifying 12 Clerk II positions from a salary Grade 6 to a proposed salary Grade 8 is \$60,074. The estimated annual recurring cost of reclassifying 6 Clerk III positions from a salary Grade 7 to a proposed salary Grade 8 is \$17,695. The estimated annual recurring cost of reclassifying 2 Clerk I positions from a salary Grade 5 to a proposed salary Grade 8 is \$15,118. The estimated annual recurring cost of reclassifying 9 Clerk III positions from a salary Grade 7 to the proposed salary Grade 8 is \$26,544. The estimated annual recurring cost of reclassifying 1 Clerical Assistant II from a salary Grade 4 to a salary Grade 6 is \$2,330. The estimated annual recurring cost of adding 1 Truancy Court Assistant Manager position is \$65,364 with a one-time cost of \$2,300.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Not funding the reclassification for any of the Clerks, or the Assistant Managers.
2. Funding the reclassifying of 1 Office Manager from a salary Grade C to a proposed salary Grade E.
3. Funding the reclassification of 1 Clerical Assistant II from a salary Grade 4 to a Salary Grade 6.
4. Not funding the addition of 1 Truancy Court Assistant Manager.

These recommendations come with an associated cost of \$8,041.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk Administration	Budget No. 4031
Position Title	Office Manager (Administrative Assistant II)	Position No.
Current Grade	C	Department Priority

Description of Changes in Work Being Performed

The Office Manager reports directly to both the County Clerk & Chief Deputy, but serves each division of the County Clerks' Office. The Office Manager plays a vital role in managing the County Clerk's Office day to day operation as it relates to our procurement process. The Office Manager shall work with each division of the Clerk's Office as it relates to operational needs. This includes ALL office supplies, computer equipment, and office furniture. The Office Manager shall be responsible for maintaining an inventory of ALL equipment (computer, furniture, file cabinets, scanners, etc.) maintained by the County Clerk's Office. This includes the location of each items inventoried. The Office Manager serves as the liaison between the Clerk, Dallas County Purchasing Dept, facilities management, communications and central services, office of the information technology, vendors and community service. When designated by the clerk, the Office Manager shall respond to emergency needs when they arise when the clerk and chief deputy is out of the office. The Office Manager must be familiar with every aspect of the County Clerk's responsibilities and operations of the office. The Office Manager must be able to multi task , manage stress and assertive. The Office Manager also manages County Clerk Mail room (4 staffs) and Call Center (5 Staffs) .

Reason/Authority for Change (see Budget Manual)

Complexion of Task and additional responsibilities:
 -Budget preparation
 -court briefing

Departmental Cost Worksheet

Current Grade C	Proposed Grade E	
Salary \$3,577.61	Salary \$3977.02	
FICA (7.65%) \$273.69	FICA (7.65%) \$304.24	
Retirement (11.5%) \$411.43	Retirement (11.5%) \$457.36	
Total \$4,262.73	Total \$4,738.62	
Difference of \$475.89/MTH/Position		Total Annual Impact \$5710.68

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk - Criminal	Budget No.	4031
Position Title	Assistant Manager II	Position No.	672
Current Grade	E	Job Code	6016000
		Department Priority	

Description of Changes in Work Being Performed

In absence of the Court Operations Manager, the Assistant Manager of the criminal division is to act as the Criminal Manager to oversee the daily operations of several areas of responsibility to ensure compliance with applicable laws, policies, and procedures.

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade E	Proposed Grade G	
Salary 47,724.24	Salary 54,256.08	
FICA (7.65%) 3650.90	FICA (7.65%) 4150	
Retirement (11.5%) 5488.25	Retirement (11.5%) 6239.44	
Total \$56,863.39	Total 64,645.52	
Diff 7,782.13 per yr		Total Annual Impact \$7,782.13

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	County Clerk	Budget No	4031
Brief Title of PIR	Truancy Court Assistant Manager		
Approx. Net Cost	\$67,663.43	Department Priority	

Brief Summary of Request
 Need for an Assistant Manager with the daily operations of the six (6) Truancy Courts through Dallas Courts.

Discussion of Need

The Truancy Courts are comprised of 5 courts at 5 different locations. The locations of the Truancy Courts are geographical spread through Dallas County. The duties of the Truancy Court Manager and Supervisors have changed since February 2012. All the County Clerks' Courts consist of a Manager and Assistant Manager, except the Truancy Court. It is very difficult to effectively manage all the courts. During the absence of the Manager, there is direct management for the courts. As the Truancy Courts become more involved in the collections process and paper-on demand, the Truancy Courts will need an assistant Manager to relieve the burden of personnel matters and other duties as assigned, as well as implantation and monitoring the new programs. The Manager currently manages 23 employees with no assistant manager.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Assistant Truancy Court Manager	
Staff Cost		
Grade	E	
Salary	\$47,724.24	
FICA @ 7.65%	\$3,650.90	
Retirement @ 11.5%	\$5,488.29	
Insurance @ \$8,500	\$8,500.00	
Total		65,363.43
Related Equipment	\$ Amount	
Number		
Desk	--	
Furniture	--	
Computer	\$1,700.00	
Printer	--	
Network Cabling	--	
Software	\$600.00	
Vehicle	--	
Travel	--	
Pager	--	
Cell Phone	--	
Other	--	
Total		\$2300.00
Other Costs (describe)		
Special Training	--	
Consultant Fees	--	
Renovation/Space	--	
Total		--
Less Additional Revenue Source		
Grand Total		\$67,663.43

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	COUNTY CLERK - CIVIL & PROBATE	Budget No.	4031
Position Title	ASSISTANT MANAGER	Position No.	638,597
Current Grade	Grade C	Job Code	
		Department Priority	

Description of Changes in Work Being Performed
 Due to implementation of the mandated E-Filing through the Electronic Filing Service Provider (EFSP), Assistant Managers are now required to act as Technical Expert/system administrator for EFSP in addition to their normal job duties.

Reason/Authority for Change (see Budget Manual)
 The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade C	Proposed Grade E
Salary 42,931.32	Salary 47,724.24
FICA (7.65%) 3284.25	FICA (7.65%) 3650.90
Retirement (11.5%) 4937.10	Retirement (11.5%) 5488.29
Total 51,152.60	Total 56,863.43
Diff \$5710.83/yr/pos (2)	Total Annual Impact 11,421.66

Staff Review and Comment
 position # 638,597

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Civil	Budget No.	4031
Position Title	Clerk I(2 Positions)	Position No.	
Current Grade	Gr 5	Job Code	6000700
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to review and process all incoming e-filings through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing and determine whether a document is accepted or rejected. Clerks must counsel attorneys on how to navigate the e-filing systems and how to correctly submit their documents for filing by giving detailed information on what is incorrect with their filing (document not notarized, does not comply with technology standards, fees incorrect, etc.) The financial information must also be verified to ensure proper funds have been submitted as well. The clerks must review filings to ensure compliance with JCIT Standards (300 dpi, OCR Text-Searchable Format, etc.) All filings must be

reviewed and either accepted or returned for correction within a 24-hour time line.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 5	Proposed Grade 8	
Salary \$2,265.47	Salary \$2,794.13	
FICA (7.65%) \$173.30	FICA (7.65%) \$213.75	
Retirement (11.5%) \$260.53	Retirement (11.5%) \$321.33	
Total \$2,699.30	Total \$3,329.21 x 2	
Difference of \$629.91/MTH		Total Annual Impact \$15,117.84

Staff Review and Comment

Position No. 6537,649

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Civil	Budget No.	4031
Position Title	Clerk II (13 Positions)	Position No.	
Current Grade	Gr 6	Job Code	600900
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to review and process all incoming e-filings through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing and determine whether a document is accepted or rejected. Clerks must counsel attorneys on how to navigate the e-filing systems and how to correctly submit their documents for filing by giving detailed information on what is incorrect with their filing (document not notarized, does not comply with technology standards, fees incorrect, etc.) The financial information must also be verified to ensure proper funds have been submitted as well. The clerks must review filings to ensure compliance with JCIT Standards (300 dpi, OCR Text-Searchable Format, etc.) All filings must be

reviewed and either accepted or returned for correction within a 24-hour time line.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 6	Proposed Grade 8
Salary \$2,444.00	Salary \$2,794.13
FICA (7.65%) \$186.97	FICA (7.65%) \$213.75
Retirement (11.5%) \$281.06	Retirement (11.5%) \$321.33
Total \$2,912.03	Total \$3,329.21 x 13 positions
Difference of \$417.18/mth/position	Total Annual Impact \$65,030.03

Staff Review and Comment

Position No. 547,571,609,4140,641,4154,546,4197,561,4141,566,629,3612

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Civil	Budget No.	4031
Position Title	Clerk III (9 Positions)	Position No.	
Current Grade	Gr 7	Job Code	6000200
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to review and process all incoming e-filings through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing and determine whether a document is accepted or rejected. Clerks must counsel attorneys on how to navigate the e-filing systems and how to correctly submit their documents for filing by giving detailed information on what is incorrect with their filing (document not notarized, does not comply with technology standards, fees incorrect, etc.) The financial information must also be verified to ensure proper funds have been submitted as well. The clerks must review filings to ensure compliance with JCIT Standards (300 dpi, OCR Text-Searchable Format, etc.) All filings must be

reviewed and either accepted or returned for correction within a 24-hour time line.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 7	Proposed Grade 8	
Salary \$2,587.87	Salary \$2,794.13	
FICA (7.65%) \$197.97	FICA (7.65%) \$213.75	
Retirement (11.5%) \$297360	Retirement (11.5%) \$321.33	
Total \$3,083.44	Total \$3,329.21 x 9	
Difference of \$245.77/mth/pos		Total Annual Impact \$26,543.16

Staff Review and Comment

Position No. 615,574,585,941,4223,575,3112,666,667

Alejandro Moreno

From: Ashley Arnold
Sent: Tuesday, May 06, 2014 8:35 AM
To: Alejandro Moreno
Cc: Venus Ko
Subject: E-Filing Process

Good Morning Alejandro,

Please find below a brief outline of the processes for electronic filing for clerks:

- Prior to Filing, attorneys and EFSPs will contact the clerk for guidance on how to e-file their documents
- Attorney Files Document through Electronic Filing Service Provider (EFSP)
- Clerk Reviews Filings inside of the EFSP Review Queue
 - Clerk reviews document to ensure compliance with Judicial Committee on Information Technology (JCIT) Standards (PDF Format, 300 DPI, OCR Text-Searchable, Pages are clear, Not missing, etc.)
 - Clerk reviews party information (If new parties are added, appropriate addresses, email, fees, etc.)
 - Clerk reviews filing code (Filing Code should be corrected to match pleading)
 - Clerk reviews financial information (Appropriate fees are assessed – ex. Adverse Filings have appropriate fees selected from optional service)
 - Clerk reviews financials and compares to pleading for due process – if due process is selected, appropriate annotation is made on the document within the e-filing system – If no due process is selected; however, statute requires due process, notation is made back to the attorney on fees necessary
 - Clerk reviews e-service information and summary page
- If no modifications are needed, the Clerk accepts the filing
- If changes are necessary, the clerk makes a detailed notation of the errors and detailed steps are given on how to correct the filing for resubmissions
- Once accepted, the clerk reviews the filing history and verifies that the documents routed into Odyssey CMS (to event, documents tab, workflow queue; financials transmitted, filing docketed, etc.)
- If a documents is confidential, manual modification of the document type and security group must be done inside of Odyssey
- Proposed orders are printed and routed directly to court(s)

Thank you,



Ashley Arnold

Assistant Manager- Probate Division
John F. Warren, Dallas County Clerk
509 Main St., Suite 200
Dallas, Texas 75202-3551

☎ 214-653-7783 📠 214-653-7695

✉ ashley.arnold@dallascounty.org

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Probate	Budget No.	4031
Position Title	Clerk II (12 Positions)	Position No.	
Current Grade	Gr 6	Job Code	600900
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to handle and process all incoming e-filing through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing to determine whether a document is accepted or rejected. The financial must also be verified to ensure proper funds have been submitted as well. The clerks are required to communicate with law firms when changes or modifications are necessary for acceptance. After acceptance, the clerks review filings to verify transactions migrated into Odyssey. They modify document security for confidentiality purpose and route proposed orders to court.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 6	Proposed Grade 8	
Salary \$2,444.00	Salary \$2,794.13	
FICA (7.65%) \$186.97	FICA (7.65%) \$213.75	
Retirement (11.5%) \$281.06	Retirement (11.5%) \$321.33	
Total \$2,912.03	Total \$3,329.21 x 13 positions	
Difference of \$417.18/mth/position		Total Annual Impact \$60,073.92

Staff Review and Comment

Position No. 6535, 539,553, 940, 4383, 4248, 4294, 545, 644, 658, 4213, 4288

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	COUNTY CLERK - CIVIL & PROBATE	Budget No.	4031
Position Title	ASSISTANT MANAGER	Position No.	638,597
Current Grade	Grade C	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

Due to the implementation of mandated electronic filing through Electronic Filing Service Provider (EFSP), Assistant Managers are now required to act as Technical Experts/System Administrators for EFSP and Attorneys, in addition to their normal job duties. Assistant Managers counsel Attorneys on filing steps, software needs and errored filings. Often times, there are conversion issues with the documents filed by attorneys, Clerks escalate those issues to Assistant Managers to contact the attorney directly to discuss software issues (old version of PDF Converter, document security, OCR Text Recognition software, etc.) In addition, any financial conversion issues are escalated to Assistant Managers for review, research and resolve. Assistant Managers line item financials from

multiple systems to discover discrepancy in finances and update clerk on solution.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade C	Proposed Grade E	
Salary 42,931.32	Salary 47,724.24	
FICA (7.65%) 3284.25	FICA (7.65%) 3650.90	
Retirement (11.5%) 4937.10	Retirement (11.5%) 5488.29	
Total 51,152.60	Total 56,863.43	
Diff \$5710.83/yr/pos (2)	Total Annual Impact 11,421.66	

Staff Review and Comment

Position No. 638,597

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Probate	Budget No.	4031
Position Title	Clerk II (12 Positions)	Position No.	
Current Grade	Gr 6	Job Code	600900
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to handle and process all incoming e-filing through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing to determine whether a document is accepted or rejected. The financial must also be verified to ensure proper funds have been submitted as well. The clerks are required to communicate with law firms when changes or modifications are necessary for acceptance. After acceptance, the clerks review filings to verify transactions migrated into Odyssey. They modify document security for confidentiality purpose and route proposed orders to court.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 6	Proposed Grade 8	
Salary \$2,444.00	Salary \$2,794.13	
FICA (7.65%) \$186.97	FICA (7.65%) \$213.75	
Retirement (11.5%) \$281.06	Retirement (11.5%) \$321.33	
Total \$2,912.03	Total \$3,329.21 x 13 positions	
Difference of \$417.18/mth/position		Total Annual Impact \$60,073.92

Staff Review and Comment

Position No. 6535, 539,553, 940, 4383, 4248, 4294, 545, 644, 658, 4213, 4288

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	County Clerk --Probate	Budget No.	4031
Position Title	Clerk III (6 Positions)	Position No.	
Current Grade	Gr 7	Job Code	6000200
		Department Priority	

Description of Changes in Work Being Performed

The clerks are required to review and process all incoming e-filings through an electronic filing service provider (EFSP). The clerks are required to verify that all information is included in the e-filing and determine whether a document is accepted or rejected. Clerks must counsel attorneys on how to navigate the e-filing systems and how to correctly submit their documents for filing by giving detailed information on what is incorrect with their filing (document not notarized, does not comply with technology standards, fees incorrect, etc.) The financial information must also be verified to ensure proper funds have been submitted as well. The clerks must review filings to ensure compliance with JCIT Standards (300 dpi, OCR Text-Searchable Format, etc.) All filings must be

reviewed and either accepted or returned for correction within a 24-hour time line.

Reason/Authority for Change (see Budget Manual)

The Texas Supreme Court now mandates electronic filing (e-filing) in all civil cases, by attorneys in appellate courts, district courts, statutory county courts, constitutional county courts, and statutory probate courts.

Departmental Cost Worksheet

Current Grade 7	Proposed Grade 8	
Salary \$2,587.87	Salary \$2,794.13	
FICA (7.65%) \$197.97	FICA (7.65%) \$213.75	
Retirement (11.5%) \$297360	Retirement (11.5%) \$321.33	
Total \$3,083.44	Total \$3,329.21 x 9	
Difference of \$245.76/mth/position		Total Annual Impact \$17,694.72

Staff Review and Comment

Position No. 616,603,600,5330,3012,566

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>County Clerk-Collections, Recording & Vitals</u>	Budget No.	<u>4031</u>
Position Title	<u>Assistant Manager I</u>	Position No.	<u>6387, 8717</u>
Current Grade	<u>C</u>	Job Code	<u> </u>
		Department Priority	<u> </u>

Description of Changes in Work Being Performed

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade <u>C</u>	Proposed Grade <u>E</u>
Salary \$3,577.61	Salary \$3977.02
FICA (7.65%) \$273.69	FICA (7.65%) \$304.24
Retirement (11.5%) \$411.43	Retirement (11.5%) \$457.36
Total \$4,262.73	Total \$4,738.62
(Difference of \$475.83/Mth/Position)	Total Annual Impact \$11,419.92

Staff Review and Comment

Position No. 6387, 8717

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>County Clerk-Mail Room</u>	Budget No.	<u>4031</u>
Position Title	<u>Clerical Assistant II</u>	Position No.	<u>674</u>
Current Grade	<u>4</u>	Job Code	<u></u>
		Department Priority	<u></u>

Description of Changes in Work Being Performed

The mail room clerk primarily serves as a courier for the County Clerk's Operations. The position is responsible for the pic up and delivery of mail and supplies at the FCCB, GACB,, and Records Building multiple times a day. In addition, this position assist with processing of all outgoing and incoming mail. The position is also required to make special runs to other outlying county facilities, such as the JP, and Truancy Courts.

Reason/Authority for Change (see Budget Manual)

Expanded Courier Duties

Departmental Cost Worksheet

Current Grade	4	Proposed Grade	6	
Salary	\$2,102.53	Salary	\$2,265.47	
FICA (7.65%)	\$160.84	FICA (7.65%)	\$173.30	
Retirement (11.5%)	\$241.79	Retirement (11.5%)	\$260.52	
Total	\$2,505.16	Total	\$2,699.29	
		Total Annual Impact		\$2,329.56

Staff Review and Comment

COUNTY COURTS AT LAW

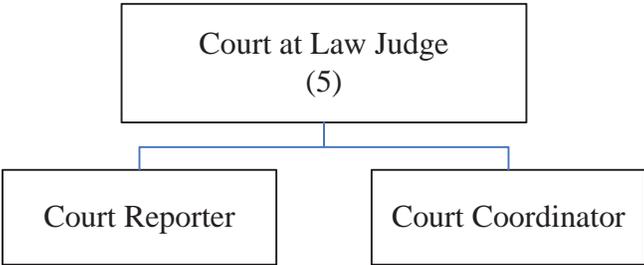
Mission Statement

The mission of the County Courts at Law is to administer justice in a fair and equitable manner to those who bring their disputes before the court.

Description

Dallas has five County Courts at Law. These courts try cases involving debt, damage-collision, negligence, personal injury, delinquent taxes, and eminent domain. These courts also hear appeals from the Justice of the Peace Courts. Each County Court at Law is headed by an elected judge and is located within the George Allen Courts Building.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for the County Courts at Law represents a continuation of service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,744,650	\$1,811,292	\$1,849,708	\$1,912,835
Operations	39,419	83,942	20,096	29,872
Capital	0	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,784,069	\$1,895,235	\$1,868,626	\$1,942,707

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Actual
Full Time Employees	15	15	15	15

Authorized Position Detail (Grade)

5 County Judge (Official)
 5 Court Reporter (CR)
 5 Court Coordinator (E)

COUNTY CRIMINAL COURTS

Mission Statement

The mission of the twelve County Criminal Courts is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

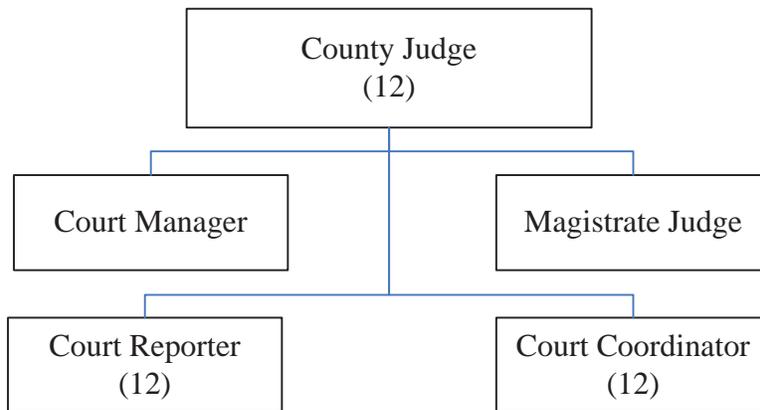
Description

The County Criminal Courts have original jurisdiction over all A and B misdemeanors committed in Dallas County. These offenses carry a maximum penalty of a \$4,000 fine and one year in jail. Each judge is elected to a four-year term, with unexpected vacancies filled by appointment by the Commissioners Court.

Each judge appoints a court coordinator and a court reporter to work in his/her court. The twelve judges together with the judge of the County Criminal Court of Appeals select the County Criminal Court Manager, who has an administrative assistant. Since FY97, the judges also select a County Criminal Magistrate Judge.

As of June 1, 2003, two of the twelve courts have been designated to hear only family violence-related cases. Each of these courts is supported by the County Clerk, the Sheriff (who provides bailiffs), the District Attorney, and the Public Defender.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 County Criminal Courts Baseline Budget includes the County Court of Appeals #1 and #2, County Criminal Magistrate and County Criminal Court Manager budget and staffing.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Projected	FY2015 Baseline
Personnel	\$4,258,452	\$4,538,245	\$4,681,390	\$4,970,814
Operations	1,473,750	1,866,076	1,543,779	1,401,552
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,732,202	\$6,177,420	\$6,235,149	\$6,372,366

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Projected	FY2015 Baseline
Full Time Employees	42	42	42	42
Extra Help	\$0	\$7,528	\$7,500	\$7,500

Authorized Position Detail (Grade)

13 County Judge (Official)	13 Court Reporter (CR)
1 Criminal Court Magistrate (00)	13 Court Coordinator (EE)
1 County Criminal Court Manager (K)	1 Administrative Assistant (10)



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: County Criminal Courts FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the County Criminal Courts submitted the following requests:

1. 1 Visiting Judge/Contract Position
2. 10 conference room chairs
3. 1 conference room table
4. 52 courtroom chairs
5. 72 side chairs

The County Criminal Courts are requesting the Magistrate position be utilized as a visiting senior Judge/Contract Magistrate position. This type of position would allow the courts to use Visiting and/or contract Judges to perform more judicial functions. The Magistrate Judge is confined to certain duties defined by the legal definition of the position. There will be no benefits or set salary associated with this position. The position will be under the management of the County Criminal Courts. As this is an existing position, there will be no cost to utilize the position as an open position for a visiting or contract Judge.

The County Criminal Courts are also requesting 10 conference room chairs and conference room table for their conference/jury room. They're also requesting 52 courtroom administration chairs and 72 courtroom guest chairs which are old, tattered, broken, and stained.

Out of the 52 courtroom chairs, 16 need to be replaced in the following departments: 4 in 4609, 4 in 4616, 4 in 4604, 4 in 4607.

Out of the 72 Guestroom chairs, 56 need to be replaced in the following departments: 8 in 4606, 8 in 4615, 3 in 4610, 8 in 4609, 5 in 4607, 4 in 4605, 8 in 4604, 4 in 4603, 8 in 4602.

FINANCIAL IMPACT

There is no cost associated with utilizing the magistrate position as a senior Judge/Contract Magistrate position.

The estimated one-time cost of replacing the conference room table and chairs is \$9,200.

The estimated one-time cost of replacing the 52 courtroom chairs is \$11,318. The estimated one-time cost of replacing the 72 guest chairs is \$14,616.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. The magistrate position is utilized as a visiting senior Judge/Contract Magistrate position.
2. Not funding the conference room table and chairs
3. Funding 16 courtroom chairs and 72 Guestroom chairs.

These recommendations come with a one-time cost of \$16,968.

OPERATING EXPENDITURE DETAIL

Department 4620

Budget No.

00120

Expense Codes	FY2013 Actual	FY2014 Budget	FY2012 Projection	FY2015 Request	Comments/Justification
2155	0	0	0	200	2155- Notary
2160	750	1500	1100	1500	2160 – Office Supplies
2170	102	0	0	150	2170 – Postage
2180	16,357	15,000	15,609	17,000	2180 – Printing
2950	488	338	531	531	2950 – Publications/Books

Staff Review and Comment

Due to the additional duties of Interpreter Assignments. The Court Manager’s Office is requesting to add the Notary and Postage expense line items back into our budget.

Form A

FY 2015

REQUEST FOR EXTRA HELP BUDGET

Department 4620

Budget No. 00120

Description of Function SUBSTITUTE FOR COURT COORDINATORS – COUNTY CRIMINAL COURTS

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
9529, OFFICE SUPPORT	750	16.21	12,000	N/A	SEE BELOW
Total					

Staff Review and Comment

This position is currently budgeted at \$7500 annually. This department is requesting an increase to \$12,000 for FY14, because the Court Manager will need extra help in covering courts due to sick days, vacation and FMLA. The Court Manager has been assigned to the ACMS project, which is estimated to take approximately 18 months.

REPLACEMENT EQUIPMENT REQUEST

Department		4601,4602, 4603,4604,4605,4606,4607 4608,4609,4610,4611,4615,4616			Budget No.	0120
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	CONFERENCE/ JURY ROOM TABLE	>20 YRS	N/A	10 X 650.00 = \$8,450.00 1 X \$750.00	This request is made to have this furniture that is old, tattered, broken, stained and unsightly replaced.	
1	COURTROOM ADMINISTRATION CHAIRS	>20 YRS	N/A	52 X \$350.00 =\$11,318.00		
1	COURTROOM GUEST CHAIRS	>20 YRS	N/A	72 X \$203.00 =\$14,616.00		
					Quotes provided by the Plano Office Supply. The current furniture contractor for Dallas County	
Form D					FY2015	

REPLACEMENT EQUIPMENT REQUEST

Department <u>4620</u>		Budget No. <u>0120</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	CONFERENCE/ JURY ROOM TABLE	>20 YRS	N/A	1 X \$1,250.00	This request is made to have this furniture that is old, tattered, broken, stained and unsightly replaced
1	CONFERENCE ROOM ADMINISTRATION CHAIRS	>20 YRS	N/A	14 X \$451.00 =\$6315.	
1	CONFERENCE ROOM GUEST CHAIRS	>20 YRS	N/A	10 X \$365.00 =\$3,650.00	Quotes provided by the Plano Office Supply. The current furniture contractor for Dallas County
Form D		FY2015			



Jury Room



Conference Room





OFFICE OF THE COUNTY JUDGE

Department #1010

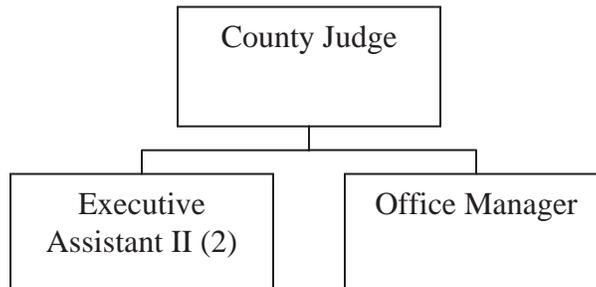
Mission Statement

The Mission of the Office of the County Judge is to provide executive oversight, leadership, and coordination in the use of County resources to promote governmental efficiency and fiscal responsibility.

Description

The County Judge is the senior elected official in the County. The County Judge and the four County Commissioners comprise the Commissioners Court, the County's executive and legislative body. The County Judge presides at all meetings of the Commissioners Court and is generally the individual that represents the County both ceremonially and contractually. The County Judge is a county-wide elected official with a four-year term.

Organizational Chart



FY2015 Baseline Budget Highlights

The FY2015 Baseline Budget for this department represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$395,209	\$406,333	\$482,780	\$480,071
Operations	\$3,623	\$3,203	\$6,750	5,550
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$398,832	\$409,535	\$489,530	\$485,621

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2014 Budget
Full Time Employees	4	4	5	5

Authorized Position Detail (Grade)

1 County Judge (Official)
2 Executive Assistant II (H)
1 Executive Assistant I (E)
1 Office Manager (C)

COUNTY TREASURER

Department #1050

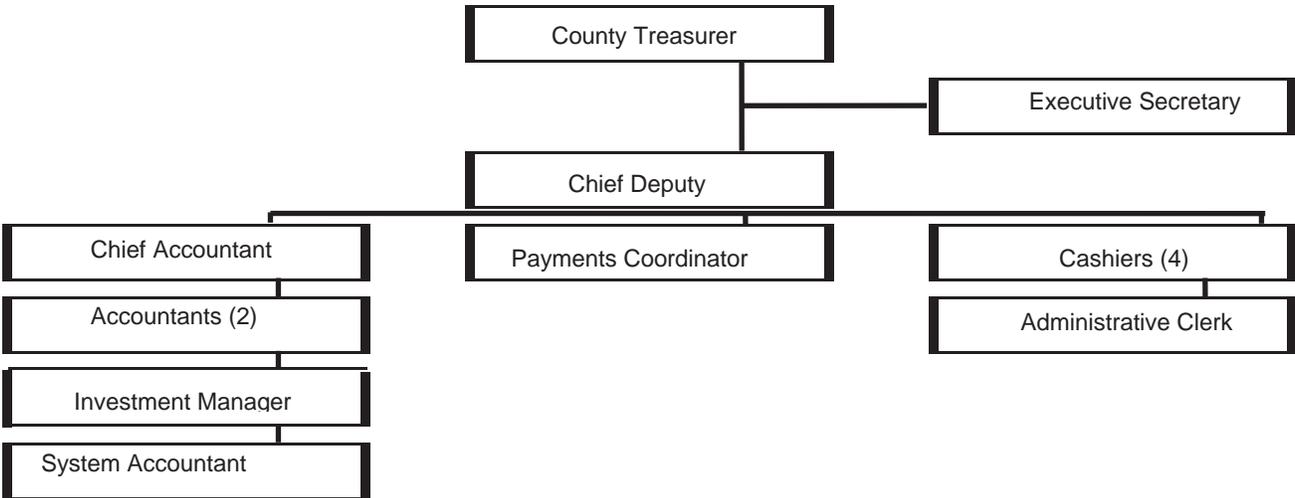
Mission Statement

The Mission of the Dallas County Treasurer’s Office is to operate and maintain a public office fully compliant with governing law, responsible to the citizens of the County and to build an ongoing spirit of harmony and cooperation with Officials, employees and citizens regarding the operation of their County Treasurer’s Office.

Description

In accordance with the statutes of the State of Texas, the Dallas County Treasurer receives, receipts, posts, deposits and distributes all funds of the County as authorized. As Chief Investment Officer for the County, the County Treasurer is responsible for the safety, liquidity, and yield on all County Funds. The County Treasurer also utilizes professional and timely procedures to insure deadlines for payroll deductions, payments, and required reporting, as well as all other funds and requirements of Dallas County are met. The County Treasurer seeks to enhance the financial performance of Dallas County by innovative means of financial operation in association with the banking and financial community, professional associations, Commissioners Court, and the other Elected and appointed officials in Dallas County and as a member of various County Committees.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Budget for the County Treasurer represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$941,642	\$968,532	\$975,187	\$990,049
Operations	91,875	98,577	108,138	101,985
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,033,516	\$1,067,108	\$1,083,325	\$1,092,034

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	14	14	14	14

Authorized Position Detail (Grade)

1 County Treasurer (Official)
 1 Chief Deputy Treasurer (K)
 1 Chief Accountant (I)
 1 Investment Manager (I)
 1 Systems Accountant (F)
 1 Accountant III (F)
 1 Payments Coordinator (C)
 1 Accountant I (12)
 1 Executive Secretary (10)
 4 Cashier III (7)
 1 Clerk II (6)

CRIMINAL DISTRICT COURTS

Mission Statement

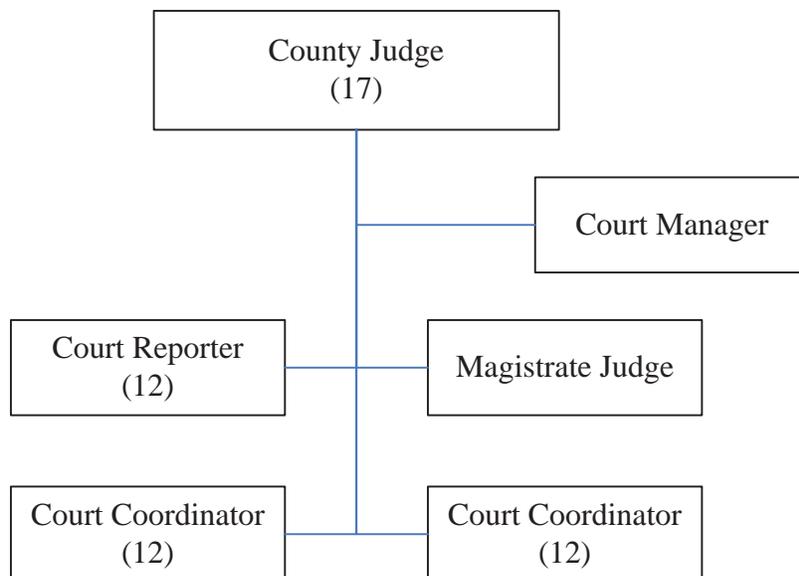
The mission of the seventeen Criminal District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

Description

Each of the seventeen Criminal District Courts has a presiding judge who is elected from the County at large every four years. These courts have original jurisdiction over all felony cases. In addition to the court staff assigned directly to the judge, each court is assigned two bailiffs and requires support from Staff Attorneys, the District Clerk, the District Attorney, and the Public Defender's Office (in some cases). The Criminal District Courts are located in Frank Crowley Criminal Courts Building. The Criminal District judges select an individual to serve as Court Manager for the group.

There are six full-time criminal magistrates who arraign all prisoners booked into the Dallas County jail system and who serve as auxiliary criminal district judges of limited jurisdiction. They hear uncontested pleas, revocations and adjudications, as well as contested examining trials, writs, extradition cases, bond forfeitures and other matters. They also conduct competency hearings to determine an individual's mental ability to stand trial. Cases originate from the seventeen Criminal District Courts. This department has staff located in the Frank Crowley Criminal Courts Building and in Central Intake, at the Lew Sterrett Jail.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 Baseline Budget represents a continuation of FY2014 service levels
- The FY2015 County Criminal Courts Baseline Budget includes Staff Attorneys, the Criminal District Magistrate and the Criminal District Court Manager budget and staffing.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Projection	FY2015 Baseline
Personnel	\$5,194,084	\$5,401,969	\$5,511,703	\$5,811,796
Operations	11,654,387	12,539,683	11,727,617	8,973,859
Capital	0	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$16,848,471	\$17,941,652	\$17,239,320	\$14,785,655

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Projection	FY2015 Baseline
Full Time Employees	66	66	66	66
Extra Help	\$208,212	\$232,572	\$211,312	\$197,500

Authorized Position Detail (Grade)

17 District Judge (Official)	1 Chief Staff Attorney (Att.6)
7 Criminal District Court Magistrate (00)	1 Senior Staff Attorney (Att.5)
17 Court Coordinator (EE)	1 Staff Attorney (Att.3)
19 Court Reporter (CR)	1 Drug Court Coordinator (E)
1 Criminal District Court Manager (K)	1 Administrative Assistant (10)



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Criminal District Courts FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Criminal District Courts, which include Criminal District Court Magistrates, Staff Attorneys, and Criminal District Court Manager, submitted the following requests:

1. 4 Bookshelves
2. 2 Executive desk chair
3. 1 Black and white printer
4. 1 Color printer
5. Filing Cabinet
6. 14 jury room Chairs
7. 1 secretary chair
8. 3 Bailiff chairs
9. 12 Courtroom side Chairs
10. Judicial Bench Chair
11. 1 court reporter chair

The staff attorney's office is requesting 4 bookshelves and an executive desk chair. They are currently forced to place books in unconventional areas as well as the floor which causes damage to the books. At the current rate the Staff Attorney's office is receiving new books, taking into account the number of books they currently have no shelf space for; the office needs at least 3 bookshelves. The executive desk chair was replaced in FY14.

The District Court Chief Magistrate requested 1 file cabinet, 1 black and white printer, and a color printer. The Chief Magistrate was able to do a property transfer and obtain a file cabinet in FY14. The Chief Magistrate is also requesting a color printer for her chambers. This will be a replacement item. The new computer the Chief Magistrate received is not compatible with her old printer. The printer is needed in order to produce reports and conduct legal research and statistics for the Criminal District Judges. A color printer is needed in order to show statistics which require color comparisons. The low-volume black and white printer being requested is needed in the Chief Magistrates chambers of auxiliary court no. 5 in order to do legal research and write reports. There is

currently no printer in that location. The Judge is forced to leave the bench every time she needs to print something.

Criminal District Court No. 6 is requesting a Judicial Bench Chair due to the fact that the current chair does not provide back support and is in bad condition.

The 194th Judicial District Court is requesting 14 Jury Room chairs. The current chairs are wobbly, breaking down, and are considered a safety hazard. The court is also requesting an Executive desk chair, a secretary chair, and a bailiff's chair.

Criminal District Court No. 4 is requesting 12 courtroom side chairs which are old, worn, with no support as well as 2 bailiff chairs which are worn with wooden arms that are splintered.

All faxes and shredders requested by the above departments were recommended for replacement by the Records Management Officer and were replaced in FY14.

FINANCIAL IMPACT

The estimated cost of purchasing the 4 bookshelves is \$744. The estimated cost of purchasing 2 executive desk chairs is \$478. The estimated cost of purchasing 1 black and white printer is \$236. The estimated cost of purchasing a color printer is \$320. The estimated cost of purchasing 14 Jury room chairs is \$2,832. The estimated cost of purchasing 1 secretary chair is \$239. The estimated cost of purchasing 3 bailiff chairs is \$717. The estimated cost of purchasing 12 courtroom side chairs is \$2,904. The estimated cost of purchasing 1 Judicial Bench chair is \$610. The estimated cost of purchasing 1 court reporter chair is \$239.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Purchasing 3 bookshelves
2. Replacing 2 executive desk chairs
3. Purchasing 1 black and white printer
4. Purchasing 1 color printer
5. Replacing 14 Jury room chairs
6. Replacing 1 secretary chair
7. Replacing 3 bailiff chairs
8. Replacing 12 courtroom side chairs
9. Replacing 1 Judicial Bench chair
10. Replacing 1 court reporter chair

These recommendations come with an estimated cost of \$9,133.

REPLACEMENT EQUIPMENT REQUEST

Department <u>194th Judicial District Court</u> Budget No. <u>4410</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	14 12 Chairs Jury room	Over 20 yrs	202.24x14 = 2,831.36	\$242 ea x 12 = \$2904.	Several of chairs are wobbly & possible safety hazards, 1 broken down
2	1 Executive Desk Chair	Over 20 yrs		\$239	Old No Support (Coordinator's Office)
3	1 Secretary Chair	Over 20 yrs		\$239	Court Room Chair @ Court Reporter Station, broken (Court Reporter)
4	1 2 Bailiff Chairs			\$239 ea x 2 = \$478	Chairs are worn w/tears & wooden arms splintered (courtroom)
5	Mid-Volume Fax Machine	Over 5 yrs		\$1117	Rollers will not feed paper when faxing or copying Incoming faxes hang up.
6					
7					
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Donna Recommended Replacement

Form D

FY2015

REPLACEMENT EQUIPMENT REQUEST

Department <u>CDC4</u>		Budget No. <u>4404</u>			
Priority	Item to be Replaced	Age (years) + or -	Property Number	Estimated Cost of Replacement	Comments/Justification
1	12 Courtroom side chairs	20 yrs + or -		\$242 ea x 12 \$2904.	chairs are worn;no support
2	2 Bailiff Chairs	20 yrs + or -		\$239 ea x 2= \$478.	Chairs are worn w/tears & wooden arms splintered (courtroom)
3					
4					
5					
6					
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9					
10					

Form D

FY2015

FY2015 Operating Budget / Capital Improvement Plan Preparation Manual

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Staff Attorneys Office</u>	Budget No <u>4465</u>
Brief Title of PIR	<u>Bookshelves</u>	
Estimated Cost	<u>\$744 (\$186 ea)</u>	Department Priority <u>Yes</u>
Brief Summary of Request		
<p>The Staff Attorneys Office is requesting (4) 36"w x 12"d x 84"h, 6 shelve bookshelves (Hon 1897) for the law library in it's office which is used by the staff and the Criminal District Judges.</p>		
Discussion of Need		
<p>The Staff Attorney/judicial library is currently the only library available in the Frank Crowley Courts Building and we have run out of room to store our supplements and books.</p>		
Staff Review and Comment		
<p><i>Jan - March - 6 hard volumes 2 hard volumes a month plus updated</i></p>		
Form G		FY2015

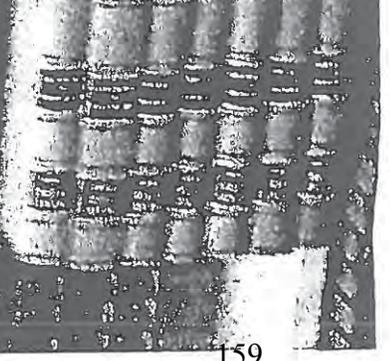
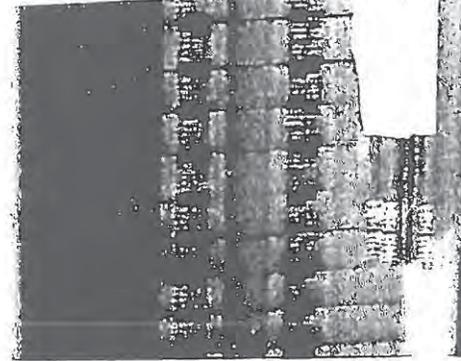
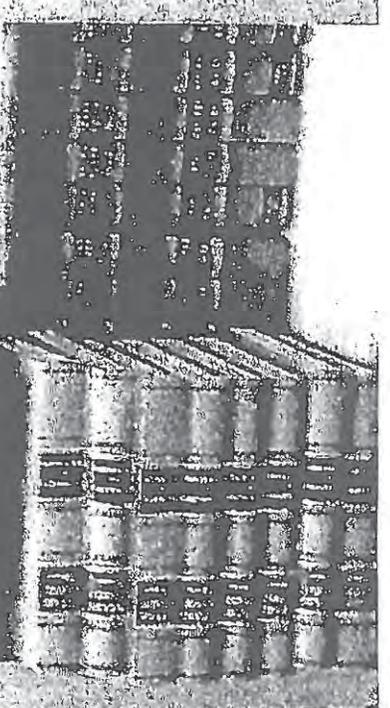
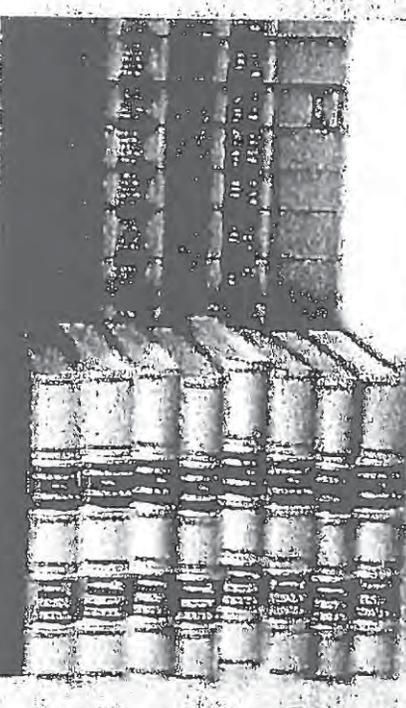
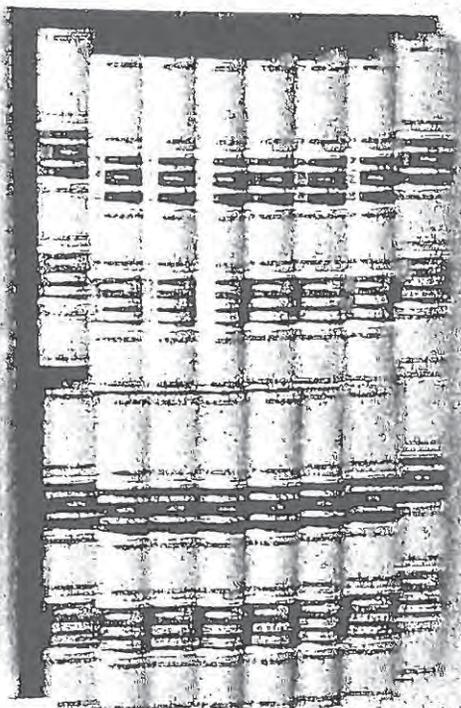
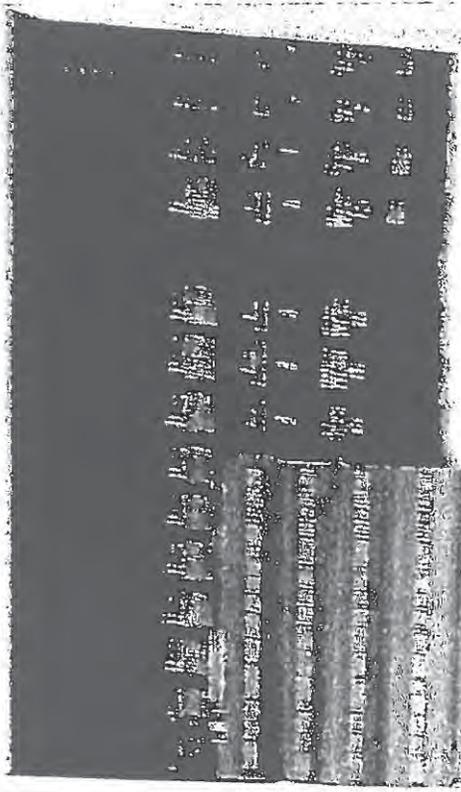
REPLACEMENT EQUIPMENT REQUEST

Department <u>Staff Attorneys Office</u>		Budget No. <u>4465</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	1 Executive Desk Chair	5yrs		\$239	Employee needs additional back support
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10					

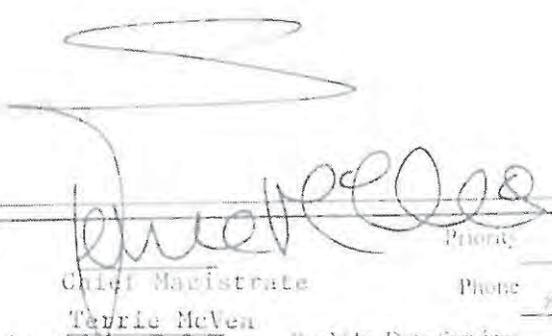
replaced in FY14 - Had doctors notes for bad back

Form D

FY2015



PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Court Magistrates</u>	Budget No. <u>4460</u>								
Title of PIR	<u>1 Low-volume black&white printer</u>									
PIR #	Requested by: <u>IT Services</u>	Possible Funding Source								
<p>Description of Need and Justification</p> <p>A low-volume black&white printer is needed in the Chief Magistrates chambers of auxiliary court no. 5. The Magistrate does legal research and writes reports.</p>										
<p>Expected Benefits</p> <p>The printer will allow the Magistrate to do her job more efficiently.</p> <div style="text-align: center; margin-top: 20px;">  </div>										
Department Head Signature	<u>Terrie McVen</u>	Phone								
Department Contact Person	<u>Chief Magistrate</u>	Phone <u>85792</u>								
Received by Office of Budget and Evaluation	<u>Terrie McVen</u>	Rec'd by Data Services								
<p>Scoring</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cost Savings</td> <td style="width: 50%;">Improved Management Controls</td> </tr> <tr> <td>Cost Avoidance</td> <td>Multi-Use Systems</td> </tr> <tr> <td>Legal Requirements</td> <td>Cost Recapture</td> </tr> <tr> <td>Service to the Public</td> <td>Critical System Upgrade</td> </tr> </table>			Cost Savings	Improved Management Controls	Cost Avoidance	Multi-Use Systems	Legal Requirements	Cost Recapture	Service to the Public	Critical System Upgrade
Cost Savings	Improved Management Controls									
Cost Avoidance	Multi-Use Systems									
Legal Requirements	Cost Recapture									
Service to the Public	Critical System Upgrade									
Form H		FY2015								

FY2015 Operating Budget - Capital Improvements Plus Expansion Activities

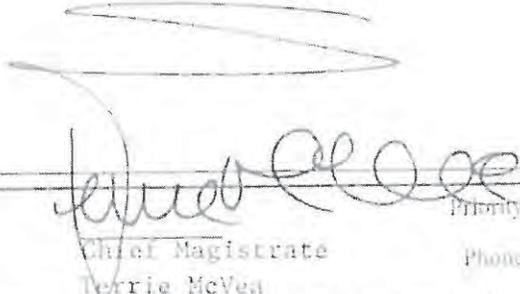
*Donna
recommended
new shredder*

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Court Magistrates</u>	Budget No. <u>4460</u>
Title of PIR	<u>Destroyit shredder #2240CC</u>	Request Type _____
PIR #	_____	Possible Funding Source _____

Description of Need and Justification
 The chief Magistrate handles personnel records and other confidential information for the Magistrate department that must be shredded.

Expected Benefits
 The shredder will allow the Chief Magistrate to do her job more efficiently.

Department Head Signature		Priority _____
Department Contact Person	<u>Chief Magistrate</u> <u>Terrie McVea</u>	Phone <u>x5792</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services _____

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H
FY2015

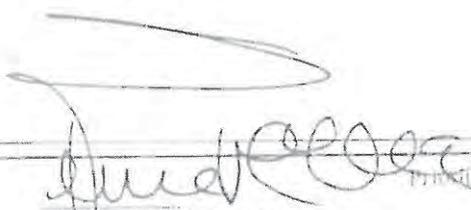
PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Court Magistrates	Budget No 4460
Brief Title of PIR	File Cabinet	
Estimated Cost	\$527	Department Priority
Brief Summary of Request		
<p>The Chief Magistrate is requesting a 3 drawer (HON753L) file cabinet for the Magistrate departments personnel records to be kept.</p>		
Discussion of Need		
<p>Currently the Chief Magistrate has 3 file cabinets that are filled to capacity.</p>		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Court Magistrates</u>	Budget No. <u>4460</u>																
Title of PIR	<u>Low-volume color printer</u>	Request Type _____																
PIR # _____	<small>Responsible Unit Services</small>	Possible Funding Source _____																
<p>Description of Need and Justification</p> <p>A low-volume color printer is needed for the Chief Magistrates chambers. The Chief Magistrate is responsible for producing reports, legal research and statistics for the Criminal District Judges. Many of the statistics need to show color comparisons.</p>																		
<p>Expected Benefits</p> <p>The printer will allow the Chief Magistrate to do her job more efficiently.</p>																		
																		
Department Head Signature	<u>Terrie McVea</u>	Phone _____																
Department Contact Person	Chief Magistrate <u>Terrie McVea</u>	Phone <u>x5792</u>																
Received by Office of Budget and Evaluation		Rec'd by Data Services																
<p>Scoring</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cost Savings</td> <td style="width: 50%;">Improved Management Controls</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cost Avoidance</td> <td>Multi-Use Systems</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Legal Requirements</td> <td>Cost Recapture</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Service to the Public</td> <td>Critical System Upgrade</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>			Cost Savings	Improved Management Controls	_____	_____	Cost Avoidance	Multi-Use Systems	_____	_____	Legal Requirements	Cost Recapture	_____	_____	Service to the Public	Critical System Upgrade	_____	_____
Cost Savings	Improved Management Controls																	
_____	_____																	
Cost Avoidance	Multi-Use Systems																	
_____	_____																	
Legal Requirements	Cost Recapture																	
_____	_____																	
Service to the Public	Critical System Upgrade																	
_____	_____																	
Form H		FY2015																

REPLACEMENT EQUIPMENT REQUEST

Department <u>District Court Magistrates</u>		Budget No. <u>4460</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Low volume fax machine (FCCB)	Over 25 years		\$399.	Current fax uses copy film. Hard to find and get refills.
2	Black&white desk printer (Judges chamber's Sterrett)	Over 10 years		\$236.16	Current printer is not functioning properly.
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Done
 Recommended
 Application

Form D

FY2015

REPLACEMENT EQUIPMENT REQUEST

Department Criminal Dist Court No. 6 Budget No. 4406

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Judicial Bench Chair (HON 6541)	10 yrs		\$610	Does not provide back support for Judge.
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Form D

FY2015

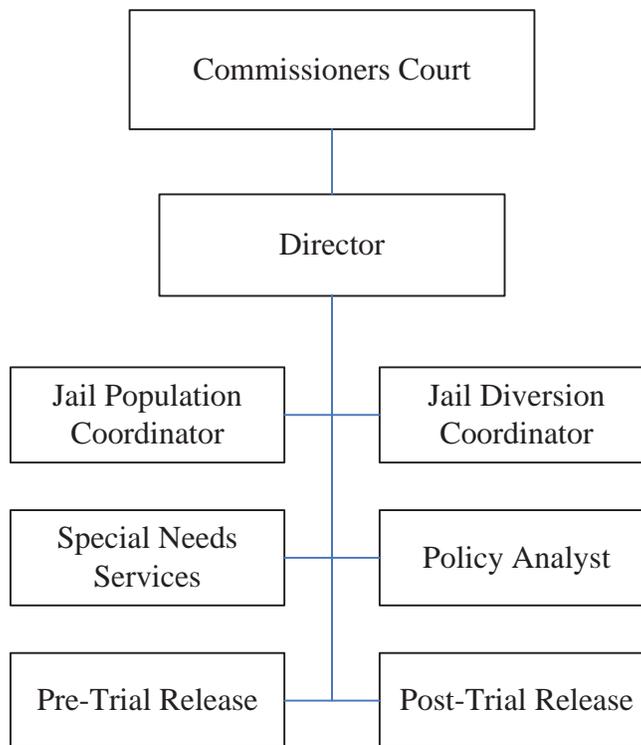
CRIMINAL JUSTICE DEPARTMENT

Department # 4014

Description

The Criminal Justice Department coordinates the activities related to the diversion of inmates from entry in the County jail to the appropriate diversion program. The department will monitor the jail population and propose new programs, systems, procedures and approaches that may reduce lengths of stay and opportunities for pre and post trial diversion.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget includes the addition of 2 positions:
 - Post-Trial Service Officer, FF
 - Specialty Court Coordinator, E
- The FY2014 Budget included the addition of two positions:
 - Pre-Trial Services Office, grade FF
 - Electronic Monitoring Officer, grade CC
- The FY2013 Budget includes high operations costs due to a grant from the Task Force on Indigent Defense to obtain more video equipment.
-
- In FY2010 three positions were added, 2 Electronic Monitoring Officer (CC) and 1 Clerk II (6) and one Post-trial Officer (FF) position was deleted to better meet the department's operational needs.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,222,985	\$1,367,700	\$1,424,483	\$1,519,771
Operations	29,803	423,723	85,710	87,380
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,252,788	\$1,791,424	\$1,510,193	\$1,607,151

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	20	21	23	23

Authorized Position Detail (Grade)

1 Director of Diversion Services (P)	3 Electronic Monitoring Officer (CC)
1 Program Manager III (J)	1 Program Coordinator (12)
1 Jail Population Coordinator (G)	1 Administrative Assistant (10)
1 Manager I (G)	1 Secretary (8)
1 Project/Policy Analyst* (G)	1 Clerk II (6)
1 Program Coordinator (F)	1 Specialty Court Coordinator**(E)
6 Post-Trial Services Officer (FF)	1 Deputy IV*(E)
5 Pre-Trial Service Officer (FF)	

*This position is funded entirely by the JAG grant.

**This position is funded entirely through Fund 94088

DISTRICT ATTORNEY

Department #4011

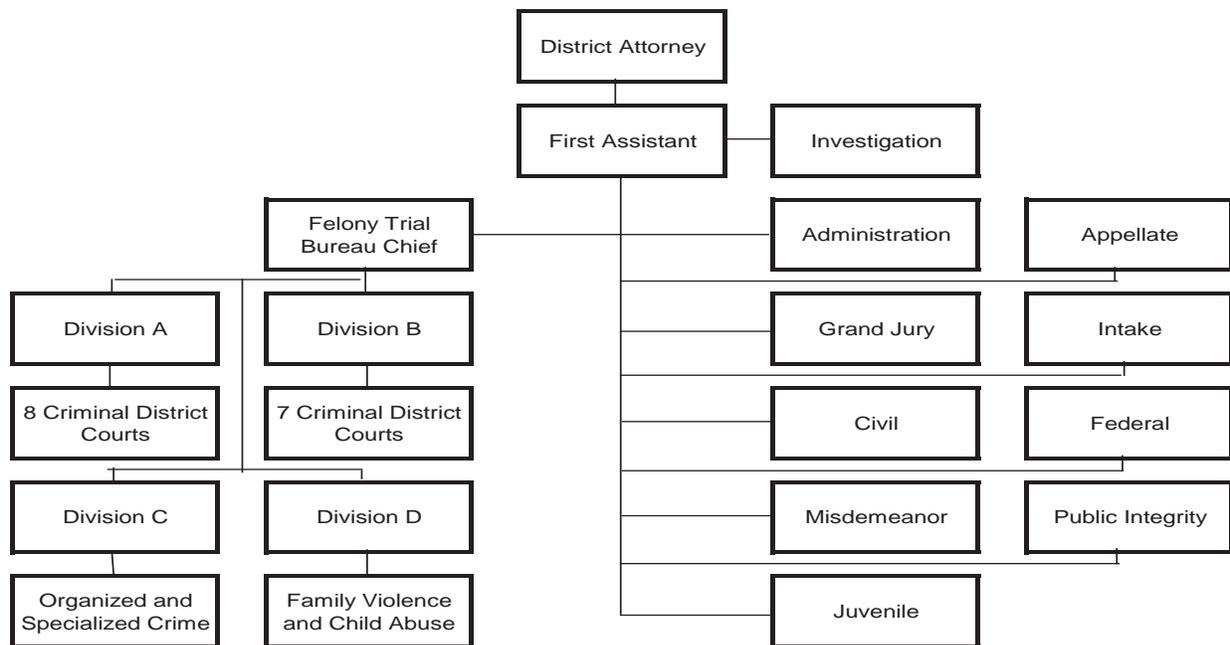
Mission Statement

The mission of the District Attorney is to represent the people fairly and efficiently in legal matters within the judicial system.

Description

The accomplishment of this mission involves work in criminal, juvenile, and family matters of law. The District Attorney has criminal jurisdiction over felony and misdemeanor cases, as well as statutory duties in the appellate process, grand jury process, prosecution of juvenile delinquency cases, and in the enforcement of child support, child welfare, and protective order laws. The office also represents the State in mental illness cases, and represents the County and its elected officials in civil and federal litigation. The District Attorney is elected every four years.

Organizational Chart



FY2014 Baseline Highlights

- The District Attorney’s FY2013 reorganization includes the reclassification of three positions: an Attorney V to Attorney VI; an Accounting Clerk II to Financial Administrator; and a Legal Secretary to Public Information Officer.
- In FY2013, the District Attorney added a Senior Caseworker to coordinate the Prostitution Diversion Initiative, previously coordinated by a position from Road and Bridge District 1.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$33,992,977	\$37,638,735	\$37,595,574	\$38,178,955
Operations	1,206,813	1,367,901	1,710,915	1,245,677
Capital	0	0	0	0
Total	\$35,199,790	\$39,006,636	\$39,306,489	\$39,424,632

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2014 Baseline
Full Time Employees	400	408	412	412
Extra Help	\$235,104	\$237,703	\$161,098	\$200,000

Authorized Position Detail (Grade)

1 District Attorney (Official)	2 Paralegal (68)
1 District Attorney First Assistant (00)	1 Paralegal (15)
1 District Attorney Trial Bureau Chief (00)	1 Graphic Specialist (14)
1 Grand Jury Court Reporter (00)	3 Protective Order Caseworker (12)
1 Manager of Technology Services (KM)	1 Child Abuse Liaison (12)
1 Information System Coordinator (IM)	3 Victim Witness Caseworkers (12)
1 Special Assistant Attorney VIII	1 Juvenile Victim Assistant Coordinator (12)
11 Attorney VII	1 HR Analyst (12)
16 Attorney VI	15 Legal Assistant (10)
51 Attorney V	6 Administrative Assistant (10)
71 Attorney IV	10 Senior Legal Secretary (9)
46 Attorney III	27 Legal Secretary (8)
16 Attorney II	2 Clerk IV (8)
23 Attorney I	1 Accounting Clerk II (7)
1 Investigator V	8 Clerk II (6)
1 Investigator IV	1 Secretary (6)
11 Investigator III	9 Clerk I (5)
55 Investigator II	
1 Investigator I	
1 Financial Administrator (I)	
1 Public Information Officer (H)	
1 Grant Writer (G)	
1 DA Administrative Assistant (F)	
1 Claims Investigator (E)	
1 Senior Caseworker (E)	
1 Victim/Witness Investigator (D)	
1 Office Manager (A)	
1 Records Supervisor (A)	



**DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION**

June 5, 2014

TO: Commissioners Court
THROUGH: Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: District Attorney PIR Analysis – FY2015

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The District Attorney has submitted the following requests for consideration by the Commissioners Court:

1. 43 new positions, totaling approximately \$3,277,604;
2. 23 reclassifications/temporary to permanent, totaling approximately \$212,480;
3. For a total of \$3,440,084, with equipment needed for new positions.

The Office of Budget and Evaluation makes the following recommendations for the FY2015 District Attorney's Office Budget.

OPERATIONAL IMPACT

The Family Violence Division comprised of four major units: Felony, Misdemeanor, Sexual Assault, and Protective Order, operate together to handle cases involving domestic violence, dating violence, and sexual assault. These units operate together to efficiently handle cases involving domestic violence, dating violence, and sexual assault. Each division plays a critical role in providing victims of domestic violence in Dallas County with advocacy while handling the resources as provided by the County. However, some grant funding that assists in the costs of staffing the Family Violence Division is not being renewed.

The Family Violence Division as a whole provides services that are of value to Dallas County families. The Office of Budget and Evaluation recommends adding five (5) Family Violence positions that have lost all Federal funding and are also requested to be picked up by the General Fund: one (1) Felony Prosecutor; one (1) Felony Victim Caseworker; one (1) Felony Investigator II; one (1) Mobile Victim Advocate Grade 8; and one (1) Misdemeanor Victim Advocate Grade 8.

In addition, the Office of Budget and Evaluation recommends adding thirteen (13) positions in the Family Violence Division which have lost partial funding and need to be absorbed into the General Fund: one (1) Chief Protective Order Prosecutor/Attorney V; one (1) Chief Sexual Assault Prosecutor/Attorney V; two (2) Bilingual Protective Order Caseworker Grade 12; one (1)

Protective Order Legal Secretary Grade 8; one (1) Family Violence Deputy Chief/Attorney V; one (1) Felony Prosecutor/Attorney IV; one (1) Protective Order Caseworker Grade 12; one (1) Investigator I; one (1) Felony Victim Caseworker Grade 12; one (1) Felony Investigator II; one (1) Felony Victim Caseworker Grade 12; and one (1) Felony Investigator II.

The District Attorney Public Integrity Division is responsible for the enforcement of the criminal statutes as they apply to public servants acting under the color of law. These public servants range from elected officials, to all types of professions working in public service, to those posing as public servants. At the present time there are three (3) prosecutors assigned to the Public Integrity Division: the Division Chief and two Attorney IV prosecutors. One Attorney IV prosecutor handles any cases dealing with licensed professionals, including doctors, nurses, pharmacists and pharmacy technicians. This Attorney IV prosecutor also handles all cases that are either filed or referred to the Division by Parkland Hospital. This attorney also carries a normal caseload of cases that involve such crimes as theft by public servant, frauds, tampering with government records, official oppression and official misconduct. The second Attorney IV prosecutor carries a caseload similar to the first Attorney IV prosecutor but is also responsible for investigation and prosecution of violations of the Election Code. The Division Chief handles all cases with regards to shootings or serious injuries involving peace officers, any form of detention officer, and any person acting as a law enforcement officer under the law of the State of Texas. This also includes the further investigation of and prosecution of a peace officers, any form of detention officers, or any person acting as a law enforcement officer, under the laws of the State of Texas, use of force, or alleged use of force, against any person. The Division Chief also has a small normal caseload but spends a vast amount of time on these cases and performing administrative duties. The Division also handles all inquiries regarding Brady issues with regards to law enforcement witnesses.

Therefore, the Public Integrity Division is in the process of implementing protocols for handling officer involved shooting/death in custody cases and Brady inquiries. A new Attorney IV Prosecutor would be tasked with the administration of the new Brady Protocol. This new protocol is necessary in order to comply with discovery obligations. These procedures are necessary to ensure that instances of law enforcement employee and expert witness misconduct and credibility issues that come to the attention of the District Attorney's office are reviewed to determine if disclosure is required under Brady v. Maryland; to maintain a depository for such information; and to ensure that assistant district attorneys know of the existence of such information regarding potential witnesses so that disclosure can be provided to the defense. The Division has accepted very few complaints from citizens and agencies due to the lack of resources to adequately investigate these cases. The Division has recently accepted direct complaints from both citizens and agencies that request an investigation. These cases are currently being investigated by the Division's only two investigators. This also requires the attorneys in the Division to expend time to help direct the investigation and prosecution of these cases. Therefore, one (1) Investigator II is requested to assist in investigating complaints from both citizens and agencies to allow for all Attorneys to focus on their own duties.

Based on the described need, the Office of Budget and Evaluation recommends the addition of one (1) Attorney IV and one Investigator II to the Public Integrity Division.

The District Attorney's Office is also requesting items and equipment to facilitate compliance with the Michael Morton Act, which requires prosecutors to give lawyers representing the accused any evidence that is relevant to the defense's case. The equipment requested, consisting of flash drives and scanners, is related to storing documents and items in an efficient manner to more easily share evidence and documents with defense attorneys.

Replacement equipment requested by the District Attorney's Office consists of chairs, desks, computers, phones that are no longer in working order and need to be replaced.

FINANCIAL IMPACT

The approximate total for positions recommended to be added to General Fund for FY2015 is \$778,951.

Grant #	Grant Position Title	New Positions	Cost	Staff	Totals
6200	Felony Prosecutor	Attorney IV	\$108,858.00	1	\$108,858.00
6200	Felony Victim Case worker grade 12	Case worker - Grade 12	\$59,052.00	1	\$59,052.00
6200	Felony Investigator II	Investigator II	\$78,665.00	1	\$78,665.00
6200	Mobile Victim Advocate grade 12	Victim Advocate Grade 12	\$53,952.00	1	\$53,952.00
6200	Misdemeanor Victim Advocate grade 8	Victim Advocate Grade 8	\$47,915.00	1	\$47,915.00
		FY2015 Impact		5	\$348,442.00
6000	Chief Protective order prosecutor	Attorney V	\$109,752.00	1	\$109,752.00
6018	Chief Sexual assault prosecutor	Attorney V	\$129,117.00	1	\$129,117.00
6021	Bilingual Protective order case worker	Case worker - Grade 12	\$59,652.00	1	\$59,652.00
6021	Bilingual Protective order case worker	Case worker - Grade 12	\$59,652.00	1	\$59,652.00
6021	Protective order legal secretary	Legal Secretary - Grade 8	\$48,450.00	1	\$48,450.00
6023	Family Violence Deputy Chief	Attorney V	\$129,117.00	1	\$129,117.00
6025	Felony Prosecutor	Attorney IV	\$109,752.00	1	\$109,752.00
6026	Protective order case worker grade 12	Case worker - Grade 12	\$59,652.00	1	\$59,652.00
6026	Investigator I	Investigator I	\$74,423.00	1	\$74,423.00
6027	Felony Victim Case worker grade 12	Case worker - Grade 12	\$59,652.00	1	\$59,652.00
6027	Felony Investigator II	Investigator II	\$79,382.00	1	\$79,382.00
6028	Felony Victim case worker grade 12 - unapprehended	Case worker - Grade 12	\$59,652.00	1	\$59,652.00
6028	Felony Investigator II- Unapprehended	Investigator II	\$79,382.00	1	\$79,382.00
		Total		13	\$1,057,635.00
		County Cash Match			\$814,649.00
		FY2015 Impact			\$242,986.00
New Position	Public Integrity Unit Prosecutor	Attorney IV	\$108,858.00	1	\$108,858.00
New Position	Public Integrity Unit Investigator	Investigator II	\$78,665.00	1	\$78,665.00
		FY2015 Impact		2	\$187,523.00
		Total FY2015 Recurring Impact		20	\$778,951.00

The two (2) new positions for the General Fund each require \$5,256 in new equipment, for a total one-time cost of \$10,512. The total requested for Michael Morton equipment to be distributed among all divisions is \$74,884, and replacement equipment is \$138,023. The total recommended for FY2015 is \$223,419.

RECOMMENDATION

The Office of Budget and Evaluation recommends authorizing:

1. Five (5) previously fully-funded positions in the Family Violence Division to be added into the General Fund - \$348,442;
2. Thirteen (13) previously partially-funded positions in the Family Violence Division to be added into the General Fund - \$242,986;
3. Two (2) new positions in the Public Integrity Unit -\$187,523;
4. Equipment for two (2) new positions - \$10,512;
5. Michael Morton Act Equipment - \$74,884; and
6. Replacement Equipment - \$138,023.

This recommendation will result in a recurring annual cost to the County of approximately \$778,951 and a one-time cost of \$223,419 for a total cost of \$1,002,370.

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TABLE OF CONTENTS

FY 2014 BUDGET SUMMARY	__1
CURRENT AND PROPOSED ORGANIZATIONAL CHARTS	__2
REQUEST TO PICKUP 5 GRANT POSITIONS FROM GRANT 6200	__3
REQUEST TO RECLASSIFY MISDEMEANOR SUPERVISOR FROM ATTY III TO ATTY V	__4
REQUEST TO ADD AN ATTY V INTAKE POSITION IN FAMILY VIOLENCE	__5
REQUEST FUNDS TO RENOVATE AND ADD SAFE VICTIM WAITING TO FAMILY VIOLENCE DIVISION	__6
REQUEST FOR REPLACEMENT EQUIPMENT	__7
REQUEST FOR NEW EQUIPMENT	__8
REQUEST TO ABSORB GRANT POSITIONS	__9
GRANT 6000	__A
GRANT 6018	__B
GRANT 6020	__C
GRANT 6021	__D
GRANT 6022	__E
GRANT 6023	__F
GRANT 6025	__G
GRANT 6026	__H
GRANT 6027	__I
GRANT 6028	__J
GRANT 6900	__K

Family Violence Division Budget—FY 2015

Division Summary

The Family Violence Division of the District Attorney's Office is comprised of four major units; Felony (which includes the intake and trial sections), Misdemeanor, Sexual Assaults, and Protective Orders. These units operate together to efficiently handle cases involving domestic violence, dating violence and sexual assault. Each division, with its subparts, plays a critical role in providing victims of domestic violence in Dallas County with outstanding advocacy, while responsibly handling the resources provided by the citizens of Dallas County.

To that goal, the Family Violence Division has identified several areas where additional funds could better provide for the victims of domestic violence here in Dallas County and assure that we, as a division, are efficiently managing the resources available to us. The greatest of those resources are our current personnel. With that in mind, the Family Violence Division would request:

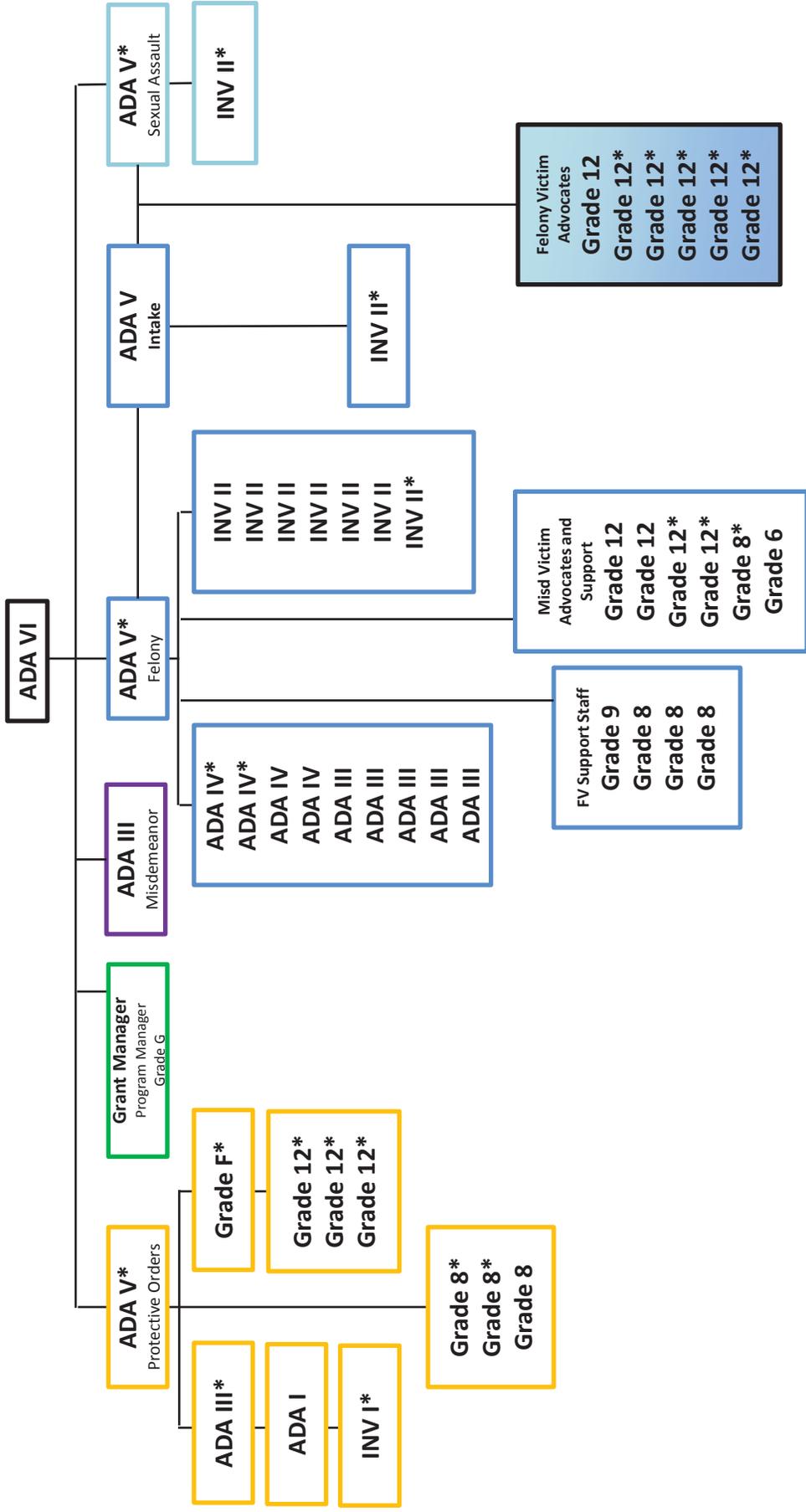
1. **Dallas County pickup five positions for which federal seed-fund grants have expired.** Grant 6200 administered originally by the Department of Justice and entitled, "The Collaborative Domestic Violence Project" expires September 30, 2014 and will not be funded after that date. This grant funds five positions that are critical to the Family Violence Division's success: one Felony IV prosecutor, one Felony Investigator II, one Bilingual Felony Victim Advocate, one Felony Mobile Victim Advocate, and one Misdemeanor Victim Advocate.
2. **Dallas County reclassify an Attorney III prosecutor position to an Attorney V prosecutor to supervise the Family Violence Misdemeanor Division.** We lost a position for a supervising prosecutor over the two family violence misdemeanor courts. That position was refilled with a Prosecutor III. The misdemeanor supervisor for the family violence courts does the same job as a deputy chief for misdemeanor (attorney V positions). This position now needs to be reclassified in accordance with its job responsibilities.
3. **Dallas County add an Attorney V intake prosecutor to the Family Violence Division.** For many years, the Family Violence Division has lacked sufficient resources in the Felony Unit to manage the intake of felony domestic violence cases. The result is that cases cannot be as closely scrutinized to determine if they are appropriate for acceptance or indictment. The best method to control the quality of cases within the division, the caseload of its prosecutors, and the number of inmates in the county jail is with excellence in intake. We would request that an additional highly trained intake prosecutor be added to the division to assist in these goals.
4. **Dallas County renovate the Family Violence Division to allow for a safe victim waiting area and additional office space.** The Family Violence Division has grown in the last several years. As a result, domestic violence victims and applicants for protective orders are required to wait to

be seen in a non-secure location. Additionally, we have now run out of office space for our employees. We would request a sum sufficient to renovate the division's space to accommodate more offices and provide a safe and comfortable waiting area for victims.

5. **Dallas County provide replacement equipment for the Family Violence Division.** Over more than 10 years, various equipment in the Family Violence Division has deteriorated to a point where it needs to be replaced. We would request:
 - a. 50 new chairs to replace the chairs currently in use.
 - b. Conference Table 12' x 4' and Chairs. These should more adequately provide for meetings of a division of 50 people.
 - c. One new office desk for a supervising prosecutor
 - d. One new office guest chair for a supervising prosecutor
 - e. Two wireless headsets for the secretaries at the front window.
6. **Dallas County provide new equipment for the Family Violence Division.** The growth of the division and the move to digitalized cases has created or increased the need for technology within the Family Violence Division. Additionally our growth has created a need for general office equipment. We are requesting:
 - a. 12 Printers (HP LaserJet P3015), 9 for prosecutors, 3 for protective order advocates
 - b. 17 Thumbdrives (128 gigs), for all FV prosecutors
 - c. 17 External Harddrives (Model WD My Passport Slim 2 TB Portable Metal External Drive USB 3.0 2/auto and Cloud Backup)
 - d. 5 Powerpoint clickers for prosecutors
 - e. 3 Bookshelves for prosecutors
 - f. 2 Drawer file cabinet
 - g. 5 Drawer file cabinet
 - h. 3 Metal, horizontal, desktop organizers with 4 slots for files
 - i. 2 Electric Staplers
7. **Dallas County absorb current grant funded positions into the county budget.** The Family Violence Division has 50 employees assigned to it. Of those 50 positions, 22 are grant funded. Each year the division deals with the reality of these positions disappearing. The employees assigned to these positions have proven themselves as indispensable parts of the County's pursuit of excellence. We would request these positions be transitioned into the normal budget.

FAMILY VIOLENCE

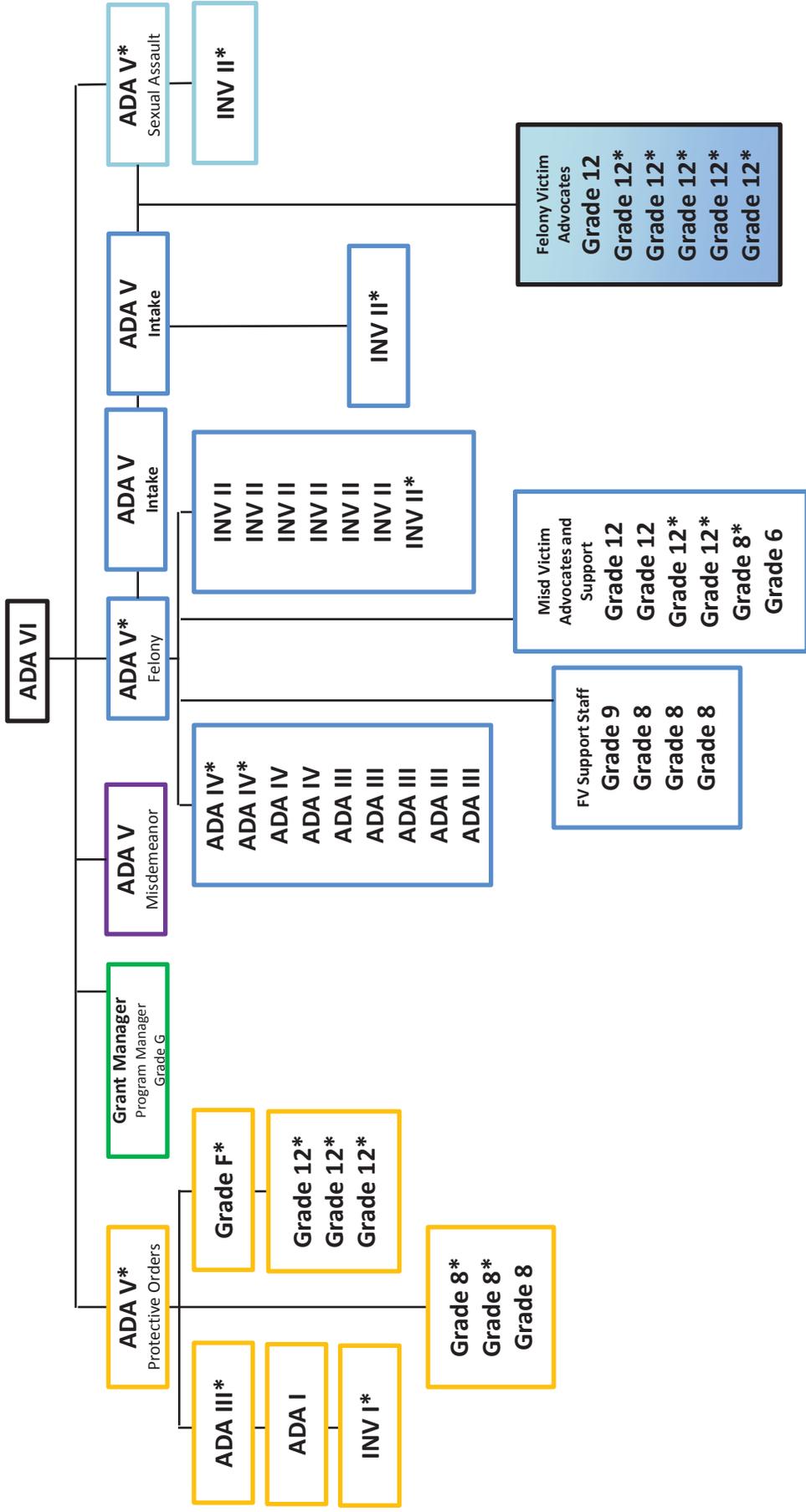
CURRENT



*Grant Funded Position

FAMILY VIOLENCE

PROPOSED



*Grant Funded Position

Sexual Assault Performance Numbers

	2010	2011	2012
New Cases Indicted	96	89	70
Cases Disposed	82	65	55
Pending Cases (Avg)	108	117	113

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

Misdemeanor Family Violence

	2010	2011	2012
New Cases Filed	4321	4113	3989
Cases Disposed	4222	3962	4391
Victim Contacts Made	2878	2148	2930

Form E - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2015 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Dallas County DA, Family Violence Division	Budget No
Brief Title of PIR	New Funding for Expired Grant 6200	
Approx. Net Cost		Department Priority #1

Brief Summary of Request

Grant 6200 administered originally by the Department of Justice and entitled, "The Collaborative Domestic Violence Project" expires September 30, 2014 and will not be funded after that date. This grant funds five positions that are critical to the Family Violence Division's success: one Felony IV prosecutor, one Felony Investigator II, one Bilingual Felony Victim Advocate, one Felony Mobile Victim Advocate, and one Misdemeanor Victim Advocate.

Discussion of Need

Grant 6200 funded five positions within the Family Violence Division or approximately 1/10 of the entire division. The loss of these positions would cause irrevocable harm to the cases of hundreds of victims in our community. The prosecutor funded by this grant, prosecutes all family violence cases in two felony courts. The Felony Investigator II is our lead sexual assault investigator and works, along with our sexual assault prosecutor, with every sexual assault case that is filed in Dallas County. The two felony advocates make the initial contact with hundreds of victims per year, safety plan for them, and help keep these victims involved in the prosecution of these cases. One of these advocates also serves as the only mobile advocate in Dallas County, providing services both in our office and at The Family Place. Finally, the Misdemeanor Victim Advocate position is responsible for all initial contacts made with victims of misdemeanor cases where the defendant is currently held in jail. This position is very time sensitive as these defendants are housed in the jail for only a very short time in most situations and contact is critical before the defendant is released.

Discussion of Related Performance Measure

See attached, related performance measures.

Staff Review and Comment

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	New Funding for Expired Grant 6200	
Staff Cost		
Grade	<small>Atty IV, Inv II, Grade 12, Grade 12, Grade 8</small>	
Salary	\$261,250	
FICA @ 7.65%		
Retirement @ 11.5%	\$30,044	
Insurance @ \$8,500	\$42,500	
Total		\$353,780
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$353,780

Form E1

FY2015



**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:	Family Violence Misdemeanor Supervisor
Proposed Position Title:	Family Violence Misdemeanor Supervisor
Current Position Grade:	Atty III
Department Name:	Dallas County DA, Family Violence Division
Position Number:	
Supervisor Name:	Kendall Castello
Supervisor Phone:	214-653-3706
Supervisor Email:	kendall.castello@dallascounty.org

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
Supervise the prosecution of all misdemeanor family violence cases in Dallas County.
This is accomplished by
Supervising eight attorneys, one investigator, two legal assistants, and multiple support staff to efficiently represent the victims of Dallas County in intimate partner violence cases.
Other duties include
Effectuate communication between felony family violence supervisors, attorneys, and support staff with the misdemeanor family violence division.

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.
The job has not changed although it has grown. It has been under-filled with an Attorney III prosecutor and needs an Attorney V.
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.
See above.
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.
See above.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
See above.
What specific tasks or activities make the job duties/responsibilities more complex?
See above.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
This position is identical to the deputy chief prosecutors in misdemeanor. The only difference is which courts the prosecutors supervise.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
A more experienced prosecutor can better manage the flow of cases into and out of the family violence courts, lowering jail numbers and more effectively representing the citizens of Dallas County.

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
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<i>Tasks performed to accomplish this function:</i>	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>	60%	E
Supervision of		
Supervising all personnel in the Misdemeanor FV Unit.		
Reviewing all complex or high profile cases filed in Dallas County.		
Assisting misdemeanor prosecutors in making appropriate sentence recommendations on all cases.		
Following up to verify the collection of all necessary evidence.		
Negotiating with defense attorneys.		
Handling phone calls from victims and witnesses on appropriate cases.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Serving as supervising attorney on misdemeanor FV trials.		
Picking juries for other FV prosecutors on their assigned trials.		
Supervise misdemeanor prosecutor in all aspects of trial work including:		
doing all necessary legal research and writing on trial cases, filing all appropriate motions and notices on FV cases set for trial,		
conducting all pretrial hearings and handling all pretrial defense motions.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	15%	E
Assist misdemeanor prosecutors as they conduct all bond hearings on assigned FV cases,		
handle all probation revocation motions on all past FV cases, including any contested revocations or true pleas,		
and prosecute all open pleas to the court.		
This attorney will also represent the FV Division with local police departments and agencies.		
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="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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="checkbox"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="checkbox"/>	1.	Office Environment	<input type="checkbox"/>	4.	Clinic	<input type="checkbox"/>	6.	Residential Facility (not secure)
<input type="checkbox"/>	2.	Shop or Warehouse	<input type="checkbox"/>	5.	Secured Facility	<input type="checkbox"/>	7.	Vehicle
<input type="checkbox"/>	3.	Other (Specify)						

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

G. Position Minimum Requirements

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

<input checked="" type="checkbox"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="checkbox"/>	1.	No previous experience required
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input checked="" type="checkbox"/>	4.	Minimum of two years experience in/as: ADA
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	State Bar License
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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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 checked="" type="checkbox"/>	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.

All activities and projects needed to effectuate the prosecution of misdemeanor intimate partner violence cases.

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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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.

5. 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>
Prosecutors	8
Investigator	1
Legal Assistants	2
Victim Advocates and Secretary	5

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="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Form G - Program Improvement Request - Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form G for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Dallas County DA, Family Violence Division	Budget No.	
Position Title	Misdemeanor Supervisor	Position No.	
Current Grade	Atty III	Job Code	Dept. Priority

Description of Changes in Work Being Performed

Due to understaffing within the Dallas County District Attorney’s Office, the misdemeanor supervisor position was lost and then under-filled with an Attorney III position. This position serves in the same role as the other two Deputy Chief’s within the misdemeanor division (both Attorney V positions). She oversees the work of eight prosecutors, one investigator, two legal assistants, and multiple support staff members. She has the final authority to dismiss cases. She answers directly to the Chief of the Family Violence Division and the Chief of the Misdemeanor Division. She conducts all of these duties for the critically important Family Violence cases in Dallas County.

Reason/Authority for Change (see Budget Manual)

The Misdemeanor Family Violence Unit consists of eight prosecutors, two legal assistants, and one investigator that prosecute all of the misdemeanor domestic violence cases between intimate partners in Dallas County. This unit is supported by four victim advocates and one legal secretary within the broader Family Violence Division. Historically, these positions have been supervised by the Family Violence Division with the use of a Misdemeanor Supervisor who reports directly to the Family Violence Division Chief and Deputy Chief. This position has been under-filled. The effect is that the Misdemeanor Family Violence Unit has not had a highly experienced supervisor who specializes in Family Violence cases. This lack of experience slows docket management and the flow of family violence defendants through the jail. Worst of all, it leaves the victims of misdemeanor family violence cases in Dallas County with less than the representation that they deserve. For these reasons, we need to reclassify this position and fill it with an appropriately trained prosecutor.

In the last few years, new offenses have been added, protective orders have expanded to protect additional victims, and Crawford and its progeny have changed how the state must prosecute domestic violence cases. All of this has increased the need for specialized training and education in this field. In addition, it is the goal of the Family Violence Division to prosecute all domestic violence cases in a uniform manner. All of these goals are best accomplished with a highly trained and experienced supervisor.

Departmental Cost Worksheet

Current Grade	Atty III	Proposed Grade	Atty V	
Salary	\$71,660	Salary	\$101,231	
FICA (7.65%)	\$5,482	FICA (7.65%)	\$7,744	
Retirement (10.8%)	\$7,739	Retirement (10.8%)	\$10,933	
Total	\$84,881	Total	\$119,908	
			Total Annual Impact	\$35,027

Staff Review and Comment

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a “Cost Worksheet” (Form F1) attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	ADA V Intake	
Approx. Net Cost	\$129,117	Department Priority

Brief Summary of Request

Due to the tremendous number of Family/Domestic Violence cases that are filed each year and the specialized requirements for these cases, the DA's office is in need of a second highly trained and experienced intake prosecutor that works solely with Family Violence cases.

Discussion of Need

For many years, the Family Violence Division has lacked sufficient resources in the Felony Unit to manage the intake of felony domestic violence cases. The result is that cases cannot be as closely scrutinized to determine if they are appropriate for acceptance or indictment. This issue is exacerbated by the fact that a victim and defendant often have an ongoing relationship which can alter the victim's willingness to participate in prosecution. The victim may well change her mind about prosecuting more than once. All of these factors require close scrutiny on domestic violence cases. The best method to control the quality of cases within the division, the caseload of its prosecutors, and the number of inmates in the county jail is with excellence in intake. We would request that an additional highly trained intake prosecutor be added to the division to assist in these goals.

Discussion of Related Performance Measure

In 2012, more than 2,100 felony domestic violence cases were reviewed by the Family Violence Division. Of those cases, 173 were rejected and the rest were accepted. Many cases were also rejected over the phone or eliminated by police departments based on the training and guidelines provided by the division.

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Assistant District Attorney, ADA V
Proposed Position Grade:	Assistant District Attorney, ADA V
Department Name:	District Attorney’s Office, Family Violence Division
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Kendall Castello, Chief Prosecutor of the Family Violence Division
Supervisor Phone:	214-653-3706
Supervisor Email:	Kendall.castello@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
Act as the Chief Prosecutor in charge of intaking Family Violence (FV) cases for all county police departments except Dallas Police Department (DPD). Partner with the Chief Prosecutor in charge of intaking FV cases for DPD. Make decisions as to accepting or rejecting all incoming felony FV cases, present all cases to the grand jury for indictment or no-bill, and communicate with all police departments about the guidelines for filing FV cases. Control the number of cases handled by the FV Division by carefully screening all incoming cases. Keep jail numbers down by releasing cases that lack sufficient evidence to prosecute.
This is accomplished by
The FV intake prosecutor acts as the most important check for legally sufficient FV cases. The efficient and expert analysis of FV cases allows the division to maintain manageable caseloads and keep jail numbers down.
Other duties include
Training police departments in analyzing FV cases and collecting appropriate evidence. Educating grand juries on FV principles and constraints. Ordering and collecting evidence that police departments may fail to include in their original report. Assisting in setting bonds or conditions of bond in FV cases. Providing immediate action in high risk cases to protect victims and Dallas County citizens. Interviewing witnesses to domestic violence related crimes.

C. Essential Functions of the New Position

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		
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>	50%	E
Reviewing all cases filed by the police. Following up to verify the collection of all necessary evidence. Handling phone calls from officers in the field on how to handle FV situations. Advising officers on whether to file certain FV cases. Rejecting cases that cannot successfully be prosecuted or that lack essential work by the police departments.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E
Presenting all accepted cases to a grand jury. Educating the grand jury on the most important principles of FV cases. Assisting the grand jury with questions regarding the viability of cases. Scheduling and conducting examinations of witnesses for the grand jury. Advising grand juries regarding any questions about true-billing or no-billing cases.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E

Training and building relationships with police departments throughout the county on the difficulties in prosecuting FV cases. Educate those departments on building a solid FV case. Assist police departments in identifying high risk FV perpetrators. Connect police departments with resources available to victims and perpetrators.		
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>		

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	X
<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.)

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 checked="" 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.

F. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law Degree and State Bar License

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 checked="" type="radio"/>	5.	Minimum of three years experience in/as: ADA
<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. State Bar License
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

G. 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 checked="" 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 checked="" 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?

X Yes O 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>
Investigator II	1

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 (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney/ ADA V	
Staff Cost		
Grade	ADA V	
Salary	\$101,231	
FICA @ 7.65%	\$7,744.17	
Retirement @ 10.8%	\$11,641.57	
Insurance @ \$8,200	\$8,500.00	
Total		\$129,116.74
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		

Form F1

FY2014

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	New Funding for Expired Grant 6200	
Staff Cost		
Grade	<small>Atty IV, Inv II, Grade 12, Grade 12, Grade 8</small>	
Salary	\$261,250	
FICA @ 7.65%		
Retirement @ 11.5%	\$30,044	
Insurance @ \$8,500	\$42,500	
Total		\$353,780
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$353,780

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	Office Renovation of Family Violence Division	
Estimated Cost	\$50,000	Department Priority
Brief Summary of Request		
<p>The Family Violence Division has grown in the last several years. As a result, domestic violence victims and applicants for protective orders are required to wait to be seen in a non-secure location. Additionally, we have now run out of office space for our employees. We would request a sum sufficient to renovate the division's space to accommodate more offices and provide a safe and comfortable waiting area for victims.</p>		
Discussion of Need		
<p>To get an accurate estimate for the renovation we would need to get someone to draw up plans that would provide for the needs of this division, the Child Abuse Division, and the Appellate Division.</p>		
Staff Review and Comment		
Empty space for staff review and comment		

REPLACEMENT EQUIPMENT REQUEST

Department	Family Violence Division			Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Office Desk Chairs	10+	72230	50 chairs needed	Positions: 1 <u>Atty 6</u> , 4 <u>Atty 5</u> , 4 <u>Atty 4</u> , 7 <u>Atty 3</u> , 1 <u>Atty 1</u> , 10 <u>Inv II</u> , 13 <u>Grade 12</u> , 1 <u>Grade 10</u> , 7 <u>Grade 8</u> , 1 <u>Grade 7</u> , 1 <u>Grade F</u>
2	Conference Table + 10 Conf Chairs	10+	12'x4' Table-- Bigger if we can Conf Chairs to Match (attached)		Family Violence has 50 employees our conference table seats 8 and we have 10 chairs. Trying to seat more people in one meeting.
3	Desk for Atty 5 + Office Guest Chair	10+			Supervising Misd Prosecutor needs a full sized desk to replace mini desk. Needs a chair for visitors to use.
4	2 Wireless headsets for secretaries at main window				These secretaries take calls while working throughout the division and so need the wireless headsets to replace their current wired headsets.
5					
6					
7					
8					
9					
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	Equipment Needs	
Estimated Cost		Department Priority
Brief Summary of Request		
<p>Specific equipment requests in order of priority:</p> <ol style="list-style-type: none"> 1. 12 Printers (HP LaserJet P3015), 9 for prosecutors, 3 for PO Advocates 2. 17 Thumbdrives (128 gigs), for all FV prosecutors 3. 17 External Harddrives (Model WD MYPassport Slim 2 TB Portable Metal External Drive USB 3.0 w/auto and Cloud Backup) 4. 3 Bookshelves for prosecutors 5. 5 Power point clickers 6. 2 Drawer File Cabinet 7. 5 Drawer File Cabinet 8. 2 Electric Staplers 9. 3 Metal, horizontal, desktop organizers with 4 slots for files 		
Discussion of Need		
<p>Printers: We are a division of 50 people that share two main printers in areas that are often inconvenient for the users. These printers allow prosecutors and protective order advocates to have ready access to their printing.</p> <p>Thumbdrives and Harddrives—With ACMS coming online, prosecutors need ways to carry their work with them to the court or into the field (thumbdrives). Prosecutors also need a solution to mass storage needs (i.e.—phone drop data) for which our server cannot provide sufficient space.</p> <p>All others: With the growth of the division we have some offices and positions that do not have needed basic supplies and equipment.</p>		
Staff Review and Comment		

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	New Funding for Expired Grant 6200	
Staff Cost		
Grade	<small>Atty IV, Inv II, Grade 12, Grade 12, Grade 8</small>	
Salary	\$261,250	
FICA @ 7.65%		
Retirement @ 11.5%	\$30,044	
Insurance @ \$8,500	\$42,500	
Total		\$353,780
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$353,780

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Chief Protective Order Prosecutor—ADA V</u>	
Approx. Net Cost	<u>\$80,788</u>	Department Priority _____

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Near half of the employee positions in the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

This Grade IV ADA position is a grant funded position which serves as the Chief Prosecutor of the Protective Order Unit. This position has experienced many changes in duties since it was created. Originally this position supervised only one Grade I ADA and two Grade 8 secretaries. Currently this position supervises one ADA III, one ADA I, three Grade 8 secretaries, three Grade 12 caseworkers, one Investigator I, and one Grade F case manager.

Discussion of Related Performance Measure

Please see the related performance measures attached.

Staff Review and Comment

	2010	2011	2012
Number of victims requesting assistance/ information for a Protective Order	7992	9,344	8,545
Protective Order Applications Requested	1,226	1,173	925
Protective Order Applications Filed	777	713	702
Protective Order Applications Granted	527	546	471

The Protective Order Unit provides information and resources to a high number of victims who request assistance from the Protective Order Unit but may not end up seeking a Protective Order. In 2012, the Protective Order Unit fielded 8,545 requests for assistance over the phone and in person.

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Chief Sexual Assault Prosecutor—ADA V</u>	
Approx. Net Cost	<u>\$79,360</u>	Department Priority _____

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

This ADA V position is acts as the Chief Sexual Assault Prosecutor for Dallas County. She handles the prosecution of all sexual assault cases filed in the county where the victim is 17 years of age or older. This ADA picks juries and sits 2nd chair for new prosecutors and other prosecutors with difficult cases. She supervises a unit consisting of an ADA IV and an investigator. This position trains personnel within local agencies and police departments.

Discussion of Related Performance Measure

See attachment for related performance measures.

Staff Review and Comment

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

Sexual Assault Performance Numbers

	2010	2011	2012
New Cases Filed	96	89	70
Cases Disposed	82	65	55
Pending Cases (Avg)	108	117	113

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Sexual Assault Prosecutor—ADA V	
Staff Cost		
Grade	Atty V	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$ 136,846
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$57,216—County Cash Match
Less Additional Revenue Source		
Grand Total		\$ 19,560

Form F1

FY2014

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Protective Order Attorney—ADA III	
Staff Cost		
Grade	Attorney III	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$126,519
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$46,519—County Cash Match
Less Additional Revenue Source		
Grand Total		\$80,000

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Protective Order Attorney—ADA III</u>	
Approx. Net Cost	<u>\$80,000</u>	Department Priority _____

Brief Summary of Request
 The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need
 Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.
 Because more victims are accessing the criminal justice system, there is a greater need for requesting and sharing information with the local law enforcement and other criminal justice entities in order to ensure the consistency of information provided and to maximize victim safety and offender accountability with a Protective Order. As the Protective Order Attorneys commonly do not find out until the day of the hearing whether a Protective Order case is contested, the preparation time for each attorney with the Protective Order applicant may be as little as 15 minutes before they have to appear in front of the Judge. The Unit needs a specially trained attorney because legal representation in Protective Order cases requires extensive knowledge of both civil and criminal law and procedures, and insight into how a Protective Order application can impact the applicant’s options in both civil and criminal justice systems.

Discussion of Related Performance Measure
 Please see the related performance measures attached.

Staff Review and Comment

	2010	2011	2012
Number of victims requesting assistance/ information for a Protective Order	7992	9,344	8,545
Protective Order Applications Requested	1,226	1,173	925
Protective Order Applications Filed	777	713	702
Protective Order Applications Granted	527	546	471

The Protective Order Unit provides information and resources to a high number of victims who request assistance from the Protective Order Unit but may not end up seeking a Protective Order. In 2012, the Protective Order Unit fielded 8,545 requests for assistance over the phone and in person.

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Bilingual Protective Order Caseworker—Grade 12 x 2	
	Protective Order Legal Secretary—Grade 8	
Staff Cost		
Grade	Grade 12 x 2	
	Grade 8	
Salary	_____	
FICA @ 7.65%	_____	
Retirement @ 10.8%	_____	
Insurance @ \$8,200	_____	
	Total	\$125,728
Related Equipment	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
	Total	_____
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	\$45,728—County Cash Match
Less Additional Revenue Source		
	GRAND TOTAL	\$80,000

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>2 Bilingual Protective Order Caseworkers Protective Order Legal Secretary</u>	
Approx. Net Cost	<u>\$80,000</u>	Department Priority _____

Brief Summary of Request
 The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need
 Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.
 The Protective Order Caseworker, with support from the Protective Order Legal Secretaries, provides critical support to the Protective Order Unit in the Family Violence Division by assisting a large number of family violence victims with the Protective Order application process. The Protective Order Caseworker interviews applicants to determine eligibility for a Protective Order based on the Texas Family Code. The PO Caseworker takes affidavits for protective orders, informs the applicant about the court process, provides safety-planning and resource information. Job duties further includes processing all initial protective order paperwork, working with outside agencies to obtain information to assist in the protective order process, handling requests for emergency protective orders, providing resources and referrals via phone and in person.
 Over the past years, the Protective Order Unit has seen an increase in the complexity of Protective Order cases, both during the application phase and in the courtroom. Because more victims are accessing the criminal justice system, there is a greater need for requesting and sharing information with the local law enforcement and other criminal justice entities in order to ensure the consistency of information provided and to maximize victim safety and offender accountability with a Protective Order.

Discussion of Related Performance Measure
 The Protective Order Unit continues to respond to a high number of individuals requesting information and referrals, and victims of family violence seeking a Protective Order.
 See performance measures below.

Staff Review and Comment

	2010	2011	2012
Number of victims requesting assistance/ information for a Protective Order	7992	9,344	8,545
Protective Order Applications Requested	1,226	1,173	925
Protective Order Applications Filed	777	713	702
Protective Order Applications Granted	527	546	471

The Protective Order Unit provides information and resources to a high number of victims who request assistance from the Protective Order Unit but may not end up seeking a Protective Order. In 2012, the Protective Order Unit fielded 8,545 requests for assistance over the phone and in person.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney/ Bilingual Misdemeanor Victim Caseworker—Grade 12 Misdemeanor Victim Caseworker—Grade 12	
Staff Cost		
Grade	Grade 12 x 2	
Salary	_____	
FICA @ 7.65%	_____	
Retirement @ 10.8%	_____	
Insurance @ \$8,200	_____	
Total		\$111,383
Related Equipment	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
Total		_____
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		\$38,933—County Cash Match
Less Additional Revenue Source		
Grand Total		\$12,450

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Bilingual Misdemeanor Victim Caseworker Misdemeanor Victim Caseworker</u>	
Approx. Net Cost	<u>\$72,450</u>	Department Priority _____

Brief Summary of Request
 The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need
 Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.
 The Felony Victim Caseworker is assigned the felony Family Violence section. The Victim Caseworker is attempting and making contact with victims on felony or misdemeanor family violence cases, including Spanish speaking victims. This Caseworker is usually the first person from the criminal justice system that a victim of family violence ever speaks to. The amount of information that the Caseworker must give to the victim is very time consuming and includes the following: explaining the criminal justice process, discussing protective orders, describing the family violence services available to the victim, safety planning with the victim, discussing this victim’s history of violence, and obtaining the victim’s input regarding the case(s). Additionally, the Caseworker must frequently assist the victim with Crime Victim Compensation applications, in locating shelter, help the victim obtain civil legal assistance, and connect the victim with a host of other necessary services ranging from immigration issues to child support.
 The time that the Victim Caseworker spends with victims not only assists the victims and their children, it also lessens the amount of time the prosecutors and investigators will spend handling the emotional needs of the victim. It thus allows prosecutors to spend more time focusing on legal and investigative issues in order to more effectively prosecute the case.

Discussion of Related Performance Measure
 Please see attached related performance measures.

Staff Review and Comment

County Criminal Courts #10 and #11

	2010	2011	2012
New Cases Filed	4321	4113	3989
Cases Disposed	4222	3962	4391
Victim Contacts Made	2878	2148	2930

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>FV Deputy Chief—ADA V</u>	
Approx. Net Cost	<u>\$80,000</u>	Department Priority _____

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

This ADA V position is the Deputy Chief of the Family Violence Division. This prosecutor serves as the lead attorney on many FV capital murders or other high-profile or “special” cases. This ADA picks juries and sits 2nd chair for new prosecutors and other prosecutors with difficult cases. This prosecutor also assists the Chief Family Violence Prosecutor with all aspects of trial, budget, and supervisory work for a division of 49 people. In addition to these duties, the Deputy Chief also carries one felony FV court docket. This position assists with evaluations and budgetary matters as well as trains personnel within the division, local agencies, and police departments. Finally, this position serves as a liaison between the Family Violence Division and local agencies.

Discussion of Related Performance Measure

Please see the related performance measures attached.

Staff Review and Comment

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Family Violence Deputy Chief—ADA V	
Staff Cost		
Grade	Attorney V	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$133,070
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$53,070—County Cash Match
Less Additional Revenue Source		
Grand Total		\$80,000

Form F1

FY2014

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Felony Prosecutor—ADA IV	
Staff Cost		
Grade	Atty IV	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$113,717
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$51,909—County Cash Match
Less Additional Revenue Source		
Grand Total		\$165,626

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	Felony Prosecutor IV	
Approx. Net Cost	\$61,808	Department Priority

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

This ADA IV prosecutor handles all the family violence cases assigned to 2 felony courts and currently carries a caseload of 120-150 pending cases. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. This work is performed under general direction with authority to make tactical and legal decisions in connection with assigned cases. This attorney prosecutes the more complex general or special-category felony cases in various courts. The attorney performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

Discussion of Related Performance Measure

Please see the related performance measures attached.

Staff Review and Comment

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Protective Order Caseworker—Grade 12 Investigator I	
Staff Cost		
Grade	Grade 12 INV I	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$140,211
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$63,941—County Cash Match
Less Additional Revenue Source		
GRAND TOTAL		\$10,270

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Protective Order Caseworker—Grade 12 Investigator I</u>	
Approx. Net Cost	<u>\$76,270</u>	Department Priority _____

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

The Protective Order Caseworker, with support from the Unit Investigator, provides critical support to the Protective Order Unit in the Family Violence Division by assisting a large number of family violence victims with the Protective Order application process. The Protective Order Caseworker interviews applicants to determine eligibility for a Protective Order based on the Texas Family Code. The PO Caseworker takes affidavits for protective orders, informs the applicant about the court process, provides safety-planning and resource information. Job duties further includes processing all initial protective order paperwork, working with outside agencies to obtain information to assist in the protective order process, handling requests for emergency protective orders, providing resources and referrals via phone and in person.

Over the past years, the Protective Order Unit has seen an increase in the complexity of Protective Order cases, both during the application phase and in the courtroom. Because more victims are accessing the criminal justice system, there is a greater need for requesting and sharing information with the local law enforcement and other criminal justice entities in order to ensure the consistency of information provided and to maximize victim safety and offender accountability with a Protective Order. The Investigator I is the only investigator assigned to assist the 10 member Protective Order Unit in these duties.

Discussion of Related Performance Measure

The Protective Order Unit continues to respond to a high number of individuals requesting information and referrals, and victims of family violence seeking a Protective Order.

See performance measures below.

Staff Review and Comment

	2010	2011	2012
Number of victims requesting assistance/ information for a Protective Order	7992	9,344	8,545
Protective Order Applications Requested	1,226	1,173	925
Protective Order Applications Filed	777	713	702
Protective Order Applications Granted	527	546	471

The Protective Order Unit provides information and resources to a high number of victims who request assistance from the Protective Order Unit but may not end up seeking a Protective Order. In 2012, the Protective Order Unit fielded 8,545 requests for assistance over the phone and in person.

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Felony Investigator II Felony Victim Caseworker—Grade 12	
Staff Cost		
Grade	INV II Grade 12	
Salary	_____	
FICA @ 7.65%	_____	
Retirement @ 10.8%	_____	
Insurance @ \$8,200	_____	
	Total	\$144,025
Related Equipment	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
	Total	_____
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	\$82,133—County Cash Match
Less Additional Revenue Source		
	GRAND TOTAL	\$21,892

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	Felony Investigator II Felony Victim Caseworker—Grade 12	
Approx. Net Cost	\$61,892	Department Priority

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

The Felony Victim Caseworker is assigned the felony Family Violence section. The Victim Caseworker is attempting and making contact with victims on felony or misdemeanor family violence cases, including Spanish speaking victims. This Caseworker is usually the first person from the criminal justice system that a victim of family violence ever speaks to. The amount of information that the Caseworker must give to the victim is very time consuming and includes the following: explaining the criminal justice process, discussing protective orders, describing the family violence services available to the victim, safety planning with the victim, discussing this victim’s history of violence, and obtaining the victim’s input regarding the case(s). Additionally, the Caseworker must frequently assist the victim with Crime Victim Compensation applications, in locating shelter, help the victim obtain civil legal assistance, and connect the victim with a host of other necessary services ranging from immigration issues to child support.

The time that the Victim Caseworker spends with victims not only assists the victims and their children, it also lessens the amount of time the prosecutors and investigators will spend handling the emotional needs of the victim. It thus allows prosecutors to spend more time focusing on legal and investigative issues in order to more effectively prosecute the case. The Felony Intake Investigator provides assistance to the Chief Intake Prosecutor and victim caseworkers in locating witnesses and victims, collecting evidence, and initial victim contact.

Discussion of Related Performance Measure

The Victim Caseworker attempts or makes contact with victims and provides information and services on about 30% of the total family violence cases filed in Dallas County’s felony courts. See attached for related performance measures.

Staff Review and Comment

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

Form F1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,200 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 10.8% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Felony/Misdemeanor Victim Caseworker – Unapprehended—Grade 12 Felony Investigator II – Unapprehended	
Staff Cost		
Grade	Grade 12 INV II	
Salary	_____	
FICA @ 7.65%	_____	
Retirement @ 10.8%	_____	
Insurance @ \$8,200	_____	
Total		\$138,592.70
Related Equipment	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
Total		_____
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		\$59,187—County Cash Match
Less Additional Revenue Source		
GRAND TOTAL		\$197,400

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Felony Victim Caseworker—Sex Assault—Grade 12	
Staff Cost		
Grade	Grade 12	
Salary		
FICA @ 7.65%		
Retirement @ 10.8%		
Insurance @ \$8,200		
Total		\$67,643.76
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$25,643.76— County Cash Match
Less Additional Revenue Source		
Grand Total		\$42,000

Form F1

FY2014

Form F - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2014 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Family Violence</u>	Budget No _____
Brief Title of PIR	<u>Felony Victim Caseworker – Sexual Assaults</u>	
Approx. Net Cost	<u>\$42,000</u>	Department Priority _____

Brief Summary of Request

The Family Violence Division is requesting Dallas County absorb the cost of the 24 grant funded positions that currently support our division. This will provide security and stability for this division and assure quality service to domestic violence victims in Dallas County.

Discussion of Need

Over half of the employees of the Family Violence Division are grant funded. These grants must be renewed each year and are often the targets of budget or funding cuts. The current battle over funding for the Violence Against Women’s Act (VAWA) is a great example of the problem. VAWA funds 12 of the Family Violence Division’s 13 grants and 23 of its 24 grant funded positions. These grant funded positions have proven valuable in bringing justice to victims of domestic violence and are indispensable to the Family Violence Division. We are requesting that Dallas County absorb all current grants into the annual budget to assure the citizens of Dallas County excellent representation in domestic violence cases.

The Felony Victim Caseworker is assigned the felony Family Violence section. The Victim Caseworker is attempting and making contact with victims on felony or misdemeanor family violence cases, including Spanish speaking victims. This Caseworker is usually the first person from the criminal justice system that a victim of family violence ever speaks to. The amount of information that the Caseworker must give to the victim is very time consuming and includes the following: explaining the criminal justice process, discussing protective orders, describing the family violence services available to the victim, safety planning with the victim, discussing this victim’s history of violence, and obtaining the victim’s input regarding the case(s). Additionally, the Caseworker must frequently assist the victim with Crime Victim Compensation applications, in locating shelter, help the victim obtain civil legal assistance, and connect the victim with a host of other necessary services ranging from immigration issues to child support.

The time that the Victim Caseworker spends with victims not only assists the victims and their children, it also lessens the amount of time the prosecutors and investigators will spend handling the emotional needs of the victim. It thus allows prosecutors to spend more time focusing on legal and investigative issues in order to more effectively prosecute the case. This victim caseworker handles this process for most of the sexual assault which occur in Dallas County.

Discussion of Related Performance Measure

The Victim Caseworker attempts or makes contact with victims and provides information and services on about 30% of the total family violence cases filed in Dallas County’s felony courts. See attached related performance measures.

Staff Review and Comment

Sexual Assault Performance Numbers

	2010	2011	2012
New Cases Indicted	96	89	70
Cases Disposed	82	65	55
Pending Cases (Avg)	108	117	113

Felony FV Performance Numbers

	2010	2011	2012
Total pending cases in FV (Avg) *2010 FV had one less ADA and INV	1,730	2,209	1,592
Pending cases per prosecutor caseload (Avg)	204	268	186
Dispositions per prosecutor	218	276	269
Total Dispositions in FV	1,740	2,405	2,341



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:	Assistant District Attorney
Proposed Position Title:	Assistant District Attorney
Current Position Grade:	Attorney 2
Department Name:	Checks Division/ Appeals 1 Chief Prosecutor
Position Number:	
Supervisor Name:	David Bunger
Supervisor Phone:	214-653-3677
Supervisor Email:	dtbunger@dallascounty.org

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 prosecute all Class C Misdemeanor Appeals from the Justice of the Peace Courts that are appealed. Maintain mental health diversion docket. Prosecute Class A and Class B Animal Cruelty cases.
This is accomplished by completing on average 2000 disposition recommendations, attending staffing meetings to determine eligibility for the mental health diversion program and work with public defender assigned to the mental health diversion court, and additional training and support with the additional. Animal cruelty cases added to the court.
Other duties include civil forfeitures that transpire with relation to the cases filed in Appeals 1. The Position has recently been added to the Checks/ID Theft division which will include additional responsibilities such as covering dockets at the JP Courts and assisting with cases as needed and available.

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.
Over a time period of several years following the decision to task a single attorney to the post rather than rotate prosecutors in periodically, the additional responsibilities grew from the basic maintenance of the appeals cases an increase to a more active role was required with respect to the judicial mental health program. Recently the responsibility of the Class A and Class B misdemeanor animal cruelty cases.

<p>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.</p>
<p>With the addition of the mental health responsibilities and the civil forfeitures the position and the most recent addition of the misdemeanor animal cruelty cases by necessity requires increased independent thinking and decision making as it is often that specific to the cases assigned to Appeals 1 the prosecutor of that court is the only ADA dealing with those particular issues, as well as working in concert with Felony prosecutors who share the defendant on other cases.</p>
<p>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.</p>
<p>The duties have evolved and are primarily additional in nature. The animal cruelty cases are added from the regular distribution to the Misdemeanor courts in an effort to centralize their prosecution so that uniformity and efficiency in disposition of these important cases can be maintained. However it should be noted that while this prosecutor will manage the cruelty cases they will remain in the court of original assignment requiring additional time, effort and complexities, while maintaining uniform disposition of the cases.</p>
<p>What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?</p>
<p>The position has not been reduced in duties only added.</p>
<p>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?</p>
<p>Within the three phases of the Mental health Program, the prosecutor is involved in making recommendations in eligibility, disposition and tracking progress of the defendants participating in the program. There is a wide range of authority that is specific to this position including signing and authorizing dismissals for all Class C, B and A cases, as well as preparing and approval of civil judgments. The diversion program is a three phase program instituted to handle a mental health caseload of class A and B misdemeanors where the defendant is diagnosed major depressive, bi-polar etc. There are approximately fifty active cases in this program, however, there are always vacancies because of defendants who graduate or decide to plea out their case. On average there are ten to fifteen Misdemeanor Animal Cruelty cases active that will now be under the management of the Appeals 1 Attorney.</p>
<p>What specific tasks or activities make the job duties/responsibilities more complex?</p>
<p>Staffing and maintaining the mental health dockets, making recommendations as to the disposition of the cases as well as the eligibility and management of defendants within the program. Preparation of the animal cruelty cases, disposition of all appealed Class C cases and coordinating with other attorneys including felony attorneys with respect to the mental health and animal cruelty cases.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.</p>
<p>This is a unique position as it is related to a specific court with specific jurisdiction. There are numerous aspects of this position that are related to the Attorney III's that are assigned to the Checks Division as well as the Attorney III's that are assigned to the Mental Health Division in that this position manages the</p>

same level of offenses in addition to the Class C cases.

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: Class C Cases	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Complete recommendations for disposition on 2000-2500 cases per month		
Contact witnesses and prepare for trial		
Make contact with defense attorneys for the disposition of cases		
Conduct trials		
2. Function: Mental Health Diversion Program	Time	E or NE
Tasks performed to accomplish this function:	20%	E
Review a list of potential candidates that are eligible for the program.		
Run criminal histories on each candidate that is eligible for mental health diversion program. Contact any complaining witnesses in order to further evaluate these cases. Then a determination must be made as to whether or not to approve a candidate for diversion. The prosecutor attends diversion staffing every Tuesday and Thursday. Each staffing includes Judges, caseworkers and prosecutors assigned to the Diversion Program.		
3. Function: Mental Health A and B Misdemeanors	Time	E or NE
Tasks performed to accomplish this function:	20%	E

The prosecutor also handles a docket of approximately 75-100 active cases involving class A and B misdemeanors that are brought to the court by the mental health public defender from every other misdemeanor court. This involves running an NCIC/TCIC for each of these cases in addition to those mentioned above. Then the cases are reviewed for eligibility for dismissals or other solutions that will assist the mentally ill defendant.		
4. Function: <u>Trials for class A and B misdemeanors and Animal Cruelty.</u>	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Prepare and prosecute Class A and Class B Misd. Before judge or jury.		

5. Function: <u>Civil Appeals from Criminal Courts</u>	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Must have an understanding of the Texas Rules of Civil Procedure. These hearings are additional responsibilities for this job because they were never prevalent in the past because there were fewer courts of record and fewer appeals. Additionally, recent statutory changes have made it easier to perfect an appeal involving civil proceedings.		

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 checked="" type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input checked="" 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 checked="" 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 checked="" 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.)

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: Law Degree

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 checked="" type="radio"/>	4.	Minimum of two years experience in/as: attorney
<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. Law License
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 checked="" 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.

Total county amount \$	Total grant amount \$
Additional comments:	

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.
	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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Misdemeanor Prosecutor
	2.
My Current Classification	
Other classifications in the county that would prepare	1.

applicants for my current classification.	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature Comments:	Date
Department Head/Elected Official Signature Comments:	Date

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney/Check Division	Budget No.
Position Title	Clerk II	Position No.
Current Grade	06	Job Code
		Department Priority

Description of Changes in Work Being Performed

Demetra is responsible for assisting the division prosecutors, including the Chief Prosecutor, Deputy Chief and Felony Prosecutor in management of their felony cases, including preparing case files for docket, preparing Pre-Screening Interview packets for probation, fielding calls from complainants, defense attorneys and merchants. Under direction of the Chief Demetra has added responsibilities of coordinating coverage of both the Checks Division Window and the Main Switchboard, to accommodate the proper coverage when someone is absent from their assignments. Demetra handles the paper work and database entries of case information pertaining to disposed cases, collecting the files and preparing them for distribution to records.

Reason/Authority for Change (see Budget Manual)

These additional and more complex duties are added to Demetra as a result of loss of the Office manager position due to budget cuts three years ago. She continues to maintain her responsibilities of data entry as well as the assistant responsibilities.

Departmental Cost Worksheet

Current Grade	06	Proposed Grade	08
Salary	29,328	Salary	33,529
FICA (7.65%)	2,244	FICA (7.65%)	2,565
Retirement (11.5%)	3,373	Retirement(11.5%).	3,856
Total	34,945	Total	39,950
		Total Annual Impact \$ 5,005	

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	District Attorney's Office: Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Prosecutor V	
Approx. Net Cost	\$99,246	
		Department Priority

Brief Summary of Request

Cold Case Prosecutor: Office Space, Desk, Computer, Printer, Chair

Discussion of Need

The child abuse division has approximately 632 child abuse cold cases. Cold cases are defined as cases in which the defendant is unapprehended either due to an at large filing or bond forfeiture. This number means that over 632 victims have not received justice on their cases. It also means that many defendants will never be held accountable for their crimes. The delay in the apprehension and prosecution of the defendant causes many legal problems for the prosecution. The law affords every criminal defendant the right to a speedy trial. If the defendant is apprehended in one of these cases, and it is determined that he has previously been in the custody of law enforcement and the warrant was not executed, the defendant could file a speedy trial motion and possibly win. If he wins, he never has to stand trial for the crime. A defendant found guilty in a court of law was recently released from prison and will never be held accountable for his crime due to a speedy trial motion. This defendant's case was one of the hundreds of cold cases we have in our division. We are requesting a cold case prosecutor so that we can avoid the injustice that happened in the above mentioned case. The cold case prosecutor will review the cold cases, conduct interviews of the victim and witnesses, research all legal issues, conduct all legal hearings, and conduct all negotiations, pleas, bench trials and jury trials.

We have 13 prosecutors assigned to our division. Nine prosecutors carry case loads of approximately 80 cases. . The majority of those cases are first or second degree felonies. Most of those cases are set for jury trial disposition. Preparing a child abuse cases for disposition is equivalent to preparing a murder case. Thus, the prosecutor spends all of their time preparing their cases for disposition. The other four prosecutors have several other duties. One prosecutor handles all administrative duties of the child abuse division, trains new prosecutors, and tries high profile cases. One prosecutor intakes cases and presents them to the grand jury and tries some high profile cases. The other two prosecutors prosecute serious bodily injury /capital murder cases,

old active cases and monitors interns. We need a prosecutor that can focus all of his/her efforts on the cold cases.

Discussion of Related Performance Measure

- The number of cases disposed (either by plea, trial or dismissal)
- The number of cases reviewed
- The number of victims contacted
- The number of defendant's arrested
- The number of hearings conducted
- Preparing cases for trial
- Preparing cases for hearings

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Cold Case Prosecutor
Staff Cost	
Grade	05
Salary	\$99246.00
FICA @ 7.65%	7592.00
Retirement @ 10.8%	10718.56
Insurance @ \$8,200	8200
Total	125,756.56
Related Equipment	
	\$ Amount
Number	
Desk	679
Furniture	247
Computer	700
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	

Cell Phone 700

Other

Total 2326

Other Costs (describe)

Special Training

Consultant Fees

Renovation/Space

Total 128,082.00

Less Additional Revenue Source

Grand Total 128,082.00

DALLAS DISTRICT ATTORNEY
MENTAL HEALTH DIVISION
BUDGET PROPOSALS 2014
for 2015 FISCAL YEAR

Part I – Exhibit A

INDEX

(The requests are listed in order of importance to the Mental Health Division.)

1. Mental Health Division summary of description and goals – Exhibit A
2. Position Description Reclassification Request Form Division Chief
 - (a) Program Improvement Request (Reclassification)
 - (b) Program Improvement Request (Cost Work Sheet)
 - (c) Division Chief current job description – Attorney V
 - (d) Division Chief requested job description – Attorney VI
3. Organization Chart
4. Position Description Reclassification Request Form Competency Attorney
 - (a) Program Improvement Request (Reclassification)
 - (b) Program Improvement Request (Cost work Sheet)
 - (c) Competency Attorney current job description – Attorney IV
 - (d) Competency Attorney requested job description – Attorney V
5. New Position Description Request Form – Attorney IV
 - Program Improvement Request (Equipment)
 - Program Improvement Request (Computer)
 - Program Improvement Request (Additional Staff)
 - Program Improvement Request (Cost Work Sheet)
 - Attorney IV job description
 - Attorney III job description
6. New Position Description Request Form – Investigator
 - Program Improvement Request (Equipment)
 - Program Improvement Request (Computer)
 - Program Improvement Request (Additional Staff)
 - Program Improvement Request (Cost Work Sheet)
 - Investigator job description
7. New Position Description Request Form – Attorney I (Misdemeanor Attorney)
 - Program Improvement Request (Equipment)
 - Program Improvement Request (Computer)
 - Program Improvement Request (Additional Staff)
 - Program Improvement Request (Cost Work Sheet)
 - Attorney I job description
8. New Position Description Request Form – Legal Assistant
 - Program Improvement Request (Equipment)
 - Program Improvement Request (Computer)
 - Program Improvement Request (Additional Staff)
 - Program Improvement Request (Cost Work Sheet)
 - Legal Assistant job description

EXHIBIT A

DALLAS DISTRICT ATTORNEY MENTAL HEALTH DIVISION BUDGET PROPOSALS 2014

Prepared by Cindy Stormer, Assistant District Attorney

I. Necessity and importance of increasing the Mental Health Program

The Mental Health caseload has grown since the Mental Health Division of the Dallas County District Attorney's Office was established in 2007 (tripled in six years).

Successful operation of the Mental Health program in the criminal justice system of Dallas County for six years has resulted in the referral of many more defendants to the program. More staff in this program would result in:

- quicker diversion from the jail of mentally ill defendants,
- quicker movement to the State penitentiary (when necessary via getting cases to trial faster),
- more work with the intake division to identify the mentally ill earlier so they do not languish in the jail unnecessarily,
- more work with private attorneys to identify appropriate services,
- more uniformity in the treatment of mentally ill defendants,
- more education of prosecutors and defense attorneys about mental illness and the services available, etc..

Approximately one-third of the people in the Dallas County Jail have a diagnosed mental illness.ⁱ Mentally ill defendants spend more time in jail and cost more to house.ⁱⁱ
iii

The mental health caseload continues to grow because more people are being diagnosed as mentally ill in the jail all the time. It is a goal of the Division to ensure that a mentally ill person is provided with services before they are released back into the community, receiving those services can cause the person to be flagged as mentally ill once they come back into the jail (e.g. Northstar and Metrocare), and once someone is classified as mentally ill they are assigned to the Mental Health Division each time they come back into the system.

The Dallas County jail is the largest provider of mental health services in the county and the 4th largest in the state (after TDC, the State Hospital and Harris County Jail). The Dallas County jail has a 40 bed psychiatric ICU which is the largest in the state.^{iv}

There are six Public Defenders assigned to mental health (compared to three Assistant District Attorneys who are responsible for responding to the private bar as well as the Public Defender's Office). The Public Defender's Office also has four full-time case managers with Master's degrees assigned to the Public Defender's Mental Health Division. The District Attorney's Mental Health Division has three attorneys and no additional staff.

In 2007, when the Division was created, it was recommended by the Criminal Justice Administrator that the District Attorneys Office designate an Investigator to this Division. This was never done as no additional funding was provided. For six years the prosecutor has either done the work herself (not a judicious use of resources) or borrowed

another investigator from other duties (resulting in a lack of continuity and uniformity). Although the attorneys assigned to this Division frequently work after hours and weekends and utilize lawyers on loan and as many as five interns (volunteers) at a time; **it is still necessary to turn cases away due to the sheer volume of requests.**

II. Goals

Operational Impact

Approximately 22% of all jail bookings involve an inmate with a diagnosed mental illness that would result in approximately 22,000 individuals a year with a diagnosed mental illness. This leaves many cases that should be referred to Mental Health Public Defenders and Mental Health District Attorneys to be handled by the Public Defenders and District Attorneys in the Courts. The result of this is that defendants with mental illness are not always receiving the same level of representation as they do when they are handled by the Mental Health attorneys.

Ryan Brown's memo to Commissioner's on March 26th, 2013 states "Defendants handled by the Mental Health Public Defender have caseworkers that interview and assess the needs of the defendant, which frequently results in the case being handled quickly and efficiently including connecting the defendant to appropriate treatment and services. In addition, having a Mental Health District Attorney who understands the particular needs of mentally ill defendants and the victims of the crimes perpetrated by the mentally ill defendants increases the cooperation between all parties and enhances the likelihood of quick and efficient outcomes of the criminal proceedings. Having a dedicated Mental Health District Attorney means they understand the recommended assessment and treatment program that is developed by the trained caseworker for the defendant and can take this into consideration when determining what the State will offer to the defendant." And "The addition of these positions should have a positive impact on jail population and recidivism rates thereby saving the County jail costs in the future."

More personnel in the division would allow for more of those individuals in the jail to receive the mental health treatment that they should be receiving and to receive it more promptly. The increasing caseload without an addition of personnel tends to defeat one of the most important functions of the Mental Health Division, i.e. allowing mentally ill individuals to receive prompt attention and treatment, and not languish in the jail unnecessarily.

More mentally ill individuals could be placed on probation or conditional dismissals with conditions which require the individuals:

- (1) to stay on their medications;
- (2) not consume illegal drugs, in some cases alcohol (imperative as this diminishes and conflicts with the affect of the medications they should be taking);
- (2) to see mental health professionals; and
- (4) to see case managers who can obtain supportive housing, transportation, etc. for them.

Currently the bulk of the cases that the District Attorney's Office Mental Health Division Supervising Attorney is able to give attention to are those referred from the Public Defenders office. This results in a lack of uniformity for the defendants (defendants represented by the private bar are not as likely to receive services) and many

mentally ill defendants slipping through the system or languishing in jail without the attention that they need. With more resources in the District Attorney's Office, more attention could be placed on the intake process in grand jury to identify eligible defendants early.

Education of the criminal defense bar is also essential. This would allow for more uniformity in the treatment of the mentally ill. The private bar cannot begin to compete with the Public Defender's Offices resources for the mentally ill. The District Attorney's Office must be the catalyst for uniformity. Representation by the private bar requires far more work on the part of the District Attorney's Office (requiring the prosecutor to do not only the additional mental health work required of the prosecutor in these cases but also the work that public defenders would have done regarding mental health, i.e. convey the knowledge that the Mental Health Public Defenders would normally do for the client regarding services, housing, etc.).

Additional personnel would also provide more time for training other prosecutors in the office, as all prosecutors should be aware of mental health issues and consider addressing the mental health issues as part of their duties.

There could be more coordination with other agencies; e.g. more coordination with the Mental Health Coordinator and ADAPT to obtain supportive housing and transportation and services, more training for police, more coordination with the misdemeanor divert attorney (that is currently dealing with more than just mentally ill defendants), etc..

More personnel in the division would allow for more cases to be taken to trial and thus disposed of more promptly. This was seen with the recent creation of the State Jail Division, allowing prosecutors to bring cases to trial quicker resulting in a significant lowering of the jail population. This is essential in cases involving mentally ill defendants as:

- (1) they cost an average of three times as much to house – \$58 per day for inmates in the general population compared to \$150 per day estimated for the mentally ill (doctors, nurses, medications, special procedures [i.e. restraint chairs], etc;
- (2) they tend to “decompensate” when they are left languishing in the jail, and
- (3) their incarceration results in more injury to staff with their unpredictable assaultive behavior in some instances with very sick individuals.

The Impact of Adding an Additional Person in 2013

The impact and advantages of receiving the additional mental health staff to the department on June 3rd, 2013, resulted in us not saying to a single person “sorry, we can't take your case, our caseload is too heavy right now” for months. With the additional assistance, Cindy Stormer, the Chief of the Mental Health Division, has been able to work with the jail to have more of the severely mentally ill assigned to the Division and go to the grand jury attorneys asking them to screen cases for mental health and refer them to the division. Previously the Division was in triage mode, responding to the avalanche of cases routed from the Public Defender's office and private attorneys. She has spoken with the jail administrator to facilitate routing of the mentally ill to the

Mental Health Division sooner in the process. Now we can put more of an emphasis on cases such as illegal drug possession and prostitution, and get more sick people out of jail and into services sooner. Stormer now has time to work with the drug court to receive their cases where the individuals are too mentally ill to complete the program.

In the first month, approximately 60 felony cases were assigned to the new attorney. That is 60 mentally ill defendants who will have their cases moved quicker and will receive services sooner than before. By the second month, 125 felony cases had been assigned to the new attorney. Those defendants will be getting out of jail sooner (where appropriate, as is the case in most situations) and receiving the necessary services. Previously, the competency attorney was working long hours, 7 days a week. Now he is able to maintain a manageable work schedule.

The attorneys are able to spend more time on the competency cases, moving them faster, preventing decompensation in the jail. This is resulting in a quicker resolution of those cases. The number of persons in the out-patient restoration program is consequently slowly dwindling.

The Chief of the Division is now able to spend more time consulting with attorneys, law enforcement and other professionals which is improving the system and has presented continuing legal education to prosecutors, defense and training to law enforcement (previously there was no time for this).

III. Personnel

1. Staffing

A. Current - Attorney V

i. Supervising Attorney Mental Health Division

a. Current Position:

This position supervises two mental health attorneys and manages a very heavy, felony (all types of offenses including murders) caseload, trying extremely difficult and complex cases involving issues of insanity, competency, mental illness, etc.. (see attached Attorney V Job Description). Cases involving mentally ill defendants in the Public Defender's office (80 attorneys) are routed to this Assistant District Attorney Supervisory Attorney position. The workload of this position has far more than tripled since it was originally created in 2007 (see above statistics, more mentally ill are being identified and more of those identified are being assigned to this prosecutor). **This position more than pays for itself**, by moving hundreds of mentally ill defendants out of the jail each year and into programs reducing recidivism.

The Chief's position of the Mental Health Division of the Harris District Attorney's Office (Houston) receives Division Chief pay equivalent to other Division Chiefs such as the Family Violence Division and the Child Abuse Division. The attorney's in the Dallas Mental Health Division carry a far greater combined caseload than the combined caseload of the attorney's in the Houston District Attorney's office.

b. Change in Demands of Position Since Creation:

Duties that this attorney (Supervising Attorney) does that were not included in the original job description are numerous. This attorney has been litigating the most complex, difficult and serious and highly visible cases and all other duties as listed in the Dallas

County Job Description Attorney VI. Chiefs of the trial courts (Attorney V) frequently request this attorney to take over complex cases. The Mental Health Attorneys advise other prosecutors and attorneys on mental health issues daily. With each mass murder elsewhere committed by a mentally ill individual, there are increased demands for the services of the Mental Health Division. These Mental Health attorneys now provide continuing legal education to the District Attorney's Office; provide liaison and training to police and firefighters; speak to citizens and families about issues (APOWW – Apprehension by Police Officer Without Warrant, civil commitments, services available, etc.); presentations to the grand jury (briefing each session and presentation of individual cases as needed); holding hearings and monitoring releases of defendants found “not guilty by reason of insanity” when hospitals deem it is appropriate; attendance at meetings of BHSC (Behavioral Health Steering Committee); BHLT (Behavioral Health Leadership Team); NAMI (National Alliance on Mental Illness), etc.; respond to emergency requests from judges (sometimes requiring extensive legal research that includes contacting other jurisdictions for procedures); bond hearings (agreeing to personal bonds, holding bonds insufficient, and overseeing the re-arrest of defendants that are deemed dangerous), etc.. Also, with the reduction in beds at the State Hospital – it is necessary to obtain creative solutions and alternatives for treatment of the mentally ill.

C. Increasing Caseload

Also, since mental illness cases in the District Attorney's office tend to be “defendant specific” (as opposed to fact or crime specific), all the defendant's cases are given to the mental health division each time the defendant is arrested, i.e. once a Mental Health Assistant District Attorney takes on a defendant's case, all that defendant's cases forever more are assigned to that same prosecutor. This results in the caseload in the Mental Health Division growing larger and larger.

Further, since chapter 17 of the Code of Criminal Procedure requires that non-violent, mentally ill defendants be released on personal bonds, the Mental Health Division of the District Attorney's office should be dealing with those cases along with the monitoring of out-patient competency restoration cases and diversion cases, to ensure that the mentally ill are receiving and complying with mental health services.

ii. Competency Attorney Mental Health Division Attorney IV

a. Current Position:

An Assistant District Attorney IV position handles competency matters including monitoring all out-patient competency restoration which is a full time caseload. **This position's, “Out-patient Competency Restoration Program” alone, more than pays for itself.** This position was created specifically in response to a lawsuit filed in 2006 regarding defendants being held in the Dallas jail for months before transfer to State Hospitals and after one Dallas inmate nearly died awaiting transfer. In 2009 the pilot program saved the county \$300,000 by not housing the mentally-ill defendants in the jail. And the program has grown significantly since then, saving more money for Dallas taxpayers. This program allows defendants to be treated in their communities which is more beneficial than being in a hospital.^v **TODAY, there are an estimated 30 to 50 individuals in this out-patient program at any given time (and hundreds more in the mental health diversion programs over which this attorney monitors check-ins),**

saving taxpayers of Dallas County approximately \$150 per day each, i.e. an estimated 300 individuals at \$150 per day time 365 days per year equals \$millions in savings per year!!!

These defendants are less frequently charged with new crimes than defendants that are sent to the hospital. This requires weekly staffings (meetings with the Judge, defense attorney, case managers, etc. in court). These individuals are required to come to court at least every two weeks. The attorney monitors the community based programs, whether the defendant is taking medications, attending the court ordered doctors visits, drug testing, etc..

b. Change in Demands of Position Since Creation:

Duties that this attorney (Competency Attorney) does that were not included in the original job description are numerous. They include those duties listed above for the supervising attorney (Change in Demand of Position Since Creation) and the following additional duties: trial work; intake of cases; monitoring those found “not guilty by reason of insanity” monthly after release from the hospital for the duration of the court’s jurisdiction of the defendants (for the duration of the defendant’s life in cases of first degree felony); providing interface with the F.B.I. and Homeland Security to keep them apprised of threats to National Security; community outreach; etc..

iii. Unique Demands of the Positions:

These two positions are currently occupied by two attorneys with a combined legal and law enforcement experience of fifty-six years. Staff monitoring phone calls and the front desk at the District Attorney’s Office indicate that the services of the mental health attorneys are requested more than any other attorneys in the office. These attorneys frequently work until late at night and weekends, taking work home, and even enlisting family members to assist in staying on top of the ever burgeoning case-load.

The mental health attorneys carry a caseload that is equal to or greater than other prosecutors in the office; however their cases require additional work that other prosecutors do not do (and work that is difficult to document), e.g.:

- * review of voluminous medical and psychiatric records;
- * hearings regarding incompetency and insanity;
- * monitoring the necessity for extensions for hospital and psychiatric commitments (competency and insanity);
- * continued monitoring of cases (insanity and incompetency institutionalizations);
- * knowledge of the DSM-IV (Diagnostic and Statistical Manual regarding mental illness);
- * consultations with judges on the issues of mental health;
- * education of, consultation with, and advice to prosecutors, other attorneys, police, grand juries, probation officers, firemen, SMU Criminal Defense Clinic, and other professionals, which includes the presentation of Continuing Legal Education;
- * attendance at mental health committee meetings;
- * legal research specific to mental health;
- * keeping informed and being knowledgeable about services available;
- * communications with family members about services available;
- * communications with the mental institutions where defendants are sent;

- * being aware of the rules and peculiarities of the seventeen different felony courts, specialty courts, and the misdemeanor courts, as these attorneys practice in all courts;
- * the attorneys of the Mental Health Division are the only attorneys in the District Attorneys office that practice law in every court in the Frank Crowley Courts Building;
- * knowledge of HIPAA (Health Insurance Portability and Accountability Act);
- *out-patient competency restoration;
- *presentations to grand jury regarding mental illness;
- * attendance at committees and meetings regarding mental illness;
- * apprising appropriate authorities regarding security threats; and
- * the additional burden of obtaining services, i.e. housing, transportation, etc. for the defendants, among other things,
- * training, consulting, and educating other prosecutors, law enforcement, fire department, the public, etc. on the issues of mental health, etc..

B. Needed

(1) Raising the current supervisor’s position to Attorney VI (currently Attorney V). The following division chiefs are Attorney Level VI: Public Integrity, Specialized, Organized, Family Violence, and Child Abuse. As a Supervisor of cases in all courts in the Frank Crowley Courts Building, this position should be raised to harmonize with the other Division Chiefs. This position is currently held by an experienced attorney with 27 years as a trial and appellate attorney and 10 years in law enforcement. The position should be increased to have the authority to assign cases to courts or chiefs and continuing monitoring the prosecution of said cases. This would allow for more mentally ill defendants to receive services. It should further be increased as it has the responsibility of handling and consulting on complex cases with potential for being high profile. It should also be increased for the position to command the respect that it should in the office. The value that an organization puts on a position is reflected in the compensation. Compensation is the litmus test for worth.

(2) Raising the current competency attorney position to an Atty V position (currently Attorney IV). This position is currently held by an experienced attorney with 19 years experience and hundreds of jury trials. The position should be elevated for purposes of being able to fill in for the supervising attorney when that attorney is out of the office, allowing for time to attend BHLT meetings, more education of police, attendance at chief’s meetings, etc..

(3) Adding the following positions:

*Felony Attorney IV (1) – to work closely with the intake division and private attorneys in identifying cases where diversion and services are needed and general assistance with the current caseload to expedite cases.

*Felony Attorney III (2) – same as above

Misdemeanor attorney (1)- same as above but to work exclusively with misdemeanor cases.^{vi}

*Investigator^{vii} (1) – assist the prosecutors in locating witnesses, investigations, etc.. training of law enforcement personnel. In addition to the same general duties as a trial court investigator, the investigator will be the liaison with the law enforcement agencies in the determination of which direction to proceed with the criminal case, i.e. divert pre-indictment with no criminal case accepted, No Bill at grand jury or dismiss at a later date. The investigator would also contact mental health providers and subpoena medical records early in the case.

*Legal Assistant/Caseworker/Forensic coordinator (1)- to keep statistics, and coordinate activities, to communicate with families of defendants and complaining witnesses, file acquisition, etc..

Adding the attorney positions is the most important goal, as that will allow more mentally ill to receive attention more promptly. Any of these positions would allow more time for the current attorneys to move more cases, more quickly.

2. Equipment and Computers

Furniture and computers would be needed for the added positions and is set out in the Program Improvement Requests herein.

IV. Statistics Supporting Necessity and Effectiveness of the Mental Health Program

Dallas County was one of the first to adopt a mental health criminal justice program and was found to have the most successful mental health program in Texas (of the counties studied) according to a 2010 comprehensive, eighteen month study conducted by a research scientist from Texas A & M in conjunction with the Texas Task Force on Indigent Defense. **Defendants from the mental health caseload in Dallas exhibited the lowest risk of recidivism of the counties studied.** Dallas has the broadest and most comprehensive array of diversion-oriented programming of any Texas county studied in that research. The Dallas County Probation Department claims to have a reduction in recidivism of 70% via CATS [Comprehensive Assessment Treatment Services] Evaluation.^{viii} This is better than that of the general jail population.

With more support in the Division, there could be more involvement with the families and therefore possibly more civil commitments, resulting in a safer and healthier community. Involuntary civil commitments are very rare and sometimes difficult to obtain with the current law. Intervention in a criminal setting may be the only help these people and their families will ever get.

Therapeutic Justice, problem solving courts, dramatically reducing the high recidivism rate in criminal cases (especially of drug offenders which is the offense of many of the mentally ill – attempting to self-medicate their illnesses). These courts work—individuals successfully treated do not re-offend, or do so at a much lower rate, thus saving money and public resources.^{ix} These courts compel individuals to respect the system and participate in the treatment services offered or face swift consequences, which is regarded as a superior form of accountability to traditional sentences. With more personnel in the Mental Health Division, there could be more mentally ill defendants receiving the attention that they should be receiving in those courts.

While the mentally ill commit all types of offenses, the most common offenses in Dallas that the mentally ill defendant commits are:

* criminal trespass (16% of charged offenses against mentally ill defendants), followed by :

- * assault,
- * possession of a controlled substance,
- * prostitution, then other crimes.

This is why a misdemeanor prosecutor would be especially beneficial in the Mental Health Division.

The most common mental illnesses of defendants in the Dallas County jail are: bipolar, schizophrenia, schizoaffective disorder, in that order. These mental illnesses can be seen on a brain scan and can be treated by medication allowing the individuals to lead normal, productive lives. This is why early detection, intervention and diversion from the criminal justice system is so crucial for these individuals.

CONCLUSION

It is very difficult to document what is done by mental health attorneys because so much of it is not statistics driven. These attorneys are constantly being consulted for their advice. Also, these cases are subject to long term involvement on the part of the attorneys because of the severity of the defendant's mental issues or competency issues, i.e. the office has been monitoring one individual since 1978 (two cases of attempted capital murder where he was found not guilty by reason of insanity and his institutionalization must be renewed annually). These defendants can no longer be committed to mental hospitals long term. Once released, the mental health prosecutors must coordinate with ADA PT, the mental hospitals, housing, etc. to make sure the community stays safe.

It is estimated that for every dollar spent on mental health and substance abuse disorders, Texas would see a return of \$23. Proper funding of mental health prosecutors will result in less exposure to liability.^x There is no better way to be SMART ON CRIME than investing in the evidence-based best practices demonstrated in the Mental Health Division.

The events at Newtown, Connecticut in 2012 (deaths of 20 children and 6 adults), and numerous other mass murders (almost all of which were done by a person with a diagnosed mental illness) and the 2014 shooting at Fort Hood by a mentally ill individual, are a reminder to us that we are on the front lines and in a unique position to recognize mental illness in dangerous individuals. Unlike most prosecutors, Dallas prosecutors can have defendants evaluated by psychologist via CATS where they can determine those with mental illness and more importantly, homicidal ideations. Some low level cases (usually assaults against family members) have had homicidal ideations revealed in the CATS evaluation. To prevent tragedies like those of Newtown; Columbine; Aurora, Colorado; etc. there must be early mental health intervention. Early mental health intervention is equivalent to prevention of more crime and tragedies. With each mass murder consciousness is raised regarding mental illness and there is a corresponding increase in the demands for service on the Division. Currently there are far too many defendants and their families that we are not able to assist. It is smart public policy to

treat the mentally ill. Not only is it the right thing to do, it reduces expenditures in other areas.

ⁱ In 2009, the average daily population in the Dallas County Jail was 6,164 persons. Of that total, the average mental health census was 1,201 inmates, or 19 percent who self-disclosed a mental illness. In September 2010 Sheriff Lupe Valdez stated that of the 7,100 inmates in the jail, 2,200 had a mental illness – 31%. Locally, the number of persons committed to the Dallas County Jail who also have a history of receiving mental health or substance abuse services has increased from 7% of jail admissions in 2007 (6,501 admissions) to 20% in 2012 (17,012 admissions). Since the jail population at any given time is 31 percent mentally ill but admissions of the mentally ill are 20% annually, this is evidence that mentally ill defendants spend more time in jail. This is in part due to the fact that there are insufficient resources allocated to assist the mentally ill.

ⁱⁱ Research shows that it costs 11 times more to treat individuals with mental illness in the criminal justice system than in the community. (Quoting Sheriff Lupe Valdez at the Mental Health Symposium Dallas 2/5/13). Nearly 8 times more Texans with serious mental illness are in jails and prisons than in hospitals. Nationally, the ratio is 3 to 1.

Texans in prison are 4 times more likely to have a serious mental illness than Texans in the general population. One in three Texans with serious mental illness will be re-incarcerated within 3 years.

ⁱⁱⁱ The following figures show a percentage reflecting a NorthStar (Metrocare) match, i.e. these are the individuals that are receiving treatment (medications) in the jail (and does not necessarily represent the total number of mentally ill in the jail).

2007 - 7%
2008 - 8%
2009 - 11%
2010 - 14%
2012 - 20% (tripled in six years)

^{iv} The cause of the burgeoning number of prison inmates with mental illness in recent decades appears to be linked to the falling number of state psychiatric beds (90%) since the 1960's. Such beds were supposed to be replaced with a system of community mental health centers, which never materialized due to lack of funding. Prisons are now the largest mental health providers in the United States. According to a recent article in USA Today (2013), psychiatric beds in the United States have dwindled back to the per-capita level of 1850, and those services have not been replaced with sufficient community-based treatment services. At Terrell (State Hospital for the mentally ill), in 1900 - 2300 were housed there; in 1960 - 3000 were housed there; as of 2/7/13 a mere 316 mentally ill persons are housed there.

^v Dallas Morning News April 12, 2010.

^v When defendants are sent to the hospital, their medications are frequently changed. Releasing these non-violent offenders back to their homes allows for more consistency, crucial in the treatment of the mentally ill.

^{vi} More emphasis on the lower offenses that the mentally ill commit might result in earlier intervention and reduced recidivism.

^{vii} There have been at least five wrongfully charged, mentally ill defendants discovered by the Supervising Assistant District Attorney of the Mental Health Division in recent years. These people should not have spent time in jail. Sometimes the discoveries are not made until the case is being prepared for trial. An investigator assigned to this Division would alleviate that problem.

In a recent murder trial, the Supervising Attorney of the Mental Health Division had to use six different investigators in the course of the case because there is not an investigator assigned to the Division and the attorney is only able to use whoever is available at the time. This results time expended getting the new investigator up to speed on the case taking up valuable time of the attorney and the investigative division.

Many investigators in the office can attest to the need for this section to have an investigator assigned exclusively to the attorneys of this Division.

^{viii} In 2012, the CATS (Comprehensive Assessment Treatment Services) (a program started in Dallas) reviewed 2900 cases prior to early intervention and 2900 after early intervention and found that there was a 70% reduction in recidivism in those cases with early intervention.

^{ix} Texas is home to 155 Drug Courts and 19 innovative Veterans Treatment Courts. The evidence-based reforms implemented have saved an estimated \$2 billion in new prison spending since 2007, led to the closure of three prisons and six juvenile lock-ups, brought about a 39 percent reduction in the parole failure rate, and reduced the statewide crime rate to levels not seen since the 1960s.

^x Gregg County Texas was ordered to pay a \$1.9 million settlement to relatives of a drug-recovering inmate who died in custody. The inmate died after being denied her prescription drugs from a methadone clinic while she was in jail. Two jailers were indicted based on their actions stemming from the incident. Dallas Morning News 2/13/13.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	DA - Appellate Division	Budget No
Brief Title of PIR	New Attorney II for Appellate Division	
Approx. Net Cost	89,926	Department Priority <u>First</u>

Brief Summary of Request
 Requesting new position for attorney who will provide assistance in drafting/filing appellate briefs while also being able to consult on a daily basis with misdemeanor prosecutors when those prosecutors are faced with situations involving actions their trial courts are proposing to take, especially when those actions may not necessarily be consistent with best practices called for by a correct application of the most-relevant legal principles.

Discussion of Need
 The misdemeanor courts handle a large volume of lower-level cases and tend to move at faster pace than the felony cases in the district courts. There has been an increasing frequency of requests for assistance regarding questions of law that arise in the misdemeanor courts, questions which arise with little or no advance warning. By having a member of the Appellate Division literally assigned in closer physical proximity to the misdemeanor courts, the misdemeanor prosecutors will benefit directly from having available to them an attorney who specializes in legal research and writing. The attorney's having a regular, albeit reduced, appellate briefing docket will keep the attorney's research and writing skills honed and permit the attorney to provide assistance to the misdemeanor prosecutors. The assistance provided to the misdemeanor prosecutors should result in the records of trials and hearings in the trial court that reflect the State's arguments and positions in the strongest manner, which should enhance the State's ability to prevail on any potential appeals.

Discussion of Related Performance Measure

 Attorney must meet briefing deadlines, and maintain docket and log re: questions addressed/time expended.

Staff Review and Comment



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Assistant District Attorney
Proposed Position Grade:	Attorney II
Department Name:	Appellate Division
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Michael R. Casillas, Chief Prosecutor- Appellate Division
Supervisor Phone:	214.712.3016
Supervisor Email:	michael.casillas@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
provide assistance in drafting/filing appellate briefs while also being available to consult with misdemeanor prosecutors facing trial court actions that may not be consistent with what would constitute the best practices under the most-relevant principles of law.
This is accomplished by
having the attorney be assigned to work with the trial prosecutors and having the attorney occupy office space that is in close physical proximity relative to the misdemeanor prosecutors and the misdemeanor courts.
Other duties include
drafting and filing appellate briefs as part of carrying an appellate briefing docket, which maintains the attorney's appellate skill set.

C. Essential Functions of the New Position

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: By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.	30%	E
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
2. Function: Assisting misdemeanor trial prosecutors in highly fluid situations	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	85%	
Being ready to conduct legal research and draft documents responding to arguments from the defense.		
Using legal writing skills to draft language that the State believes should be included in jury charges.		
Making legal arguments to protect the State's positions in the event the State decides to appeal a trial court ruling that either suppressed evidence or threw out the State's pleading charging the crime.		
3. Function: Researching and drafting appellate briefs to be filed in the appellate courts	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	15%	
Reading the brief seeking to overturn the conviction.		
Reading the trial record to assess the merits of the claims in the appellate brief.		
Researching the law regarding the legal issues and drafting a legal brief to respond thereto.		
Presenting oral argument to the appellate courts as necessary		
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>		

D. 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="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

A desk, office chair, and phone would be required for 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)

A regular computer with word processing software would be needed for this position

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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="checkbox"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" 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.

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

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

<input checked="" type="checkbox"/>	1.	<i>No previous experience required</i>
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input type="checkbox"/>	4.	Minimum of two years experience in/as:
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	Must be a licensed attorney in Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, what type?

G. 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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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 (check one).

<input type="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney III
	2. Attorney IV
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		
Staff Cost		
Grade	Att 2	
Salary	65,150	
FICA @ 7.65%		
Retirement @ 11.5%	12,476	
Insurance @ \$8,500	8,500	
Total		86,126
Related Equipment		
	\$ Amount	
Number		
Desk	696	
Furniture	504	
Computer	2000	
Printer	500	
Network Cabling	100	
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		3800
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
	Grand Total	89,926

REPLACEMENT EQUIPMENT REQUEST

	Department	DA - Appellate Division		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Desk (Of Lisa Smith)	well over 10	21801	\$567 (Hon 10701R)	Locks Up by self and is difficult to unlock
2	Desk (Of Doug Gladden)	7 plus	065-629	\$550 (Hon 38155)	Desk is less-than stable
3	Chair (Of Lisa Smith)	7 plus	001561	\$480 (Hon 3528)	Not comfortable to sit in
4	Chair (Of Karen Wise)	7 plus	None found on item	\$480 (Hon 3528)	Does not roll easily
5	Chair (Of Patricia Noble)	7 plus	None found on item	\$480 (Hon 3528)	Is wobbly and has stains
6	Chair (Shared by Anne Wetherholt/ Anna Kubalak)	7 plus	None found on item	\$480 (Hon 3528)	Loose armrest and does not roll easily
7	Chair (Shared by Kim Duncan/Marisa Elmore)	7 plus	None found on item	\$480 (Hon 3528)	Chipped armrest snags clothes, non-height adjustable
8	Chair (Of Doug Gladden)	7 plus	None found on item	\$480 (Hon 3528)	Creaks and wiggles and compresses
9	Bookcase (Of Lisa Smith)	7 plus	None found on item	\$351 (Hon 10755)	Showing wear and tear
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DA - Appellate Division	Budget No	
Brief Title of PIR	Credenza Request		
Estimated Cost	\$383 (HON 10711R)	Department Priority	Second
Brief Summary of Request			
Seeking credenza for Deputy Chief Lisa Smith of the Appellate Division.			
Discussion of Need			
<p>Deputy Chief Lisa Smith helps oversee the day-to-day operation of the Appellate Division, as well as carrying an appellate docket that includes filing direct appeal briefs, responding to habeas corpus applications in death penalty cases, and providing legal advice to attorneys in the trial division. In attending to her aforementioned duties, Deputy Lisa Smith has to review voluminous documents and pleadings and draft responses thereto as applicable. The credenza would improve efficiency by providing a larger, close proximity workspace, thus reducing the amount of time expended on needing to move around within the office to obtain other documents.</p>			
Staff Review and Comment			

Form G

FY2015

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Investigator	
Estimated Cost		Department Priority
Brief Summary of Request		
<ul style="list-style-type: none">• 1 Ballistic Vest• Car –Sedan 4-door full size, police package -\$27,636• Desk,- \$679• Chair - \$247• Computer-700		
Discussion of Need		

- Ballistic Vest because will be contacting unapprehended defendants
- Car: to transport defendants and to locate and visit families from cases that happened as much as 20 years ago.

Staff Review and Comment



EQUIPMENT	Cost	Yearly Maintenance
Server & Data Storage	35,000.00	
FOX Ultimate Investigator	11,000.00	
FOX Ultimate Investigator	11,000.00	
Ditto Forensic Field Station	1,500.00	
Ditto Forensic Field Station	1,500.00	
FTK vs 5 (Software) w/dongle	5,114.00	1,119.00
FTK vs 5 (Software) w/dongle	5,114.00	1,119.00
Cellebrite UFED Touch	12,583.00	3,000.00
Cellebrite UFED Touch	12,583.00	3,000.00
Ramsey STE300f - Teel Technology	1,495.00	
Ramsey STE300f - Teel Technology	1,495.00	
Oxygen Forensic Analyst	2,995.00	299.00
Oxygen Forensic Analyst	2,995.00	299.00
Mac Pro - Apple	6,000.00	249.00
MacBook Pro 1TB- Apple	1,999.00	349.00
MacBook Pro 1TB- Apple	1,999.00	349.00
IEF- Magnet (Software) advance w/dongle	1,999.00	550.00
IEF- Magnet (Software) advance w/dongle	1,999.00	550.00
DVR Field Recovery Kit - Oceans Systems	5,000.00	
AMPED 5 (software)	3,000.00	975.00
Samsung TV	1,500.00	
Adobe Creative Cloud	1,200.00	1,200.00
HTCI Write Protection Kit - for MACs	1,599.00	
APC Pro 1500 back up batteries	80.00	
APC Pro 1500 back up batteries	80.00	
DVR Examiner	5,000.00	2,000.00
BlackLight Black Bag Technologies for Mac OS X, IOS, and Windows	2,200.00	845.00
BlackLight Black Bag Technologies for Mac OS X, IOS, and Windows	2,200.00	845.00
Total	140,229.00	3,690.00

Yearly OnGoing Support	Cost
Spare HDD, USB, DVDs, CD-R	5,000.00
Training (3 people)	20,000.00
Video Forensic System	2,500.00
Misc Software	5,000.00
Total	32,500.00

Initial Training	Cost
Cellebrite Certification	3,850.00
Cellebrite Certification	3,850.00
Oxygen Forensic Analyst	299.00
Oxygen Forensic Analyst	299.00
Total	8,298.00

Positions	Annually
Sr. Digital Forensic Examiner	68,000 to 115,000
Sr. Digital Forensic Examiner	68,000 to 115,000

Discussion of Need

The Public Integrity Division (“Division”) is responsible for the enforcement of the criminal statutes as they apply to public servants acting under the color of law. These public servants range from elected officials; to government workers; to doctors and nurses; to pharmacists and pharmacy technicians; and to those posing as public servants. At the present time there are three (3) prosecutors assigned to the Public Integrity Division: the Division Chief and two Level IV prosecutors. One Level IV prosecutor handles any cases dealing with licensed professionals, including doctors, nurses, pharmacists and pharmacy technicians. This Level IV prosecutor also handles all cases that are either filed or referred to the Division by Parkland Hospital. This attorney also carries a “normal” caseload of cases that involve such crimes as: theft by public servant, frauds, tampering with government records, official oppression and official misconduct. The second Level IV prosecutor carries a “normal” caseload like the other Level IV prosecutor but is also responsible for investigation and prosecution of violations of the Election Code. Even though the Election Code cases are cyclical with the election process, they can consume a lot of time. The Division Chief handles all cases with regards to shootings or serious injuries involving peace officers, any form of detention officer, and any person acting as a law enforcement officer under the law of the State of Texas. This also includes the further investigation of and prosecution of a peace officer’s, any form of detention officer’s, or any person acting as a law enforcement officer, under the laws of the State of Texas, use of force, or alleged use of force, against any person. The Division Chief also has a small “normal” caseload but spends the vast amount of time on these cases and performing administrative duties. The Division also handles all inquiries regarding Brady issues with regards to law enforcement witnesses. To this end, the Division is in the process of implementing protocols for handling officer involved shooting/death in custody cases and Brady inquiries. The new Level IV Prosecutor would be tasked with the administration of the new Brady Protocol. This new protocol is vital in order to comply with our discovery obligations. These procedures are necessary (1) to ensure that instances of law enforcement employee and expert witness misconduct and credibility issues that come to the attention of the District Attorney’s office are reviewed to determine if disclosure is required under Brady v. Maryland, (2) to maintain a depository for such information, and (3) to ensure that assistant district attorneys know of the existence of such information regarding potential witnesses so that disclosure can be provided to the defense. The Division has accepted very few complaints from citizens and agencies due to the lack of resources to adequately investigate these cases. The Division has recently accepted direct complaints from both citizens and agencies that requested we investigate. These cases are currently being investigated by the Division’s only two investigators. This also requires the attorneys in the Division to expend time to help direct the investigation and prosecution of these cases.

The role of both the attorneys and investigators in the Division has expanded. Much of their time is spent on tasks that take a great deal of time but are not reflected in numbers of case dispositions. The Public Integrity Division is similar to the Specialized Crime and Organized Crime Divisions in terms of case flow. All three divisions handle cases from: filing; grand jury presentation; and prosecution. The one difference is the fact that the Public Integrity Division is now actively investigating cases. The role of the Division continues to expand and the staff must expand to adequately and professionally handle these sensitive cases. This Level IV Attorney would handle the administration of the Brady Protocol, as well as carrying a small docket of cases. The addition of a Level IV prosecutor would help meet Vision 3 of the Dallas County Strategic Plan. Vision 3 is that "Dallas County is safe, secure and prepared." The complexity and sensitivity of the cases handled by the Division have increased, especially officer involved shooting/death in custody cases. More time and resources must be expended to restore confidence in the criminal justice system when it comes to these cases. Therefore, making Dallas County more safe, secure and prepared when it comes to these volatile and sensitive cases. The addition of another Level IV prosecutor will give the Public Integrity Division the chance to help Dallas County achieve this vision.

Discussion of Need

The Public Integrity Division (“Division”) is responsible for the enforcement of the criminal statutes as they apply to public servants acting under the color of law. These public servants range from elected officials; to government workers; to doctors and nurses; to pharmacists and pharmacy technicians; and to those posing as public servants. At the present time there are two (2) Level II investigators assigned to the division. Both investigators handle every type of case that comes into the Division. These cases involve such crimes as: theft by public servant, frauds, tampering with government records, official oppression and official misconduct. Both investigators assist in any investigations and prosecutions of violations of the Election Code. Both investigators assist the Level IV Prosecutor that handles the Parkland Hospital cases. Both investigators assist the Division Chief with regards to shootings or serious injuries involving peace officers, any form of detention officer, and any person acting as a law enforcement officer under the law of the State of Texas. This also includes the further investigation of and prosecution of a peace officer’s, any form of detention officer’s, or any person acting as a law enforcement officer, under the laws of the State of Texas, use of force, or alleged use of force, against any person. When the Division receives one of these cases, the investigator is tasked with taking apart the investigation and seeing if anything is missing. This could include further investigation if necessary. Once they are satisfied that the investigation is complete they turn it over to the Division Chief for grand jury preparation. The Division has accepted very few complaints from citizens and agencies due to the lack of resources to adequately investigate these cases. The Division has recently accepted direct complaints from both citizens and agencies that requested we investigate. These cases are currently being investigated by the Division’s only two investigators. The New Level II Investigator would assist the other investigators in the investigation of these cases. This is, and will continue to be, very time consuming for the investigators. They will be working these complaints up like any other law enforcement agency would before filing the case with our Division. Doing this takes away from the investigators being in the office and able to assist the attorneys with the daily administration of their caseloads.

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Community Prosecution Unit

Elected DA

First Assistant

Special Fields Bureau Chief

Chief Atty V (proposed Atty 6)

(Deputy Chief proposed attorney 4)

(proposed Attorney 3)

Inv 1

Atty 2

Atty 2

Atty 2

Atty 2

Staff F

Staff G

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney	Budget No.	
Position Title	Chief, Community Prosecution	Position No.	
Current Grade	Atty V	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

Supervising the community prosecution unit. The unit is 1.5 years old and the magnitude and depth of work is much greater than anticipated.

Reason/Authority for Change (see Budget Manual)

When forming the unit we could not have anticipated the level of work that would be involved in creating the programs and the level of responsibility that the chief has in developing the programs would require and demand. Additionally the staff size has increased. This position has much more responsibility than other attorney v positions and is more in line with an attorney 6 classification. Additionally the program development that is currently being done by the chief is more complex than what an attorney 5 would manage.

Departmental Cost Worksheet

Current Grade <i>Atty V</i>	Proposed Grade <i>Atty VI</i>
Salary <i>101231</i>	Salary <i>115365</i>
FICA (7.65%) <i>7744.17</i>	FICA (7.65%) <i>8825.42</i>
Retirement (11.5%) <i>11641.565</i>	Retirement (11.5%) <i>13266.975</i>
Total <i>120616.735</i>	Total <i>137457.395</i>
	Total Annual Impact

Staff Review and Comment



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:	Chief, Community Prosecution Unit
Proposed Position Title:	Chief, Community Prosecution Unit
Current Position Grade:	Attorney V
Department Name:	District Attorney
Position Number:	
Supervisor Name:	Russell Wilson
Supervisor Phone:	214.653.2355
Supervisor Email:	russell.wilson@dallascounty.org

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	Oversee the work of the community prosecution unit
This is accomplished by	Developing and implementing programs for at risk youth aimed at redirecting them from the path to the criminal justice system and implementing various pretrial diversion programs. Additionally acting as a liaison between the DA's office and public, private, and law enforcement agencies in the community.
Other duties include	As appropriate attending meetings on behalf of the DA's office and working on various community outreach events.

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.
The CPU was funded in October of 2012 and the demand has simply outgrown what the current staff can handle and was anticipated at the time of the original request.
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.
Originally the position was responsible for supervising five employees, that number has grown to seven. The position is now responsible for creating and overseeing an additional diversion program.
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.
The new duties are additional in the new programs. One new person, the program manager was reassigned from another position because it involved a pretrial diversion program and seemed more appropriate to this unit. No impact on unit losing that position because of its size.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties have been removed. The workload and supervisory load has just increased in the last year.
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?
This chief is responsible for managing the budget which other equivalent positions do not have the type of positions and units that would even have a budget to manage and over see.
What specific tasks or activities make the job duties/responsibilities more complex?
Program development for different populations and types of individuals. Predicting future trends while implementing solutions now.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Other Attorney 6 - Chief of SCD, OCD, CAD and FV
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Vision 3 and Vision 5

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
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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
Tasks performed to accomplish this function:	30%	E
Function: Prosecutor in Pretrial Diversion Program		
Tasks performed to accomplish: Review cases for potential eligibility. Attend court staffings and attendant meetings to discuss cases and defendants' progress in programs and potential sanctions and offer input. Evaluate potential service providers and work with ongoing service providers. Review criminal histories to determine eligibility and risk to the community.		
2. Function: Supervise the staff of the unit	Time	E or NE
Tasks performed to accomplish this function:	20%	E
Hold regular meetings as a group and individually with the staff and supervisors to ensure goals are being met. Maintain an open line of communication through both personal contact and electronic communication regarding events. Provide support at meetings and events. Observe subordinates as they work with members of the community to evaluate their performance. Provide positive feedback and constructive criticism as warranted. Keep my supervisors informed of changes and necessary information. Make any necessary changes to personnel or projects as needed to ensure that performance measures are met.		
3. Function: Develop additional and expand current pretrial diversion programs to reduce recidivism	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Meet with experts in the field and community partners to determine eligibility and needs. Research for potential populations to reduce the jail populations and potential successful populations.		
4. Function: Liaison between the DA's office and Community	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Attend meetings as needed to provide input as to how the DA's office can help on a project to reduce crime and make the county safe for its residents. Research other areas of the country to see what evidence based practices have been successful in similarly situated areas. Research crime statistics. Provide for creative problem solving to combat the latest trend to criminal behavior. Stay abreast of the news for the entire region.		
5. Function: Other duties as assigned	Time	E or NE
Tasks performed to accomplish this function:	10%	NE
As necessary and appropriate		

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="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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)

I-Pad- see capital improvement. Given the frequency of meetings and the range of topics and the prostitution diversion initiative. A laptop is too heavy to carry to all the meetings and an IPAD would streamline communications and notetaking.

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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="checkbox"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="checkbox"/>	1.	Office Environment	<input type="checkbox"/>	4.	Clinic	<input type="checkbox"/>	6.	Residential Facility (not secure)
<input type="checkbox"/>	2.	Shop or Warehouse	<input type="checkbox"/>	5.	Secured Facility	<input type="checkbox"/>	7.	Vehicle
<input type="checkbox"/>	3.	Other (Specify)						

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

G. Position Minimum Requirements

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

<input checked="" type="checkbox"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="checkbox"/>	1.	No previous experience required
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input type="checkbox"/>	4.	Minimum of two years experience in/as:
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input checked="" type="checkbox"/>	7.	Minimum of five years experience in/as: Lawyer with some experience as a prosecutor
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	Juris Doctor
2.	Good standing with the State bar of Texas
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? normal operators

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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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 checked="" type="checkbox"/>	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.

Presentations of all types and subjects. Development of programs and projects of all types. This would include from the junior prosecutor academy for children to creating a completely new felony pretrial diversion program for adults.

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 checked="" type="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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.

5. **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.

Total county amount \$	Total grant amount \$
Additional comments:	

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>
Attorney II	4
Program Manager F	1
Manager G	1
Investigator I	1

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="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
--------------------------	----	--

<input type="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Atty VI Public Defender, Briefing Attorney or DA's offices
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney IV Public Defender, Briefing Attorney, or DA's offices
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature _____	Date _____
Immediate Supervisor Signature _____	Date _____
Comments: _____	
Department Head/Elected Official Signature _____	Date _____
Comments: _____	

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Attorney</u>	Budget No.	
Title of PIR		Request Type	
PIR #	(assigned by Data Services)	Possible Funding Source	

Description of Need and Justification *Community Prosecution Unit. Need an I-Pad for meeting and ease of use and portability.*

Expected Benefits
As chief I attend a great deal of meetings which require me to take a lot of notes on different subjects. The laptop is too heavy to carry day in & day out. The I-Pad would provide a way to stream line my notes by typing to a file directly and putting in file at office & stream lining communication.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney _____	Budget No _____
Brief Title of PIR	Deputy Chief, Community Prosecution Unit _____	
Approx. Net Cost	114,518.93 _____	Department Priority _____

Brief Summary of Request

Deputy chief of community prosecution unit to help supervise daily operations and provide room for expansion and growth of community prosecution unit's activities plus associated desk and computer.

Discussion of Need

The community prosecution unit would like to expand their current activities and reach into the community but cannot do so adequately without expanding the staff. For example, this is one of two new positions we are requesting, it is desired that one of these two positions be filled by a person who is fluent in the Spanish language. Currently we have one prosecutor that speaks Spanish. He has many more presentation requests simply because of his ability to deliver presentations in two different languages. Another Spanish speaking staff member would greatly enhance the unit's ability to reach this ever growing population. This prosecutor would serve the entire county rather than just one section of Dallas County further meeting the needs of Vision 3 in the County's strategic plan to coordinate programs and systems to reduce crime. Additionally, with the expansion of the diversion programs, a more experienced prosecutor is needed to evaluate the applicants for diversion. This person would also aid the chief in supervising the unit staff. The additional staff will allow our office to implement crime prevention strategies and expand pretrial diversion programs thereby reducing crime rates and improving the quality of life for Dallas County residents.

Discussion of Related Performance Measure

The performance measures will be done as much as possible using items such as how many people are in an audience during a presentation or how many defendants are in a diversion program but a great deal of these projects are difficult to measure because it will be measuring a re



Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Deputy Chief, Community Prosecution Unit	
Staff Cost		
Grade	<u>ATTY IV</u>	
Salary	<u>84,979</u>	
FICA @ 7.65%	<u>6500.89</u>	
Retirement @ 11.5%	<u>9772.585</u>	
Insurance @ \$8,500	<u>8500</u>	
Total		<u>109752.48</u>
Related Equipment	\$ Amount	
Number		
Desk	<u>696</u>	
Furniture	<u>981</u>	
Computer	<u>2000</u>	
Printer	<u>250</u>	
Network Cabling	<u> </u>	
Software	<u> </u>	
Vehicle	<u> </u>	
Travel	<u> </u>	
Pager	<u> </u>	
Cell Phone	<u>840</u>	
Other	<u> </u>	
Total		<u>4767</u>
Other Costs (describe)		
Special Training	<u> </u>	
Consultant Fees	<u> </u>	
Renovation/Space	<u> </u>	
Total		<u> </u>
Less Additional Revenue Source		
Grand Total		<u>114,519.48</u>



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Deputy Chief, Community Prosecution Unit
Proposed Position Grade:	Attorney IV
Department Name:	District Attorney, Community Prosecution Unit
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Rachael Jones, Chief Community Prosecution Unit
Supervisor Phone:	214-653-3774
Supervisor Email:	rachael.jones@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to	Additional staff will enable the CPU to implement more pretrial diversion programs and implement more crime prevention strategies.
This is accomplished by	Assisting the Chief with supervisory duties and with growing the diversion programs and the unit's activities. Additionally, this person or the Attorney III spot will be fluent in Spanish which will provide for further outreach opportunities into that ever-growing population.
Other duties include	This prosecutor will also be expected to assist all members of the CPU with other community outreach and diversion activities as the needs arise.

C. Essential Functions of the New Position

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: By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.	30%	E
1. Function:	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Function: Evaluate and make decisions on defendants for Pretrial Diversion for existing pretrial diversion programs		
Tasks Performed: Reviewing applications submitted by defendants. Attend the court staff meetings (often called "staffings"). Review criminal histories and offense reports to see if qualifications for the program are met. discuss the risks and likelihood for success at rehabilitation and risk to the community if accepted. Attend court sessions with defendants/clients and other attendant meetings.		
2. Function: Assist with supervising the other members of the CPU	Time	E or NE
Tasks performed to accomplish this function:	40%	E
Conduct regular staff meetings of the unit to determine if goals and performance measures are being met. Adjust goals and performance measures as needed to ensure success. Assist the Chief of the unit to ensure successful transition of projects with personnel changes. Assist with personnel decisions and evaluation of candidates. Provide support to the four prosecutors in their regions as needed and as schedules permit.		
3. Function: Develop Community Partners as needed and maintain existing relationships on special projects	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Reach out to new community members that are in the public, private, and law enforcement sectors of the community in the four regions to provide additional support to our current community prosecutors in those areas. On special projects that are of a more complex nature be the point person from our office providing support from a crime prevention perspective.		
4. Function: Act as a liaison between public, private and law enforcement agencies and the DA's office	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Answer inquiries as needed from community members. attend meetings as needed on a variety of topics to assist in areas of need upon request. Provide support in particular to law enforcement agencies and community stakeholders on crime prevention strategies.		
5. Function: Other duties as assigned	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Ensuring that the goals and expectations of the unit are being met when the need arises. Compiling statistics as needed to make reports for supervisors or various agencies. Researching to determine needs.		

D. 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 checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="checkbox"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="radio"/>	1.	<i>Office Environment</i>	<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.

F. 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="checkbox"/>	1.	Less than high school education
<input type="checkbox"/>	2.	High school diploma or equivalent
<input type="checkbox"/>	3.	One year college
<input type="checkbox"/>	4.	Two-year Associate's degree in:
<input type="checkbox"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="checkbox"/>	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="checkbox"/>	1.	<i>No previous experience required</i>
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input checked="" type="checkbox"/>	4.	Minimum of two years experience in/as: lawyer with six months as a prosecutor
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	Juris Doctor
2.	Good Standing with State Bar of Texas
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? normal operator's license

G. 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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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 checked="" type="checkbox"/>	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.

Developing different presentations and programs for audiences of all ages including at risk youth. Developing and implementing crime prevention strategies.

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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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>
Attorney II	4
Staff G	1
Staff F	1
Investigator 1	1

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 (check one).

<input type="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V in Public Defender, DA or Briefing Attorney offices
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III in Public Defender, DA or Briefing Attorney offices
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Comments:	

_____ Department Head/Elected Official Signature	_____ Date
_____ Comments:	

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney	Budget No
Brief Title of PIR	Attorney III, Community Prosecution Unit	
Approx. Net Cost	98,649.89	Department Priority

Brief Summary of Request
 Attorney III position in the community prosecution unit of the Dallas County DA's office to act as an at-large prosecutor assisting in all four community prosecution regions of Dallas County.

Discussion of Need
 After a successful first year the Community Prosecution Unit wants to expand their current activities and programs. However, in order to effectively do so the staff must be expanded. This is one of two positions we are requesting and it is contemplated that one of these two individuals will be fluent in the Spanish language which will provide more opportunities for community outreach and program development to the ever growing Hispanic population of the county. Unlike the current four prosecutors in the unit, this prosecutor will not be assigned to a particular region but will serve and provide support to the entire county and work on specific complex projects as needed. The CPU has also begun expanding the pretrial diversion programs for defendants. In order to continue with this expansion we need a prosecutor that has felony level experience to evaluate potential participants and supervise these diversion programs. Expansion of effective pretrial diversion programs that are operated under a best practices model have been proven effective in reducing crime. A reduction in crime leads to a better quality of life for the county's residents.

Discussion of Related Performance Measure

How many people the prosecutor makes presentations to would be an example or how many participants in a successful pretrial diversion program. Some of these are difficult to measure because you are measuring a negative. But stats will be kept to the best of our ability.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>Attorney III, Community Prosecution Unit</u>	
Staff Cost		
Grade	<u>ATTY III</u>	
Salary	<u>71660</u>	
FICA @ 7.65%	<u>5481.90</u>	
Retirement @ 11.5%	<u>8240.99</u>	
Insurance @ \$8,500	<u>8500</u>	
Total		<u>93,882.89</u>
Related Equipment	\$ Amount	
Number		
Desk	<u>696</u>	
Furniture	<u>981</u>	
Computer	<u>2000</u>	
Printer	<u>250</u>	
Network Cabling	<u> </u>	
Software	<u> </u>	
Vehicle	<u> </u>	
Travel	<u> </u>	
Pager	<u> </u>	
Cell Phone	<u>840</u>	
Other	<u> </u>	
Total		<u>4767</u>
Other Costs (describe)		
Special Training	<u> </u>	
Consultant Fees	<u> </u>	
Renovation/Space	<u> </u>	
Total		<u> </u>
Less Additional Revenue Source		
Grand Total		<u>98649.89</u>



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Assistant District Attorney
Proposed Position Grade:	Attorney III
Department Name:	District Attorney, Community Prosecution Unit
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Rachael Jones, Chief Community Prosecution Unit
Supervisor Phone:	214-653-3774
Supervisor Email:	rachael.jones@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
Additional staff will enable the CPU to implement more pretrial diversion programs and implement more crime prevention strategies.
This is accomplished by
This additional prosecutor will be an additional person to make presentations in the community as the other CPU team members do. He/she will attend court staffings as part of pretrial diversion staffings. The difference will be that with the additional personnel these programs can now be expanded and grown to fit the growing needs of Dallas County residents.
Other duties include
This prosecutor will also be expected to assist all members of the CPU with other community outreach and diversion activities as the needs arise.

C. Essential Functions of the New Position

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		
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
Tasks performed to accomplish this function:	30%	E
Function: Evaluate and make decisions on defendants for Pretrial Diversion for existing pretrial diversion programs		
Tasks Performed: Reviewing applications submitted by defendants. Attend the court staff meetings (often called "staffings"). Review criminal histories and offense reports to see if qualifications for the program are met. discuss the risks and likelihood for success at rehabilitation and risk to the community if accepted. Attend court sessions with defendants/clients and other attendant meetings.		
2. Function: Educate the Community on Crime Prevention Strategies	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Develop and present various presentations as needed to community members as needed that educate them on potential criminal schemes that they may be victims of such as scams that target the elderly population, or the new pain pill addiction, or the new cyber bullying laws or domestic violence awareness. This would require attending meetings and communicating with community members, law enforcement and other public and private agencies to determine what types of problems exists in that area and how the DA's office could assist. This would be accomplished by supporting the current community prosecutors in their four regions and being additional support to them.		
3. Function: Develop Community Partners as needed and maintain existing relationships on special projects	Time	E or NE
Tasks performed to accomplish this function:	20%	E
Reach out to new community members that are in the public, private, and law enforcement sectors of the community in the four regions to provide additional support to our current community prosecutors in those areas. On special projects that are of a more complex nature be the point person from our office providing support from a crime prevention perspective.		
4. Function: Act as a liaison between public, private and law enforcement agencies and the DA's office	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Answer inquiries as needed from community members. attend meetings as needed on a variety of topics to assist in areas of need upon request. Provide support in particular to law enforcement agencies and community stakeholders on crime prevention strategies.		
5. Function: Other duties as assigned	Time	E or NE
Tasks performed to accomplish this function:	5%	E
Ensuring that the goals and expectations of the unit are being met when the need arises. Compiling statistics as needed to make reports for supervisors or various agencies. Researching to determine needs.		

D. 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 checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="checkbox"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="radio"/>	1.	<i>Office Environment</i>	<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.

F. 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="checkbox"/>	1.	Less than high school education
<input type="checkbox"/>	2.	High school diploma or equivalent
<input type="checkbox"/>	3.	One year college
<input type="checkbox"/>	4.	Two-year Associate's degree in:
<input type="checkbox"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="checkbox"/>	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="checkbox"/>	1.	<i>No previous experience required</i>
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input checked="" type="checkbox"/>	4.	Minimum of two years experience in/as: lawyer with six months as a prosecutor
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	Juris Doctor
2.	Good Standing with State Bar of Texas
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? normal operators license

G. 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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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 checked="" type="checkbox"/>	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.

Developing different presentations and programs for audiences of all ages including at risk youth. Developing and implementing crime prevention strategies.

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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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>
Attorney II	4
Staff G	1
Staff F	1
Investigator I	1

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 (check one).

<input type="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney IV in Public Defender's Office, DA's office, or Briefing Attorney's Office 2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney II or Attorney I in Public Defender's Office, DA's office 2. Attorney II or Attorney I in Briefing Attorney's Office

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

REQUEST FOR PROFESSIONAL SERVICES

Department District Attorney/Child Abuse

Budget No. _____

Pay To	Description of Services	FY2014 Budget	FY2015 Amount Requested
Child Abuse Division: Thad Labarre (The Dog Keeper)	Grooming of the Therapy Dog		\$ 500

Process Improvement Consulting Request

REPLACEMENT EQUIPMENT REQUEST

Department	District Attorney/Specialized Crime			Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Swivel office chairs (9) Donna Strittmatter Rick Watson Amy Croft Melissa Meyers Amber Hamilton-Griggs Alexis Goldate Michael Hunsucker Hoyt Hoffman Greg Sherrell	15+		\$	Arms of chair are completely worn through
2	2 Office desks	20+	-43663 -cannot locate other	\$	Desks are old, drawers do not open
3					
4					
6					
7					
8					
10					

REPLACEMENT EQUIPMENT REQUEST

Department		District Attorney/Juvenile		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	6 Executive High Back Chairs		There are no property #s	HON 2901 = \$239 x 6= \$1,434	We have several executive / desk chairs in need of being replaced because they are not properly functional.
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D

FY2015

REPLACEMENT EQUIPMENT REQUEST

Department District Attorney/Child Abuse Division		Budget No.			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	2 horizontal locking file cabinets with pullout drawer	14	39984	\$652 x 2 2 drawer (HON 782 L)	Drawers and doors hard to open. Been here for approximately 14 years.
2	4 conference tables (72 in long and 30 inch wide)			\$ 172 each (HON HESR 3072L)	We have additional staff in the division and we have nowhere to sit for full division meetings, gathers, and pitch sessions
3					
4					
5					
6					
7					
8					
9					

Form D

FY2015

Form D - Request for Replacement Equipment

Purpose

To request replacement of current property items for FY2015. This form should not be used for major upgrade of equipment or for replacement of computer equipment.

Request for replacement should be submitted to the Office of Budget and Evaluation. The Office of Budget and Evaluation will send the request to the reviewing department

Recommendation will be provided by the departments shown below:

TYPE	REVIEWING DEPARTMENT
File cabinets and other storage devices	Central Services - Records Management
Office and FAX machines	Central Services - Records Management
Copiers	Purchasing
Vehicles	Central Services - ASC
Other	Office of Budget and Evaluation

Instructions

- **Priority** - list items in general priority order.
- **Item** - brief description.
- **Age** - the age of the item to be replaced.
- **Property Number** - the serial number or County property number.
- **Estimated Cost of Replacement** - the estimated cost of the replacement item. Use the Price List tables in Appendix A of this manual to determine the cost of replacement items, where applicable.
- **Comments/Justification** - a justification for replacement, e.g., "item is broken and more costly to repair".

REPLACEMENT EQUIPMENT REQUEST

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair Leticia Flores-Rojas	over 5 years	002540	\$239.00	Executive, high-back chair (HON2091)
2	Chair Roquel Mayhorn	over 5 years	001008	\$239.00	Executive, high-back chair (HON2091)
3	Chair Tracy Dotson	over 5 years	001946	\$239.00	Executive, high-back chair (HON2091)
4	Chair Michelle Baptiste	over 5 years	1118	\$239.00	Executive, high-back chair (HON2091)
5	Chair Jason Bonham	over 5 years	002214	\$239.00	Executive, high-back chair (HON2091)
6					
7					
8					
9					
10					

Form D

FY2015

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TYPE	REVIEWING DEPARTMENT
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Copiers	Purchasing
Vehicles	Central Services - ASC
Other	Office of Budget and Evaluation

Instructions

- **Priority** - list items in general priority order.
- **Item** - brief description.
- **Age** - the age of the item to be replaced.
- **Property Number** - the serial number or County property number.
- **Estimated Cost of Replacement** - the estimated cost of the replacement item. Use the Price List tables in Appendix A of this manual to determine the cost of replacement items, where applicable.
- **Comments/Justification** - a justification for replacement, e.g., "item is broken and more costly to repair".

REPLACEMENT EQUIPMENT REQUEST

Department		<u>Organized Crime Division</u>			Budget No. _____	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	Chair Leticia Flores-Rojas	over 5 years	002540	\$239.00	Executive, high-back chair (HON2091)	
2	Chair Roquel Mayhorn	over 5 years	001008	\$239.00	Executive, high-back chair (HON2091)	
3	Chair Tracy Dotson	over 5 years	001946	\$239.00	Executive, high-back chair (HON2091)	
4	Chair Michelle Baptiste	over 5 years	1118	\$239.00	Executive, high-back chair (HON2091)	
5	Chair Jason Bonham	over 5 years	002214	\$239.00	Executive, high-back chair (HON2091)	
6						
7						
8						
9						
10						

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Juvenile</u>	Budget No _____
Brief Title of PIR	<u>Attorney IV</u>	
Approx. Net Cost	<u>112,992</u>	
	<u>*Eligible for Title IV reimbursement</u>	Department Priority _____

Brief Summary of Request

The juvenile division is requesting an attorney to handle cases that are finalized, but require motions and hearings needed to comply with recent laws to increase the number of youth adopted by family members rather than remaining in foster care.

Discussion of Need

The Fostering Connections to Success and Increasing Adoptions Act passed in 2008 aims to increase the number of adoptions by family members of children in foster care. It has resulted in more CPS cases being disposed of by granting custody to CPS rather than terminating parental rights while allowing a family member of the child to meet certain conditions that would make the family member a viable option for adoption. Once that occurs, the DA's Office files a new lawsuit seeking to have the child placed with family rather than in foster care. We currently have 60 such cases pending which has increased our workload. Exacerbating the need is the fact that Dallas County has an insufficient number of foster homes. See the attached Dallas Morning News article from March 19, 2014.

Another change in the law now requires more frequent hearings on CPS cases that are otherwise finalized with CPS having permanent custody. As of 3/31/14 we have **770** of these "finalized" cases where we must have review hearings every six months. This is in addition to our regular pending cases that have not been finalized. We have been trying to cover these hearings the best we can, but now the volume is such that we need a lawyer dedicated to prosecuting these matters.

Discussion of Related Performance Measure

At the end of 2008 our division had **48** child welfare cases pending per court prosecutor. That number grew to **102** by the end of 2013. Our workload has more than doubled in the past 6 years and we have the added duties imposed by the two laws as described above. While we actually need an extra attorney in each court, adding this one position will at least help us be more effective in getting these children out of foster care and with families; and assuring their safety while they are in foster care.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Child Abuse Division	Budget No
Brief Title of PIR	Certified Spanish Translator/Interpreter	
Approx. Net Cost	98,480	Department Priority

Brief Summary of Request

Certified Spanish Translator/Interpreter to interpret defendant's statements , witness statements, conduct witnesses interviews and listen to jail calls.

Discussion of Need

The Child Division of the District Attorney's Office services the most innocent victims of the most horrific crimes. Hundreds of child victims and their families throughout Dallas County--already devastated by horrific acts of violence--are traumatized further during the prosecution process. Many victims and their families wait years for resolution of their cases. Many of the delays are as a result of a language barrier. Most of the prosecutors and investigators do not have the ability to speak Spanish. Thus, they are unable to conduct witness interviews or review Spanish evidence. This forces us to seek outside interpretation services which cost an absorbent amount of time and money. The delay in prosecution because of the language barrier also results in the defendant having a longer stay in the county jail.

Throughout the prosecution process, Spanish speaking victims and their families should be afforded equal access to the criminal justice process. These victims deserve to have Spanish speaking confessions translated so that those defendants can face equal punishment. Moreover, Spanish speaking defendants also deserve equal justice. The inability to translate the Spanish statements results in the defendants waiting longer for their cases to be processed through the criminal justice system. A translator/interpreter will aid in processing the cases through the criminal justice system faster and thus cause the defendant to spend less time in the county jail.

In 2012, there were approximately 777 Hispanic victims serviced in the Child Abuse Division. This makes up over 50% of the entire Child Abuse Division docket. There were over 392 victim contacts conducted in Spanish in 2012. (Initial contacts and follow-up contacts). Moreover, a large percentage of the 777 Hispanic victims will need Spanish speaking interviews. Currently, there are no Spanish speaking prosecutors in the Child Abuse Division and only 2 Spanish speaking investigators. In 2012, the Child Abuse Division spent at least \$24,000 getting Defendant's video/written confessions translated. A Certified Spanish Speaking Translator will make the criminal justice more efficient, cut cost for the county, and give Hispanic victims equal access to justice.

Discussion of Related Performance Measure

- Conduct witness interviews
- Translate/certify defendant statements and confessions
- Translate/certify witness statements
- Translate/certify forensic interviews
- Listen to jail calls
- Translate jail mail

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse Division	Budget No	
Brief Title of PIR			
Estimated Cost		Department Priority	1
Brief Summary of Request			
<ul style="list-style-type: none"> • 5 Desk Chairs – Executive, high-back chair, Hon 2901-Fabric Code IV) • 1 personal desk scanner • 1 Office Desk • 1 L shaped Office desk • 2 24 hour chairs (Hon 7754) • Office Space: Permanent Partitions Walls –At least 3 different areas (offices) 			
Discussion of Need			
<p>5 prosecutors need new desk chairs. Their chairs have suffered the normal wear and tear of chairs that have been used for years. We interview the public in our offices. It is necessary that we appear to be a professional organization with professional furniture.</p> <p>1 prosecutor needs a personal scanner so that the prosecutor can quickly produce documents quickly to the defense during discovery request.</p> <p>1 prosecutor needs an L-shaped desk: the old desk and side desk are worn out</p> <p>1 prosecutor needs a regular desk: the desk is worn out</p> <p>Partitions for Secretary area, Victim interview area, jail call and other office duty area.</p> <p>1 telephone</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney/Child Abuse	Budget No.
Title of PIR		Request Type
PIR #	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification

5 power point clickers for power point presentations
 1 new color printer for the Child Abuse Intake Prosecutor: give her access to colored pictures so that she can present it to Grand Jury.
 1 new personal desk scanner

Expected Benefits

1 new color printer for the Child Abuse Intake Prosecutor: give her access to colored pictures so that she can present it to Grand Jury.

Prosecutors use power point presentations in trial at our speaking engagements. They need the power point clickers to make these presentations.

1 new personal desk scanner- process discovery to defense.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Prosecutor - Attorney V	
Approx. Net Cost		Department Priority

Brief Summary of Request
Cold Case Prosecutor: Office Space, Desk, Computer, Printer, Chair

Discussion of Need

The child abuse division has approximately 632 child abuse cold cases. Cold cases are defined as cases in which the defendant is unapprehended either due to an at large filing or bond forfeiture. This number means that over 632 victims have not received justice on their cases. It also means that many defendants will never be held accountable for their crimes. The delay in the apprehension and prosecution of the defendant causes many legal problems for the prosecution. The law affords every criminal defendant the right to a speedy trial. If the defendant is apprehended in one of these cases, and it is determined that he has previously been in the custody of law enforcement and the warrant was not executed, the defendant could file a speedy trial motion and possibly win. If he wins, he never has to stand trial for the crime. A defendant found guilty in a court of law was recently released from prison and will never be held accountable for his crime due to a speedy trial motion. This defendant's case was one of the hundreds of cold cases we have in our division. We are requesting a cold case prosecutor so that we can avoid the injustice that happened in the above mentioned case. The cold case prosecutor will review the cold cases, conduct interviews of the victim and witnesses, research all legal issues, conduct all legal hearings, and conduct all negotiations, pleas, bench trials and jury trials.

We have 13 prosecutors assigned to our division. Nine prosecutors carry case loads of approximately 80 cases. . The majority of those cases are first or second degree felonies. Most of those cases are set for jury trial disposition. Preparing a child abuse cases for disposition is equivalent to preparing a murder case. Thus, the prosecutor spends all of their time preparing their cases for disposition. The other four prosecutors have several other duties. One prosecutor handles all administrative duties of the child abuse division, trains new prosecutors, and tries high profile cases. One prosecutor intakes cases and presents them to the grand jury and tries some high profile cases. The other two prosecutors prosecute serious bodily injury /capital murder cases, old active cases and monitors interns. We need a prosecutor that can focus all of his/her efforts on the cold cases.

- Discussion of Related Performance Measure**
- The number of cases disposed (either by plea, trial or dismissal)
 - The number of cases reviewed
 - The number of victims contacted
 - The number of defendant's arrested
 - The number of hearings conducted
 - Preparing cases for trial
 - Preparing cases for hearings

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Felony Trial Division	Budget No
Brief Title of PIR	Attorney V	
Approx. Net Cost	\$124,831 (Requesting 2 positions) = \$249,662	Department Priority

Brief Summary of Request

This prosecutor would serve as a “Floater Chief” and step into the shoes of any prosecutor that is out on FMLA, vacation, sick time, or extended periods of time due to trials. Because of their experience they would literally assume the responsibility of the absent prosecutor and avoid any continuances normally incumbent with a prosecutor absent for an extended period of time.

Discussion of Need

There are 17 Felony Trial Courts. Each court has three prosecutors assigned to the court; there are additional prosecutors handling a case load for the court from specialized divisions. Each prosecutor averages 150 to 200 active cases at any given time. Each prosecutor has their own docket that consumes their entire day. At any given time we have multiple felony prosecutors absent for extended periods of time. I.e. FLMA (three months for pregnancy), involved in Capital Murder voir dire (lasting on average 8 weeks), time off for surgery, sick days, vacation, etc. When any one of these prosecutors is absent either short term or long term, the docket slows down. For prosecutors absent for extended period of time their docket often comes to a standstill; cases are continued and the docket and jail chain does not get the attention it needs in order to efficiently move. An absent prosecutor contributes to the culture of continuances that jam up the jail population and overburdened dockets. While other prosecutors do their best to assist with the overflow and backlog, taking over an entire caseload is physically and logistically impossible. Cases are continued, dockets do not move efficiently, jail chain suffers and grows.

Discussion of Related Performance Measure

In 2012 approximately 70 felony attorneys (ATT 3, ATT 4, and ATT 5) took FMLA; none of these include the Civil or Juvenile Division. The total number of days taken for FMLA were 2608. This translates to eight full time prosecutors gone. These 2608 days do not include the felony chief prosecutors involved in Capital Murder Voir Dires that lasted an average of 8 weeks. Nor does this number include person taking vacation or short term sick time. In 2013 we had 18 attorneys out on FMLA for a total of 522 days. This does not include persons taking vacation and sick time.

Staff Review and Comment

Because of the expertise and authority given to a Floater Chief, he or she is capable and has the authority to also handle State Jail cases, Grand Jury intake, and misdemeanor. These divisions suffer the most when prosecutors are out for extended periods of time.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	District Attorney/ Specialized Crime	Budget No
Brief Title of PIR	ADA IV	
Approx. Net Cost	\$112,992	Department Priority

Brief Summary of Request

An additional felony level 4 ADA position needs to be dedicated to the Specialized Crime Division in order to adequately investigate and prosecute financial crimes for Dallas County. This position request is restoring the Felony Level IV ADA position that was cut from the Specialized Crime Division in the FY 2010 Budget. No equipment or computer is needed for the position as those remain from the FY 2010 cut.

Discussion of Need

The Specialized Crime Division is responsible for investigating and prosecuting financial crimes in Dallas County. At the present time there are ten (10) prosecutors assigned to SCD- the Division Chief, a Deputy Chief, five Level IV prosecutors and three Level III prosecutors. One of the Level IV prosecutors spends a large amount of his docket handling a caseload of approximately 100+ Mortgage Fraud cases. Another Level IV prosecutor spends one hundred percent (100%) of her time handling a caseload of approximately 110 Elder Abuse cases while yet another Level IV prosecutor deals with all cases of fraud relating to Parkland Hospital. One Level III prosecutor's docket consists of a caseload of approximately 300 Environmental Criminal cases. The Chief and the Deputy Chief of the Division each carry half a docket in order to perform administrative functions. The net result is that Dallas County only has the equivalent of five (5) ADA's available to handle the investigation and prosecution of all other financial crimes in Dallas County- less than the number it had when SCD was created in 1974. "All other financial crimes" includes all thefts, embezzlements, Medicaid Fraud, counterfeiting, money laundering, securities fraud, unemployment fraud, welfare fraud, massive organized retail theft cases, and cargo theft cases.

The growth Dallas County has experienced over the past 35 years has been accompanied by an increase in the number of financial crimes being committed. The current economic downturn has also contributed to this increase with certain types of crimes. Compounding the problem is the fact that the sizes of the investigations undertaken by SCD have become increasingly more complex and time consuming to handle. Many of our cases take hundreds of man hours to investigate. In some cases, various financial records must be subpoenaed and then scheduled out. Some of the records in one case can be over 15,000 pages of documents which all have to be analyzed. SCD utilizes the resources of various local law enforcement agencies for assistance when feasible, but such resources are limited due to lack of expertise and inadequate training for financial matters. Regardless of the help available from outside sources, the fact remains that attorneys are needed to guide the investigations, assimilate evidence and make the necessary decisions regarding the filing of charges. SCD has to turn away victims routinely because we do not have the resources to investigate their complaint. Sadly, this often happens on the cases with the largest amount of loss and greatest complexity due to the amount of resources that would have to be expended on those cases. A restoration of a Level IV prosecutor would enable SCD to add a more experienced prosecutor to assist with the more complex investigations and cases being handled at SCD, especially considering the increases in intake that we have each year. The loss of the Level IV prosecutor position in FY 2010 meant that a caseload of approximately 100 cases had to be divided among 5 prosecutors. It also means that each of those prosecutors' caseloads has increased by 1/5 with the intake of new cases.

Discussion of Related Performance Measure

The performance measures required by the County has been a filing of 360 cases and a disposition of 360 cases per year for the Specialized Crime Division. In recent years, we have surpassed our numbers. In FY2009, SCD had 732 cases filed and 628 cases disposed. In FY 2010, SCD had 727 filings and 596 cases disposed. In FY 2011, SCD had 671 cases filed and 712 cases disposed.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Child Abuse Division	Budget No
Brief Title of PIR	Child Victim Assistant – Grade 12	
Approx. Net Cost	\$55,765	Department Priority

Brief Summary of Request

Child Victim Assistant –Grade 12

Discussion of Need

A high volume of cases, competing court dockets, and language and cultural barriers prevent prosecuting attorneys in the Dallas County District Attorney's Office (DCDAO) Child Abuse Division (CAD) from promptly and continuously contacting their victims.

Victim cooperation for the duration of a pending case is essential. Jury trial delays of several months to years significantly impacts victim cooperation and representation, as well as case outcomes. Conviction rates drop dramatically the longer a case remains on the docket awaiting trial.

Implementation of this grant created a substantial initial reduction in the number of cases that had to be dismissed due to victim-related issues and thus reduce the amount of time a defendant stays in the county jail.

Discussion of Related Performance Measure

- Number of times survivors are accompanied to court
- Number of survivors assisted through the legal process
- Number of survivors assisted with crime victim compensation applications
- Number of survivors receiving information and or referral (in person/by phone)
- Number of volunteers trained to provide direct assistance to victims

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Prosecutor – ADA V	
Approx. Net Cost	\$ 121,878	Department Priority

Brief Summary of Request

Cold Case Prosecutor: Office Space, Desk, Computer, Printer, Chair

Discussion of Need

The child abuse division has approximately 632 child abuse cold cases. Cold cases are defined as cases in which the defendant is unapprehended either due to an at large filing or bond forfeiture. This number means that over 632 victims have not received justice on their cases. It also means that many defendants will never be held accountable for their crimes. The delay in the apprehension and prosecution of the defendant causes many legal problems for the prosecution. The law affords every criminal defendant the right to a speedy trial. If the defendant is apprehended in one of these cases, and it is determined that he has previously been in the custody of law enforcement and the warrant was not executed, the defendant could file a speedy trial motion and possibly win. If he wins, he never has to stand trial for the crime. A defendant found guilty in a court of law was recently released from prison and will never be held accountable for his crime due to a speedy trial motion. This defendant's case was one of the hundreds of cold cases we have in our division. We are requesting a cold case prosecutor so that we can avoid the injustice that happened in the above mentioned case. The cold case prosecutor will review the cold cases, conduct interviews of the victim and witnesses, research all legal issues, conduct all legal hearings, and conduct all negotiations, pleas, bench trials and jury trials.

We have 13 prosecutors assigned to our division. Nine prosecutors carry case loads of approximately 80 cases. . The majority of those cases are first or second degree felonies. Most of those cases are set for jury trial disposition. Preparing a child abuse cases for disposition is equivalent to preparing a murder case. Thus, the prosecutor spends all of their time preparing their cases for disposition. The other four prosecutors have several other duties. One prosecutor handles all administrative duties of the child abuse division, trains new prosecutors, and tries high profile cases. One prosecutor intakes cases and presents them to the grand jury and tries some high profile cases. The other two prosecutors prosecute serious bodily injury /capital murder cases, old active cases and monitors interns. We need a prosecutor that can focus all of his/her efforts on the cold cases.

Discussion of Related Performance Measure

- The number of cases disposed (either by plea, trial or dismissal)
- The number of cases reviewed
- The number of victims contacted
- The number of defendant's arrested
- The number of hearings conducted
- Preparing cases for trial
- Preparing cases for hearings

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Technology	Budget No	4011
Brief Title of PIR	Forensic Video Analyst		
Approx. Net Cost	\$120,000	Department Priority	

Brief Summary of Request

See Attached

Discussion of Need

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Grand Jury/Intake	Budget No
Brief Title of PIR	Grade 9	
Approx. Net Cost	54,547	Department Priority

Brief Summary of Request

The addition of a Grade 9 Support Staff is requested in the Grand Jury/Intake Division.

Discussion of Need

With the implementation of the ACMS Prosecutor Module, numerous support staff are busily digitizing hundreds of thousands of pieces of paper and thousands of digital multi-media evidence annually. The process that must take place can be a tedious and laborious one, and a supervisor is respectfully requested in order to help manage staff, trouble shoot issues before they become problems, and help increase the productivity and flow of the work process.

Discussion of Related Performance Measure

With the need to increase efficiency in getting cases into the system as quickly as possible, the better the process works, the more there will be expeditious disposition of cases, thus reducing costs.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Investigator II	
Approx. Net Cost	\$80,351	Department Priority

Brief Summary of Request
Cold Case Investigator: Office Space, Desk, Computer, Printer, Chair

Discussion of Need

The child abuse division has approximately 632 child abuse cold cases. Cold cases are defined as cases in which the defendant is unapprehended either due to an at large filing or bond forfeiture. This number means that over 632 victims have not received justice on their cases. It also means that many defendants will never be held accountable for their crimes. The delay in the apprehension and prosecution of the defendant causes many legal problems for the prosecution. The law affords every criminal defendant the right to a speedy trial. If the defendant is apprehended in one of these cases, and it is determined that he has previously been in the custody of law enforcement and the warrant was not executed, the defendant could file a speedy trial motion and possibly win. If he wins, he never has to stand trial for the crime. A defendant found guilty in a court of law was recently released from prison and will never be held accountable for his crime due to a speedy trial motion. This defendant's case was one of the hundreds of cold cases we have in our division. We are requesting a cold case investigator so that we can avoid the injustice that happened in the above mentioned case. The cold case investigator will review our cold cases, run criminal histories, contact the families to determine a location of the defendant, aid in the interview process of the victim, process extraditions, and eventually get justice for the victim. We have 10 active investigators assigned to our division. Each investigator has a case load of approximately 80 cases. The majority of those cases are first or second degree felonies. Most of those cases are set for jury trial disposition. Preparing a child abuse cases for disposition is equivalent to preparing a murder case. Thus, the investigators spend all of their time preparing their cases for disposition. We need an investigator that can focus all of his/her efforts on the cold cases.

- Discussion of Related Performance Measure**
- The number of cases disposed (either by plea, trial or dismissal)
 - The number of cases reviewed
 - The number of victims contacted
 - The number of defendant's arrested
 - The number of warrants the investigator has to get activated
 - Preparing cases for trial (routing, finding witnesses, ordering records)

Staff Review and Comment

ADDITIONAL STAFF

Department	District Attorney – Child Abuse Division	Budget No	
Brief Title of PIR	Part-time Child Care Provider		
Approx. Net Cost	\$26,239	Department Priority	

Brief Summary of Request
Part-time Child Care Provider

Discussion of Need
<p>The Child Abuse Division is responsible for prosecuting sexual assault and injuries to children. A Child is defined as anyone under the age of 17. Most of the cases prosecuted by the child abuse division involve children under the age of 14. Many of these children are of an age that they have to have an adult care giver with them at all times. The part-time child care provider provides emotional support and staffs a supportive and child-friendly waiting room for children to play and rest while awaiting interviews or court hearings.</p>

Discussion of Related Performance Measure
Number of children attending the child friendly waiting room

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>District Attorney/Juvenile</u>	Budget No _____
Brief Title of PIR	<u>Secretary</u>	
Approx. Net Cost	<u>51,425</u>	Department Priority _____

Brief Summary of Request

The juvenile division is requesting a legal secretary to assist attorneys in producing discovery items.

Discussion of Need

The Michael Morton Act, which went into effect January 1, 2014, requires prosecutors to make available or reproduce all tangible things that are gathered or generated by law enforcement that pertains to a criminal matter for the purpose of giving or making available these items to the attorney representing the accused. The law also requires prosecutors to document specifically what has been provided to the accused's attorney. This applies to all juvenile delinquency cases that we file. The end result has been lawyers spending countless hours (including nights and weekends) making copies and documenting what is being given to the opposing attorney per the new law. We need a designated secretary tasked with this duty because our current situation is inefficient and causes prosecutors to divert their attention from victims, case preparation, visiting crime scenes and other important aspects of their cases in order to comply with this new statute. The juvenile courts have morning and afternoon dockets that require prosecutors to be in court which provides even fewer normal work day hours for juvenile prosecutors to complete their regular tasks. We should not be paying attorneys to do secretarial work but we must comply with the law.

Discussion of Related Performance Measure

A recent time survey shows that prosecutors in the juvenile division are spending roughly 6 hours per week per attorney complying with this new law. Copying DVDs, CDs, reports, statements etc. and documenting everything that is given to the opposing attorney on every case is taking about 60 attorney hours per week in the juvenile division. A secretary dedicated to performing this function 40 hours weekly would be a better use of resources and lighten the burden on lawyers so they can focus on their cases.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Child Abuse Division	Budget No
Brief Title of PIR	Certified Spanish Translator/Interpreter	
Approx. Net Cost	\$ 102,048	Department Priority

Brief Summary of Request

Certified Spanish Translator/Interpreter to interpret defendant’s statements , witness statements, conduct witnesses interviews and listen to jail calls.

Discussion of Need

The child abuse division has approximately 632 child abuse cold cases. Cold cases are defined as cases in which the defendant is unapprehended either due to an at large filing or bond forfeiture. This number means that over 632 victims have not received justice on their cases. It also means that many defendants will never be held accountable for their crimes. The delay in the apprehension and prosecution of the defendant causes many legal problems for the prosecution. The law affords every criminal defendant the right to a speedy trial. If the defendant is apprehended in one of these cases, and it is determined that he has previously been in the custody of law enforcement and the warrant was not executed, the defendant could file a speedy trial motion and possibly win. If he wins, he never has to stand trial for the crime. A defendant found guilty in a court of law was recently released from prison and will never be held accountable for his crime due to a speedy trial motion. This defendant’s case was one of the hundreds of cold cases we have in our division. We are requesting a cold case investigator so that we can avoid the injustice that happened in the above mentioned case. The cold case investigator will review our cold cases, run criminal histories, contact the families to determine a location of the defendant, aid in the interview process of the victim, process extraditions, and eventually get justice for the victim. We have 10 active investigators assigned to our division. Each investigator has a case load of approximately 80 cases. The majority of those cases are first or second degree felonies. Most of those cases are set for jury trial disposition. Preparing a child abuse cases for disposition is equivalent to preparing a murder case. Thus, the investigators spend all of their time preparing their cases for disposition. We need an investigator that can focus

Discussion of Related Performance Measure

- The number of cases disposed (either by plea, trial or dismissal)
- The number of cases reviewed
- The number of victims contacted
- The number of defendant’s arrested
- The number of warrants the investigator has to get activated
- Preparing cases for trial (routing, finding witnesses, ordering records)

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney/Technology	Budget No.	4011
Position Title	Senior Secretary	Position No.	3506
Current Grade	08	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

See Attached

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade	08	Proposed Grade	10	
Salary	33,529	Salary	38,626	
FICA (7.65%)	2,565	FICA (7.65%)	2,955	
Retirement (11.5%)	3,856	Retirement (11.5%)	4,442	
Total	39,950	Total	46,023	
			Total Annual Impact	\$ 6,073

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney/Check Division	Budget No.	
Position Title	County Court of Appeals 1, Prosecutor	Position No.	
Current Grade	Attorney II	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

The current position has acquired additional complex tasks such as the mental health diversion docket and civil forfeitures when associated with cases filed in Appeals 1. The position has been added to the checks division. Doing so will allow opportunities for the appeals 1 attorney to assist the Checks Division with its needs, such as covering dockets. The grade for the attorneys that will be potentially covered by this position are Attorney 3.

Reason/Authority for Change (see Budget Manual)

These additional and complex duties have been added to the regular duties of the Appeals I prosecutor to improve efficient and cohesive and economical disposition of Class C Appeals, Mental Health Diversion, and Misdemeanor Animal Cruelty cases so that in the end time and money are saved.

Departmental Cost Worksheet

Current Grade	ADA II	Proposed Grade	ADA III
Salary	65,150	Salary	71,660
FICA (7.65%)	4,984	FICA (7.65%)	5,482
Retirement (11.5%)	7,492	Retirement (11.5%)	8,241
Total	77,626	Total	85,383
		Total Annual Impact \$ 7,757	

Staff Review and Comment

Form F - Program Improvement Request - Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 45.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 54).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney/Check Division	Budget No.
Position Title	Investigator II	Position No.
Current Grade	68	Job Code
		Department Priority

Description of Changes in Work Being Performed: This position is usually staffed by an Investigator II. Investigator II's, investigate cases, assist prosecutors in preparation of trial cases, locate witnesses, apprehend suspects. These are the general duties of an Investigator II. The position that is currently being held requires these same duties. But, this position also requires more in depth investigating. There are other duties associated with this position. Such as, supervision of other Investigator II investigators, coordinating large scale investigations often involving multiple law enforcement agencies, intake and review incoming felony & misdemeanor cases, assign incoming cases to other investigators, follow up on the assigned cases at a later date, meet with corporate investigators to discuss criminal complaints, meet with bank investigators to discuss criminal complaints regarding organized crime rings operating forgery schemes, counterfeiting and other similar crimes. Work with and assist various DFW area Task Forces to investigate different criminal elements.

Reason/Authority for Change (see Budget Manual): This position needs to be reclassified in order that a well defined supervisory position is established. This will enable existing and future investigators to follow the direction of an established supervisor, creating a more cohesive work environment. Placing the investigators under the supervision of an existing Lieutenant from another division would be detrimental to the overall mission of the check division. This is a specialized division that requires extensive training and experience. Reclassifying this position would save Dallas County money, since the present acting supervisor has been working in this capacity for 4 years. The existing acting working supervisor has the required experience necessary to effectively supervise this division.

Departmental Cost Worksheet

Current Grade	68	Proposed Grade	69
Salary	56,880	Salary	65,478
FICA (7.65%)	4,351	FICA (7.65%)	5,009
Retirement (11.5%)	6,541	Retirement (11.5%)	7,530
Total	67,772	Total	78,017
			Total Annual Impact \$ 10,245

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	
Brief Title of PIR	Ballistic Vest		
Estimated Cost		Department Priority	1
Brief Summary of Request			
(1) Ballistic Vest			
Discussion of Need			
Ballistic Vest – Will be contacting unapprehended defendants.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Organized Crime Division	Budget No
Brief Title of PIR	Office furniture request	
Estimated Cost	\$588	Department Priority
Brief Summary of Request		
Requesting bookshelves for 2 offices,		
Discussion of Need		
2 bookshelves are needed, one for Soni Lewis and one for Katherine Robinson. Both are ADAs who only have bookshelves that were personally provided and are not large enough to meet the needs of the books, materials, and files.		
Staff Review and Comment		

Form G

FY2015

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Felony Trial Divisions	Budget No
Brief Title of PIR	Cabinet	
Estimated Cost	\$186 per court x 17 = \$3,162	Department Priority

Brief Summary of Request

17 Vertical, legal size, locking, metal 2-drawer (HON 312CP) **\$186**. One for each DA workroom (the workrooms attached to each of the Felony District Courts).

Discussion of Need

We have 17 Felony Courts. Each workroom is equipped with a scanner, printer and fax machine in order to facilitate discovery and case movement. There is no room on any of the attorney's desks to accommodate all the necessary equipment. As such the attorneys are making makeshift shelves, placing them on the floor, or cramming them onto small shelves. This creates a hazard and can/will cause damage to equipment. With locking cabinets they can secure the DVD, Compact Discs, paper and other supplies necessary to run the equipment.



This is the current set up in most of the DA workrooms. Shelves are constructed out of boxes or overflowing with equipment.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Juvenile	Budget No
Brief Title of PIR	Access Card Readers	
Estimated Cost	unknown	Department Priority
Brief Summary of Request		
3 electronic access card readers to replace traditional locks and keys		
Discussion of Need		
<p>We have 3 exterior doors that do not have electronic card readers. Instead these doors use keys. This creates significant security concerns due to the fact that these keys can be duplicated and / or lost. It is impossible to know how many of these keys may be in existence at this time or who has them. If we limit access to these doors to electronic cards only then if a card is lost we can have the card turned off. Furthermore, whenever someone enters the office the identity of that person will be recorded based on the card that is swiped. This is an important security measure that has been lacking in the Juvenile Division of the DA's Office since it relocated to Henry Wade in the mid 90s.</p>		
Staff Review and Comment		

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department _____	Budget No _____
Brief Title of PIR _____	
Estimated Cost unknown _____	Department Priority _____
Brief Summary of Request	
We need four offices for the attorneys that are assigned to the George Allen Building	
Discussion of Need	
The Juvenile Division of the DA's Office has 4 attorneys who spend the majority of their time working at the George Allen Courts Building. They all share one common work area. In order to function more appropriately these lawyers need the requested office space so that they have a place where they comfortably talk to witnesses or advise their clients outside of this large workroom type setting where opposing attorneys are often present, which can make matters extremely difficult especially as it relates to the attorney client privilege. There may be space that is readily available in George Allen to remedy this situation, but there is a definite need.	
Staff Review and Comment	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department _____	Budget No _____
Brief Title of PIR _____	
Estimated Cost cost not in appendix (\$452.99 each per Fujitso website total \$11,777.74)	Department Priority _____
Brief Summary of Request	
<p>The Juvenile Division of the DA's Office is requesting 26 Scansnap ix500 desktop scanners. That is 1 desktop scanner per attorney.</p>	
Discussion of Need	
<p>The District Clerk's Office now requires electronic filing on our juvenile civil cases. This requires all of our attorneys to have the capacity to be able to scan documents for filing purposes. These desktop scanners would also be used to make document sharing a lot easier for discovery on all cases. Discovery has become increasingly more burdensome with the enactment of the Michael Morton Act. The Juvenile Division is requesting 1 Scansnap ix500 desktop scanner per attorney.</p>	
Staff Review and Comment	

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Specialized Crime	Budget No
Brief Title of PIR	Training for Certified Fraud Examiners	
Estimated Cost	\$4,000	Department Priority
Brief Summary of Request		
<p>The investigators in the Specialized Crime Division are required to be Certified Fraud Examiners, licensed by the Association of Certified Fraud Examiners. For each investigator, there is an annual requirement of 20 hours of Certified Fraud Examiner approved training to carry this license. Ten hours of the training must be specifically fraud related. The training averages \$40/hr. For each investigators to fulfill his or her 20 hour requirement would total \$800 each times 5 investigators. The division has 5 investigators that carry CFE licensure.</p>		
Discussion of Need		
<p>The 5 investigators need this training in order to maintain their Certified Fraud Examiner license. This license is required for these investigator positions.</p>		
Staff Review and Comment		

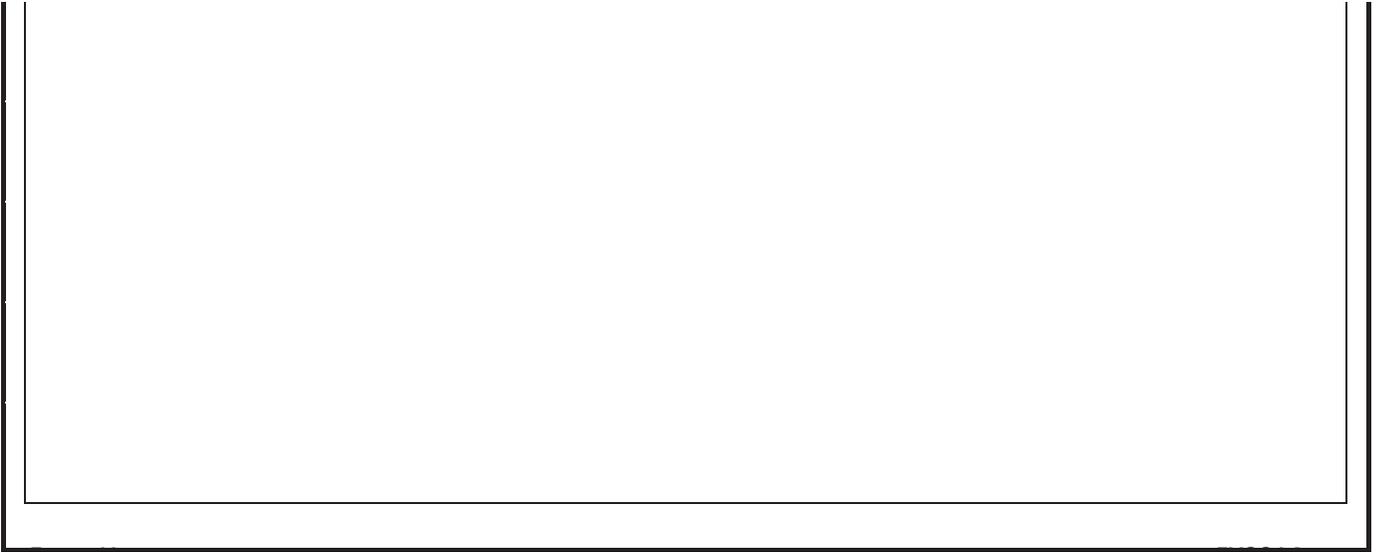
PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Child Abuse Division	Budget No
Brief Title of PIR	Cold Case Investigator	
Estimated Cost		Department Priority
Brief Summary of Request		
<ul style="list-style-type: none">• 1 Ballistic Vest• Car –Sedan 4-door full size, police package -\$27,636• Desk,- \$679• Chair - \$247• Computer-700		
Discussion of Need		

- Ballistic Vest because will be contacting unapprehended defendants
- Car: to transport defendants and to locate and visit families from cases that happened as much as 20 years ago.

Staff Review and Comment



PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	Color Printer and Scanner		
Estimated Cost		Department Priority	
Brief Summary of Request			
Color Printer and Scanner			
Discussion of Need			
Prosecutor needs a color printer and scanner to print out pictures of our injury cases of which she has a number of them.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	Cordless Phones w/Speaker Components		
Estimated Cost		Department Priority	
Brief Summary of Request			
3 Cordless Phones with Speaker Components			
Discussion of Need			
Phones are old and we need to be able to move around the office with the phone and to have the ability to use the speaker.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DA's Office	Budget No	
Brief Title of PIR	IPAD for Community Prosecution		
Estimated Cost	770.00	Department Priority	1
Brief Summary of Request			
IPAD for chief of community prosecution unit.			
Discussion of Need This position requires attendance at a great deal of meetings away from the courthouse on a variety of different subjects. Some of those meetings requires the use of the internet for access to the county's criminal history database. Because of the large number of meetings and the need for access to the county's criminal history database such as Forvus having an Ipad to take notes and then be able to simply place the electronic file that was simultaneously created rather than retyping the notes will streamline communications and increase productivity. A laptop is too heavy for the type of continued and repetitive use that this position would require.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Felony Trial Divisions	Budget No
Brief Title of PIR	External Hard Drive for Computers	
Estimated Cost	\$150 per prosecutor x 51 = \$2,250.00	Department Priority
Brief Summary of Request		
<p>51 external hard drives. Specifically, Model- WD My Passport Slim 2TB Portable Metal External Hard Drive USB 3.0 with Auto and Cloud Backup (WDBQDZ0020BAL-NESN). The approximate retail cost \$150.00 max.</p>		
Discussion of Need		
<p>There are 51 prosecutors assigned to the Felony Trial Divisions. These are the prosecutors located in the small workrooms outside the courtrooms. With an increasing work load many ADA's have elected to bring case files home in order to work on them after hours or on weekends. Many of these cases are often voluminous and cumbersome to carry making it unmanageable to take home. While there are many ADA's willing to work overtime, logistics prevent them from doing so. I.e. they can't stay too late at the office, coming in on the weekend is impractical, and hauling large boxes of case files is impossible. With an external hard drive the ADA can easily transport their entire case file to and fro.</p> <p>The ADA will have a portable office to take to interviews and into the courtrooms.</p> <p>In addition, putting their larger case files on an external hard drive also frees up server space in the system.</p>		
Staff Review and Comment		

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/ Family Violence	Budget No	
Brief Title of PIR	Lobby Chairs (10)		
Estimated Cost		Department Priority	1
Brief Summary of Request			
Family Violence is in need of (10) Lobby Chairs. (Please see attachment)			
Discussion of Need			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Felony Trial Divisions	Budget No
Brief Title of PIR	Office Chairs for Assistant DA workrooms	
Estimated Cost	\$239 per x 51 = \$12,189	Department Priority

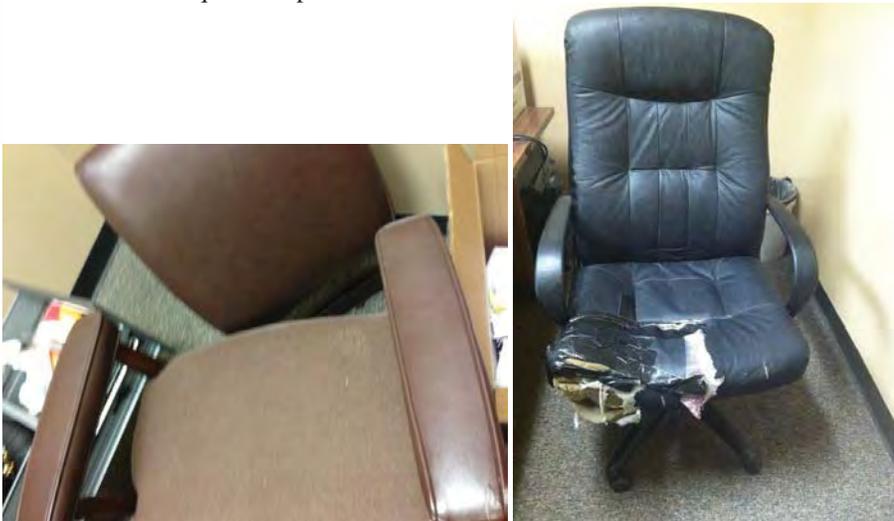
Brief Summary of Request

Executive, high-back chair Swivel Tilt Arms- Pillow soft (HON2091) \$239

Discussion of Need

The chairs in the DA workrooms have become worn and damaged. The ADA's spend a tremendous amount of time at their desks. There is a lot of traffic that comes through the DA workroom and finds itself sitting in our attorney's chairs. As such they have become worn out and sparse. We have reviewed surplus and find no acceptable replacement. We can, however, transition the older chairs into guest chairs.

Included in this request are photos of some of the chairs.



Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>District Attorney/Juvenile</u>	Budget No _____
Brief Title of PIR	<u>Offices</u>	
Estimated Cost	<u>unknown</u>	Department Priority _____
Brief Summary of Request		
<p>We need four offices for the attorneys that are assigned to the George Allen Building</p>		
Discussion of Need		
<p>The Juvenile Division of the DA's Office has 4 attorneys who spend the majority of their time working at the George Allen Courts Building. They all share one common work area. In order to function more appropriately these lawyers need the requested office space so that they have a place where they comfortably talk to witnesses or advise their clients outside of this large workroom type setting where opposing attorneys are often present, which can make matters extremely difficult especially as it relates to the attorney client privilege. There may be space that is readily available in George Allen to remedy this situation, but there is a definite need.</p>		
Staff Review and Comment		
Form G		FY 2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department _____	Budget No _____
Brief Title of PIR _____	
Estimated Cost cost not in appendix (\$452.99 each per Fujitso website total \$11,777.74)	Department Priority _____
Brief Summary of Request	
<p>The Juvenile Division of the DA's Office is requesting 26 Scansnap ix500 desktop scanners. That is 1 desktop scanner per attorney.</p>	
Discussion of Need	
<p>The District Clerk's Office now requires electronic filing on our juvenile civil cases. This requires all of our attorneys to have the capacity to be able to scan documents for filing purposes. These desktop scanners would also be used to make document sharing a lot easier for discovery on all cases. Discovery has become increasingly more burdensome with the enactment of the Michael Morton Act. The Juvenile Division is requesting 1 Scansnap ix500 desktop scanner per attorney.</p>	
Staff Review and Comment	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	
Brief Title of PIR	Partitions		
Estimated Cost		Department Priority	1
Brief Summary of Request			
<p>We need wall partitions to build out office space.</p>			
Discussion of Need			
<p>We have several spaces that need to be converted into rooms. We have wall partitions in some of those spaces, but the partitions are falling down. We need permanent partitions with doors because some of the rooms will be used to interview victims or families regarding sensitive issues. Another room will be used for Jail Calls that should be kept from the public's ear.</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	Printer, Copier, Fax Machine Combination		
Estimated Cost		Department Priority	
Brief Summary of Request			
Printer, Copier, Fax Machine Combination (3)			
Discussion of Need			
Because the printer, copier, fax machine combination that we have is broken and our Child Advocate orders all of our records and prints information, faxes requests from outside agencies.			
Staff Review and Comment			

Form G - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form I, "PIR - Computer Hardware/Software". Use Form E "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.

- **Brief Summary of Request** - short description of resources being requested. Below are some *examples*:
 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.

- **Discussion of Need, etc.** - describe in detail the need and justification of the requested items with cost information described as accurately as possible. Please make sure to address how this request implements the County's Strategic Plan. Attach any backup material that you think may be helpful in evaluating the cost/benefit value of the new item. If any annual costs will result from the requested item (e.g., staff to operate it, insurance, repair costs, etc.), provide an estimate of this cost.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Organized Crime Division	Budget No
Brief Title of PIR	Office furniture request	
Estimated Cost	\$588	Department Priority
Brief Summary of Request		
Requesting bookshelves for 2 offices,		
Discussion of Need		
2 bookshelves are needed, one for Soni Lewis and one for Katherine Robinson. Both are ADAs who only have bookshelves that were personally provided and are not large enough to meet the needs of the books, materials, and files.		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>District Attorney/Juvenile</u>	Budget No
Brief Title of PIR	<u>ScanSnap Scanners (26)</u>	
Estimated Cost	<u>cost not in appendix (\$452.99 each per Fujitso website Department Priority total \$11,777.74)</u>	
Brief Summary of Request		
<p>The Juvenile Division of the DA's Office is requesting 26 Scansnap ix500 desktop scanners. That is 1 desktop scanner per attorney.</p>		
Discussion of Need		
<p>The District Clerk's Office now requires electronic filing on our juvenile civil cases. This requires all of our attorneys to have the capacity to be able to scan documents for filing purposes. These desktop scanners would also be used to make document sharing a lot easier for discovery on all cases. Discovery has become increasingly more burdensome with the enactment of the Michael Morton Act. The Juvenile Division is requesting 1 Scansnap ix500 desktop scanner per attorney.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	Small Marker Board		
Estimated Cost		Department Priority	
Brief Summary of Request			
(1) Small Marker Board			
Discussion of Need			
1 Small Marker Board to Keep Track of the Docket.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Organized Crime Division	Budget No
Brief Title of PIR	Office furniture request	
Estimated Cost	\$588	Department Priority
Brief Summary of Request		
Requesting bookshelves for 2 offices,		
Discussion of Need		
2 bookshelves are needed, one for Soni Lewis and one for Katherine Robinson. Both are ADAs who only have bookshelves that were personally provided and are not large enough to meet the needs of the books, materials, and files.		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	
Brief Title of PIR	Vehicle		
Estimated Cost	\$ 27,636	Department Priority	1
Brief Summary of Request			
<p>(1) Car – Sedan – 4 door full size, police package</p>			
Discussion of Need			
<p>Car to transport defendants and to locate and visit families from cases that happened as much as 20 years ago.</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	Visitor Chair		
Estimated Cost		Department Priority	
Brief Summary of Request			
(1) Visitor Chair			
Discussion of Need			
Visitor Chair for Interviews in the Office.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Child Abuse	Budget No	4011
Brief Title of PIR	White Board		
Estimated Cost		Department Priority	
Brief Summary of Request			
(1) White Board			
Discussion of Need			
1 White Board to keep track of the docket.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney/Specialized Crime	Budget No.
Title of PIR	Financial Investigation Software	Request Type <u> S </u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Financial Investigation Software by Actionable Intelligence Technologies would greatly assist the entire office in assimilating, sorting, processing and presenting large amount of data in our prosecutions. Presently, either investigators manually enter all data needed onto Excel spreadsheets or the data is not analyzed and demonstrative evidence that would assist in prosecutions is not created. This results in the larger cases, ie., those with the most information, do not get worked up and presented as well as the smaller cases. Quite often, a case in the Specialized Crime Division will have over 5,000 pages of bank records. A huge amount of manpower is used to create spreadsheets to analyze that amount of data.

Expected Benefits

AIT- Actionable Intelligence Technologies incorporated in 1998, is a technology and services organization with solutions tailored specifically for financial investigations and forensic accounting. Investigations can be taken from its beginning stages to its conclusion in a courtroom using their software. Clients include government entities, corporations, law enforcement and regulatory agencies, forensic accountants and prosecutors. A team of experts maintains a singular focus on the specific needs of financial investigators.

FIS- Financial Investigative Software. The unmatched power and utility of the FIS™ feature set has been recognized by federal and state law enforcement agencies. FIS gives you instant decision making abilities with near perfect reconciliation of bank records. This means the prosecutor can believe in the accuracy of the work product. FIS will allow prosecutors to display information in different formats according to the needs of the case utilizing tables, graphs and charts making proving the case easy to explain. In addition to its outstanding performance, FIS™ provides a common database format for financial transaction data, case management information, and information on organizations and individuals. When implemented across an agency, FIS™ provides the infrastructure for creating a national financial crimes database. It also allows case information to be integrated and cross-referenced with other databases.

Quite often the sheer volume of financial evidence is literally overpowering. The time it takes to organize, review, analyze and make decisions on evidence is just too long. As a result, arbitrary thresholds and statistical sampling techniques are used, corners may be cut, pertinent evidence and witnesses may not be used, and charges omitted from indictments and subsequent trials. Time did not allow for their proper inclusion. Because of this, cases may be lost, weaker plea bargains may be offered because the State is not coming from a position of strength, sentences were too mild for what the defendant had actually done, but there was not the requisite time to prove all aspects of the case.

FIS REPRESENTS A PARADIGM SHIFT IN TIME MANAGEMENT OF FINANCIAL INVESTIGATIONS AND ANALYSIS and ultimately allows the time to make the quality case the

prosecutor wants to, regardless of the volume of the evidence. With FIS, there is better control of time which translates into better control of the case. The comprehensive case that includes all of the charges you want included. The full case with the results you need all on a disk. Take those forty boxes of subpoenaed documents, scan them into FIS. FIS will perform algorithms and analytics, on the data and supply with tables tailored to your needs. It can all be saved to a disk or exported to a desired format. Case theories can be instantly tested to see if the investigator is pursuing the right track or cases can be discontinued at an earlier stage based on the analyzed financial evidence. Based on the time savings agents can pursue bigger and better investigations with unprecedented speed allowing them TIME to be more PRODUCTIVE, increasing arrests and seizures for the agency.

The scope of investigations and subsequent prosecutions are no longer constrained by the limited resources available to conduct comprehensive investigative analysis. Agencies will not have to leave criminal proceeds untouched merely because the volume of financial records exceeds their ability to process and review the records. Criminal defendants now have to fear the totality of their criminal activities being exposed. Using FIS to perform a comprehensive review of all bank accounts and assets raises the possibility of additional charges, along with the identification and seizure of additional illegally obtained assets. FIS allows investigators to process transactions a thousand times faster than inputting transactions manually on spreadsheets. This allows for increased production by investigators. Arrest stats increase and seizure stats rise. FIS becomes a self-funding investment.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

- **Request Type** - for the FY2015 budget submission process, there are three types of requests: (1) new hardware, (2) replacement hardware, and (3) P.C. packaged software products. Please note all of the types that apply to your request.
 - H Request for new mainframe and P.C. hardware
 - R Request for replacement mainframe and P.C. hardware
 - S Request for P.C. packaged software products (spreadsheets, data base, word processing, etc.)
- **PIR Number** - a tracking number to be assigned by IT Services.
- **Possible Funding Source** - provide alternative funding, if any, for this request.
- **Description of Need and Justification** - describe the hardware and software you are requesting along with its intended purpose. Please be sure to use sufficient detail and indicate how this request implements the County's Strategic Plan.
- **Expected Benefits** - the benefits you expect to realize from your requested hardware/software must be clearly documented. The expected benefits should include cost savings, increased productivity, increased public service, mandates, etc.
- **Department Head Signature, etc.** - each request should be signed and prioritized by the department head. Include a contact name and telephone number in case additional information is needed.
- **Scoring** - this section will be used by IT Services in evaluating the request.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Child Abuse Division</u>	Budget No. _____
Title of PIR	_____	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

2 Flat Screen Monitors
 1 Keyboard
 3 Computer Speaker Bars
 1 CD/DVD Burner
 23 2TB Portable Drives
 128 Gig Flash Drives
 47 Inch Television

Expected Benefits

- * Flat Screen will allow more space on the desk
- * The investigator needs a keyboard because they keyboard is difficult to push certain keys
- * 3 people need speaker bars so that we can listen to forensic interviews and defendant's statements
- * CD/DVD burner. A lot of our evidence comes in the form of a cd or dvd that we have to burn for the defense attorney or for a witness to review
- * We have a lot of digital evidence in the child abuse cases and we need to be able to review and store this evidence
- * We also need the ability to transport digital evidence, pictures, etc to work on cases outside of the courthouse.
- * We do several pitch sessions a month. A lot of our cases involve pictures or other pieces of evidence that is in digital form which makes it impossible to view at a pitch session. A TV would allow us to view the evidence as the pitch is going and to plan on a way to present the evidence effectively to a jury

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Attorney/Technology</u>	Budget No. <u>4011</u>
Title of PIR	<u>Digital Forensic Lab</u>	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Expected Benefits

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H	FY2015
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Form H - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

- **Request Type** - for the FY2015 budget submission process, there are three types of requests: (1) new hardware, (2) replacement hardware, and (3) P.C. packaged software products. Please note all of the types that apply to your request.
 - H Request for new mainframe and P.C. hardware
 - R Request for replacement mainframe and P.C. hardware
 - S Request for P.C. packaged software products (spreadsheets, data base, word processing, etc.)
- **PIR Number** - a tracking number to be assigned by IT Services.
- **Possible Funding Source** - provide alternative funding, if any, for this request.
- **Description of Need and Justification** - describe the hardware and software you are requesting along with its intended purpose. Please be sure to use sufficient detail and indicate how this request implements the County's Strategic Plan.
- **Expected Benefits** - the benefits you expect to realize from your requested hardware/software must be clearly documented. The expected benefits should include cost savings, increased productivity, increased public service, mandates, etc.
- **Department Head Signature, etc.** - each request should be signed and prioritized by the department head. Include a contact name and telephone number in case additional information is needed.
- **Scoring** - this section will be used by IT Services in evaluating the request.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Dallas DA's Office	Budget No.
Title of PIR		Request Type H
PIR #	(assigned by Data Services)	Possible Funding Source IT

Description of Need and Justification

The Grand Jury Intake Section processes all adult criminal cases that are filed in Dallas County. Currently this division houses 75+ boxes of data that needs to be maintained in perpetuity. These documents include grand jury dockets, no bill reports, and writ lists. We are out of space and would like to scan these materials onto a portable hard drive (\$150). The GJ supervisor will supervise his or her work. Once the work has been QC'ed, the data will be backed up on a thumb drive (\$100) and secured in case of damage to the portable hard drive. In addition, another portable thumb drive (\$100) will be needed for all of our drug lab historical data. (\$350 total)

Expected Benefits

This will reduce the need for large amounts of physical storage space.

Department Head Signature	Priority 1
Department Contact Person	Phone 214-653-3878
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Dallas DA's Office	Budget No.	
Title of PIR		Request Type	H
PIR #	(assigned by Data Services)	Possible Funding Source	IT

Description of Need and Justification

The Grand Jury Intake Section processes all adult criminal cases that are filed in Dallas County. With ACMS implementation and the Michael Morton Act, these new scanners are critical. Because we have so much scanning to do to digitize thousands of paper and DME for court prosecutors to have all case information, we need 10 additional ACMS compatible scanners. (\$1500/each)

Expected Benefits

Increased productivity.

Department Head Signature	Priority 2
Department Contact Person	Phone 214-653-3878
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	Dallas DA's Office	Budget No.	
Title of PIR		Request Type	R
PIR #	(assigned by Data Services)	Possible Funding Source	IT

Description of Need and Justification

The Grand Jury Intake Section processes all adult criminal cases that are filed in Dallas County. With ACMS implementation, cases are being digitized upon submission -- thus eliminating the use of paper. Therefore, the prosecutors need to see their cases, make computer inputs, etc. during Grand Jury, thus they will need a laptop computer to transport to Grand Jury. The support staff and Intake attorneys have old computers, and these are not as efficient and reliable as newer versions. We are using computers between three and eight years old. Therefore, we would like to request 14 new Laptops for Grand Jury Attorneys (\$2,000/each) and 16 standard computers for Staff and Intake Attorneys (\$1,025/each).

Expected Benefits

The ease, efficiency, and reliability of processing will increase.

Department Head Signature	Priority 3
Department Contact Person Ellyce Lindberg	Phone 214-653-3878
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management
Cost Avoidance	Controls
Legal Requirements	Multi-Use Systems
Service to the Public	Cost Recapture
	Critical System Upgrade

Form H **FY2015**

Form G - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form I, "PIR - Computer Hardware/Software". Use Form E "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.
- **Brief Summary of Request** - short description of resources being requested. Below are some examples:
 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.
- **Discussion of Need, etc.** - describe in detail the need and justification of the requested items with cost information described as accurately as possible. Please make sure to address how this request implements the County's Strategic Plan. Attach any backup material that you think may be helpful in evaluating the cost/benefit value of the new item. If any annual costs will result from the requested item (e.g., staff to operate it, insurance, repair costs, etc.), provide an estimate of this cost.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DA's Office	Budget No
Brief Title of PIR		
Estimated Cost		Department Priority 1
Brief Summary of Request		
<p>We would like to request 1 large Storage Cabinet - 26x18x72 - In order to free up the court reporter's office upstairs, we need a new locking storage cabinet that we can place down in grand jury. These will hold tapes required to be kept by the court reporter. Currently they are locked in boxes in her upstairs office, however we would like to use that office for interns.</p>		
Discussion of Need		
<p>These tapes must be maintained in a secured space, and by getting an appropriate, locking piece of furniture, the current office that houses these tapes can be utilized for interns to help us for free.</p>		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DA's Office	Budget No
Brief Title of PIR		
Estimated Cost	\$1,321	Department Priority 2
Brief Summary of Request		
We would like to request 2 desks and 2 chairs along with 1 computer table for interns.		
Discussion of Need		
In order to use interns to help us for free, we need to have a work space for them to work.		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Grand Jury/ Intake	Budget No
Brief Title of PIR	Grade 9	
Approx. Net Cost	\$53,376.68	Department Priority

Brief Summary of Request

The addition of a Grade 9 Support Staff is requested in the Grand Jury/ Intake Division.

Discussion of Need

With the implementation of the ACMS Prosecutor Module, numerous support staff are busily digitizing hundreds of thousands of pieces of paper and thousands of digital multi-media evidence annually. The process that must take place can be a tedious and laborious one, and a supervisor is respectfully requested in order to help manage staff, trouble shoot issues before they become problems, and help increase the productivity and flow of the work process.

Discussion of Related Performance Measure

With the need to increase efficiency in getting cases into the system as quickly as possible, the better the process works, the more there will be expeditious disposition of cases, thus reducing costs.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney/ Grade 9 Non-Exempt	
Staff Cost		
Grade	9	
Salary	36,150	
FICA @ 7.65%	2,765.48	
Retirement @ 10.8%	3,904.20	
Insurance @ \$8,200	8,500	
Total		51,319.68
Related Equipment		
	\$ Amount	
Number		
Desk	528	
Furniture	504	
Computer	1,025	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		2,057.00
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$53,376.68

MISDEMEANOR

Current

ADA VII

ADA V

ADA V

Grade 10
(Exec Sec)

Magistrate Court
ADA III
ADA III

Δ INV III

VIDEO EVIDENCE ROOM

Grade 6

Grade 5

CCCA1	CCCA2	CCC1	CCC2	CCC3	CCC4	CCC5	CCC6	CCC7	CCC8	CCC9	CCC10	CCC11
ADA II												
Grade 10 Leg. Asst.	ADA I											
Grade 10 Leg. Asst.	ADA I	ADA I	ADA I	ADA I	Grade 10 Leg. Asst.							
Grade 10 Leg. Asst.												
												INV I**
												Grade 10 Leg. Asst.

** Grant Funded Position
Δ Legal Asst. Report to this Position



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Attorney IV
Proposed Position Grade:	04
Department Name:	District Attorney – Public Integrity Division
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Jamie Bagnall Chief
Supervisor Phone:	(214) 653-3816
Supervisor Email:	James.Bagnall@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to carry out the general operations for an attorney in the Public Integrity Division and administer the upcoming Brady Protocol.
This is accomplished by assisting in investigations; evaluating cases upon assignment; the management and prosecution of all cases dealing with any public servant that commits a crime under the color of law; and assuring that the District Attorney’s office is in compliance when it comes to <u>Brady v. Maryland.</u>
Other duties include intake of cases; presentation of cases to grand jury; the resolution of all indicted cases via a plea bargain agreement or trial before a judge or jury; and administration of the Brady Protocol.

C. Essential Functions of the New Position

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 ↓	Time	E or NE
-----------	------	---------

Function: Maintains exterior of facilities			
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: Intake of Cases		Time	E or NE
<i>Tasks performed to accomplish this function:</i> Meeting with law enforcement agencies regarding criminal investigations regarding public servants. Review of case upon assignment by division chief.			E
2. Function: Preparation and Presentation of Cases to Grand Jury		Time	E or NE
<i>Tasks performed to accomplish this function:</i> Preparing all assigned cases for presentation to Grand Jury. Creation and use of Power Point presentations to assist the Grand Jury's understanding of the cases. Presenting cases to the Grand Jury.			E
3. Function: Maintenance of Case Docket		Time	E or NE
<i>Tasks performed to accomplish this function:</i> Maintaining a docket of cases for disposition by either plea bargain agreement or trial before a judge or jury.			E
4. Function: Brady Protocol Administration		Time	E or NE
<i>Tasks performed to accomplish this function:</i> This new protocol is vital in order to comply with our discovery obligations. These procedures are necessary (1) to ensure that instances of law enforcement employee and expert witness misconduct and credibility issues that come to the attention of the District Attorney's office are reviewed to determine if disclosure is required under <u>Brady v. Maryland</u> , (2) to maintain a depository for such information, and (3) to ensure that assistant district attorneys know of the existence of such information regarding potential witnesses so that disclosure can be provided to the defense.			E
5. Function:		Time	E or NE
<i>Tasks performed to accomplish this function:</i>			

D. 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		concentration in the performance of various operations.			
●	3.	Work requires regular mental and visual concentration most of the time.	○	○	●

E. 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
●	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	●	○	○
○	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	○	○	○
○	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	○	○	○
○	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	○	○	○

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.)

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
○	1.	Extreme temperature changes (heat, cold, extreme weather changes)	○	○	○	○
○	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	○	○	○	○
○	3.	Noise and vibration (sufficient to cause hearing loss)	○	○	○	○
○	4.	Physical hazards (high voltage, dangerous machinery)	○	○	○	○

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
○	1.	Driving	○	○	○	○
○	2.	Mechanical hazards	○	○	○	○
○	3.	Chemical hazards	○	○	○	○
○	4.	Electrical hazards	○	○	○	○

<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 checked="" 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.

F. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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 checked="" 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. Must be licensed to practice law in Texas
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

G. 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 checked="" 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>
Investigators	2
Administrative Assistant	1

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 (check one).

<input checked="" 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.
●	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.
○	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.
○	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.
○	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.
○	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
○	1.	Work requires answering simple inquiries or referring inquiries to others.	○	○	○
○	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	○	○	○
○	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	○	○	○
●	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	○	○	●

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Investigator II
Proposed Position Grade:	02
Department Name:	District Attorney – Public Integrity Division
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Jamie Bagnall Chief
Supervisor Phone:	(214) 653-3816
Supervisor Email:	James.Bagnall@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to carry out the general operations for an investigator in the Public Integrity Division and assist in the administration of all aspects of investigation of public integrity cases.
This is accomplished by assisting law enforcement agencies with cases; assisting Division attorneys in investigations; assisting Division attorneys in preparation for Grand Jury; assisting Division attorneys in all aspects of trial preparation; and assuring that the District Attorney’s office is in compliance when it comes to <u>Brady v. Maryland</u>.
Other duties include witness interviews; serving subpoenas; assistance with presentation of cases to grand jury; assistance with the resolution of all indicted cases via a plea bargain agreement or trial before a judge or jury; the investigation of complaints; and assistance with the administration of the Brady Protocol.

C. Essential Functions of the New Position

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: Brady Protocol Administration	Time	E or NE
<i>Tasks performed to accomplish this function:</i> This new protocol is vital in order to comply with our discovery obligations. These procedures are necessary (1) to ensure that instances of law enforcement employee and expert witness misconduct and credibility issues that come to the attention of the District Attorney’s office are reviewed to determine if disclosure is required under <u>Brady v. Maryland</u>, (2) to maintain a depository for such information, and (3) to ensure that assistant district attorneys know of the existence of such information regarding potential witnesses so that disclosure can be provided to the defense. Will assist the requested Level IV Prosecutor in the administration of the protocol.		E
2. Function: Investigation of Election Code Violations	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By interviewing witnesses; issuing subpoenas; and briefing the requested Level IV Prosecutor on how to proceed with the case		E
3. Function: Investigation of Complaints	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By conducting a full-fledged criminal investigation like any other law enforcement agency would do before filing a case with the Division.		E
4. Function: Review of Officer Involved Shootings/Death in Custody Case	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By reviewing the case file to ensure that everything is present for the Division Chief to present the case to the Grand Jury. This may include further investigation and gathering of whatever is missing or whatever the Division Chief feels is necessary to properly prepare the case for Grand Jury presentation.		E
5. Function: General Investigatory Duties	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By assisting the Division attorneys in all aspects of trial preparation. This may include, but is not limited to the following: subpoenaing witnesses; arranging witness interviews; assisting in preparing witnesses for trial; obtaining any necessary documents or evidence for trial; assisting the Division attorney with preparation of exhibits; and testifying at trial.		E

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" 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.)

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 checked="" 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.

F. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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 checked="" 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:
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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. Must be a licensed peace officer
2. Must be TCLEOSE certified
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

G. 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 checked="" 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.
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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 (check one).

<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Investigator II
Proposed Position Grade:	02
Department Name:	District Attorney – Public Integrity Division
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Jamie Bagnall Chief
Supervisor Phone:	(214) 653-3816
Supervisor Email:	James.Bagnall@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to carry out the general operations for an investigator in the Public Integrity Division and assist in the administration of the upcoming Brady Protocol.
This is accomplished by assisting law enforcement agencies with cases: assisting Division attorneys in investigations; assisting Division attorneys in preparation for Grand Jury; assisting Division attorneys in all aspects of trial preparation; and assuring that the District Attorney’s office is in compliance when it comes to <u>Brady v. Maryland.</u>
Other duties include witness interviews; serving subpoenas; assistance with presentation of cases to grand jury; assistance with the resolution of all indicted cases via a plea bargain agreement or trial before a judge or jury; the investigation of complaints; and assistance with the administration of the Brady Protocol.

C. Essential Functions of the New Position

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: Brady Protocol Administration	Time	E or NE
<i>Tasks performed to accomplish this function:</i> This new protocol is vital in order to comply with our discovery obligations. These procedures are necessary (1) to ensure that instances of law enforcement employee and expert witness misconduct and credibility issues that come to the attention of the District Attorney’s office are reviewed to determine if disclosure is required under <u>Brady v. Maryland</u>, (2) to maintain a depository for such information, and (3) to ensure that assistant district attorneys know of the existence of such information regarding potential witnesses so that disclosure can be provided to the defense. Will assist the requested Level IV Prosecutor in the administration of the protocol.		E
2. Function: Investigation of Election Code Violations	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By interviewing witnesses; issuing subpoenas; and briefing the requested Level IV Prosecutor on how to proceed with the case		E
3. Function: Investigation of Complaints	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By conducting a full-fledged criminal investigation like any other law enforcement agency would do before filing a case with the Division.		E
4. Function: Review of Officer Involved Shootings/Death in Custody Case	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By reviewing the case file to ensure that everything is present for the Division Chief to present the case to the Grand Jury. This may include further investigation and gathering of whatever is missing or whatever the Division Chief feels is necessary to properly prepare the case for Grand Jury presentation.		E
5. Function: General Investigatory Duties	Time	E or NE
<i>Tasks performed to accomplish this function:</i> By assisting the Division attorneys in all aspects of trial preparation. This may include, but is not limited to the following: subpoenaing witnesses; arranging witness interviews; assisting in preparing witnesses for trial; obtaining any necessary documents or evidence for trial; assisting the Division attorney with preparation of exhibits; and testifying at trial.		E

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" 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.)

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 checked="" 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.

F. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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 checked="" 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:
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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. Must be a licensed peace officer
2. Must be TCLEOSE certified
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

G. 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 checked="" 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.
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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 (check one).

<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature Comments:	Date
Department Head/Elected Official Signature Comments:	Date



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Spanish Translator/Interpreter
Proposed Position Grade:	KM
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Carmen P. White, Child Abuse Division Chief Tammy Kemp Child Abuse and Family Violence Administrative Chief
Supervisor Phone:	214-653-3609
Supervisor Email:	tkemp@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to reduce the amount of time and money spent obtaining translations of Spanish

language statements, both videotaped and written, in preparation for the trial of felony criminal offenses.
This is accomplished by hiring a qualified, professional, licensed translator/interpreter as a full-time county employee. This person would be responsible for translating/interpreting Spanish language statements obtained by law enforcement agencies during the investigation of criminal offenses. Having a full-time employee dedicated to this task would lessen the wait time for translations to be done by outside vendors, allowing disposition of cases more quickly and efficiently.
Other duties include assisting in the translation of Spanish language witness interviews and witness contacts on new cases. This would help prosecutors make plea recommendations on new cases more quickly, thus alleviating some of the current delay in the process.

C. Essential Functions of the New Position

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		
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: Translating Spanish language audio/videotaped statements/confessions	Time	E or NE
<i>Tasks performed to accomplish this function: Watching/listening to recorded statements in Spanish and providing an accurate, certified written English translation of all of the spoken words in the recording.</i>	50%	
2. Function: Translating Spanish language written statements/confessions	Time	E or NE
<i>Tasks performed to accomplish this function: Reading written statements in Spanish taken in the course of a criminal investigation and creating a certified written English translation of the statement.</i>	20%	
3. Function: Assisting prosecutors with English translation of Spanish witness interviews	Time	E or NE

<p><i>Tasks performed to accomplish this function: Translating questions/statements by prosecutors in English into Spanish during witness/victim interviews and translating the witness/victim's statements from Spanish into English for the prosecutors. This must be done in "real time" and must be an exact, accurate translation of each word spoken so that there are no misunderstandings that would inhibit a witness/victim's understanding of the conversation or the prosecutor's understanding of the facts of a case or the witness/victim's input into the prosecution. The Code of Criminal Procedure, in Chapter 56 outlines Crime Victims' Rights and this position would assist the District Attorney's Office in protecting those rights and living up to our responsibilities to Spanish speaking citizens of Dallas County who find themselves the victim of crime.</i></p>	30%	
4. Function:	Time	E or NE
<p><i>Tasks performed to accomplish this function:</i></p>		
5. Function:	Time	E or NE
<p><i>Tasks performed to accomplish this function:</i></p>		

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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

x	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	x
<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.)

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 checked="" type="radio"/>	1.	<i>Office Environment</i>	<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.

F. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: liberal arts or related
<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.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: certified translator/interpreter
<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. Master Court Interpreter through the Texas Department of Licensing and Regulation
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

G. 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 checked="" 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 (check 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.
x	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.

H. 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.

			<u>Frequency of Time</u>		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	x	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		policies or procedures that could result in litigation or damages if improperly handled.			
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DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Attorney V
Proposed Position Grade:	ATT 5
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Andrea Handley Administrative Felony Trial Division Chief
Supervisor Phone:	214-653-3646
Supervisor Email:	andrea.handley@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to fill in for any trial ADA that is out on FMLA, vacation, sick time, or extended periods of time due to trial. By assuming the responsibilities and docket of the absent prosecutor we avoid a stagnate docket and continuances normally incumbent with a prosecutor absent for an extended period of time.
This is accomplished by having an experienced attorney available to <u>rotate</u> through <u>any</u> trial court that needs assistance and offer additional assistance to overburdened courts.
Other duties include: Because of the experience they can work in any division in the office; grand jury for example.

C. Essential Functions of the New Position

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.

Function: Legal work	Time	E or NE
	100%	E
1. Function: Assume the duties and docket of absent felony trial court Prosecutor	Time	E or NE
Tasks performed to accomplish this function:	40%	E
Stands in the stead of absent prosecutor; assumes responsibility for the prosecutor’s docket and management of their caseload and court with priority on jail docket.		
Uses experience and Chief status to immediately assume duties of docket; uses authority and experience to make quick decisions to ensure docket efficiency and avoid continuances in cases and stall in docket. I.e. Pleading cases/and case disposition.		
2. Function: Docket Management	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Reviews Court’s daily docket, prioritizes and assigns cases and work to felony prosecutors.		
Manages the court docket by assisting felony prosecutors, attorneys and other staff in the court.		
Resolves disputes between the court, defense attorneys and staff, and determines appropriate action to be taken for unusual, extremely serious or complex situations		
Approves case resolution and plea bargains for felony prosecutors in the court.		
3. Function: Case Management	Time	E or NE
Tasks performed to accomplish this function:	20%	E
Evaluates assigned cases by:		
• Reviewing cases and documentation,		
• Conducting and interpreting legal research on applicable law, rules and regulations.		
• Interviewing witnesses or persons with knowledge of the cases,		
• Gathering evidence, and		
• Determining the appropriate actions to be taken.		
• Negotiating with defense counsel for appropriate case resolution.		
Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements.		
Prepares legal documents if plea-bargain agreements are reached and insures proper signatures are executed and documents filed as required.		
4. Function: Trial Docket Management	Time	E or NE
Prioritize and manage trial docket; work with and advise court personnel of pending cases.	5%	E
Drafts, files and responds to motions, briefs or other legal documents for trial and/or hearings.		
Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		
Explain legal process to potential witnesses, prepare witness for court testimony and ensures clients or victims/families are kept informed on status of case.		
5. Function: Jury Trial	Time	E or NE
Tasks performed to accomplish this function:	5%	E
Gathers, prepares and presents evidence, exhibits and related materials for trials and hearings.		
Represent the State or clients in pre-trials, evidentiary hearings and jury/court trials by:		

<ul style="list-style-type: none"> • Conducting jury selection, • Presenting opening statements, • Conducting direct and cross-examinations of witnesses, and • Presenting closing arguments. 		

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" 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 checked="" 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.)

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)

Proficiency in accessing and working FORVUS, AIS, and Court Notify.

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 checked="" 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.

F. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	Graduation from an accredited law school. Three years work related experience in Dallas County District Attorney's office;

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

<input type="radio"/>	1.	<i>No previous experience required</i>
<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 checked="" type="radio"/>	5.	Minimum of three years experience in/as: Assistant DA with Dallas County DA
<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. Requires current license to practice law in the State of Texas.
2. Requires experience as lead prosecutor for more complex felony cases.
3. Requires experience in managing a felony court.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

G. 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 checked="" 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.

There are no additional projects or work activities to plan outside of docket and trial management.

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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>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>
Attorney IV and Attorney III	2

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 (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Legal Secretary
Proposed Position Grade:	
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Durrand Hill Administrative Chief of the Juvenile Division
Supervisor Phone:	214 698 2255
Supervisor Email:	durrand.hill@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
provide secretarial assistance to attorneys in order to comply with discovery demands as a result of new discovery law.
This is accomplished by
reproducing, reports, cds, dvds and other forms of documents generated by police in and for the prosecution of criminal cases;
and careful documentation of the items reproduced and provided to opposing attorneys in juvenile criminal cases.
Other duties include
other secretarial duties as needed.

C. Essential Functions of the New Position

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: By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.	30%	E
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i> All functions will be secretarial in nature. Specifically this resource would gather the files of prosecutors before a specific court setting and duplicate all items in the file that refer to the pending case except attorney work product. Items to be duplicated include, but are not limited to, offense reports, witness statements (written and recorded), hospital records, lab reports, autopsies, photos, 911 recordings and any other paper or digitally preserved items generated or recovered by police that refer to a given case. The copies are to be placed in a specific file to be later given to the attorney representing the accused juvenile.	75%	E
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i> This employee would also document with clear specificity the items reproduced for the purpose of turning the items over to the attorney representing the accused juvenile. This document would later be filed with the court in order to show compliance with the recently enacted discovery law aka the Michael Morton Act. All duties to facilitate the above described duties would be performed by this employee. This is a more efficient approach than adding another attorney.	25%	E
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>		

Assisting misdemeanor prosecutors in making appropriate sentence recommendations on all cases.		
Following up to verify the collection of all necessary evidence.		
Negotiating with defense attorneys.		
Handling phone calls from victims and witnesses on appropriate cases.		

D. 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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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="checkbox"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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)

Standard computer equipment and software

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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="checkbox"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" 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.

F. 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="checkbox"/>	1.	Less than high school education
<input checked="" type="checkbox"/>	2.	High school diploma or equivalent
<input type="checkbox"/>	3.	One year college
<input type="checkbox"/>	4.	Two-year Associate's degree in:
<input type="checkbox"/>	5.	Four-year Bachelor's degree in:
<input type="checkbox"/>	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="checkbox"/>	1.	<i>No previous experience required</i>
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input checked="" type="checkbox"/>	3.	Minimum of one year experience in/as: legal secretary
<input type="checkbox"/>	4.	Minimum of two years experience in/as:
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, what type?

G. 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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input checked="" type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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>	
*This position would be eligible for Title IV reimbursement	

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 (check one).

<input type="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

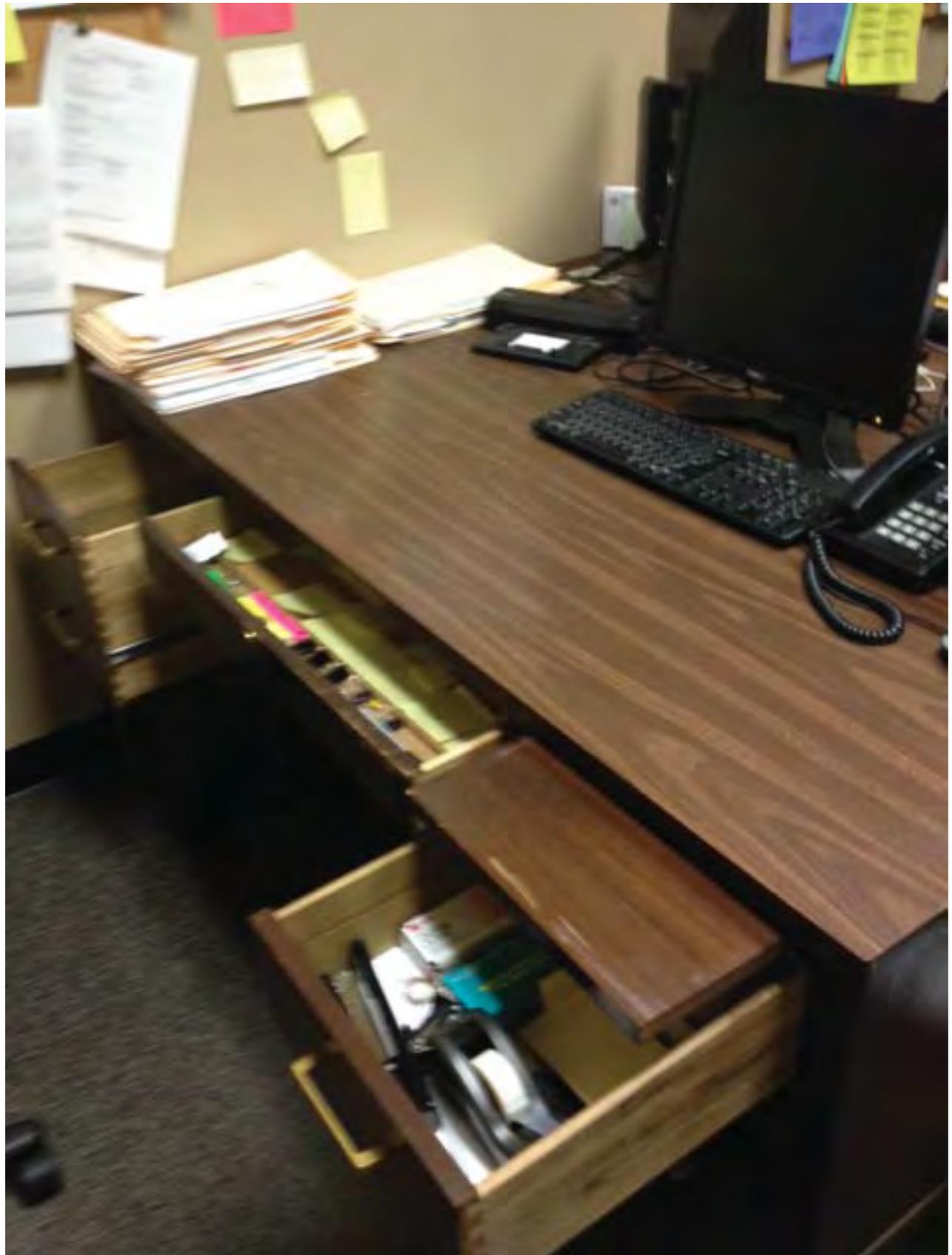
Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	









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10 chairs lobby area

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Stack Chair w/Painted Legs

Collections: Gueststacker
Model Number: H4031

Update any gathering space from HON. This smart alternative folding chair is molded to feature a heavy-duty steel construction endures busy frequent rearrangement. Chair carton, and stack six high or high on their special cart. Chair height is 28 high is model number H4031. Warranted for users up to 300 lbs

Dimensions: 21-1/2"D x 21-1/2"W x 28"H
List Price: \$499 - \$659

Features

Copolymer resin seat and back shell

3/4" round tubular legs

Lumbar support in back

Wall-saver design

Chairs stack 6 high without a cart

Shipped fully assembled - 4 chairs per carton

Warranted for users up to 300 lbs

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BACK

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Guest Chair

Collections: 6550 Series
Model Number: H6552

Whether your taste is for classic, our executive/conference chair is the perfect companion for your conference table. Create an atmosphere of success and style, while enjoying the style and durability of these well-

Dimensions: 25"D x 24"W
List Price: \$596 - \$742

Features

Hand applied nail trim

Fully-upholstered outer back

All exposed wood is select hardwood

Open back with upholstered arms

Brass, dual-wheel, hooded casters roll effortlessly and silently



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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:	Clerk II
Proposed Position Title:	Clerk IV
Current Position Grade:	6
Department Name:	Checks Division
Position Number:	
Supervisor Name:	David Bunger
Supervisor Phone:	214-653-3677
Supervisor Email:	dtbunger@dallascounty.org

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 support the prosecution staff of the Checks Division, coordinate coverage of Main Switchboard window and Checks Division Window with proper personnel, interact with the Defense bar on behalf of prosecutors and interact with public fielding questions and providing information. This is accomplished by greeting visitors to the department, takes and screens calls
Other duties include managing attorney's dockets, entering forgery check data, assisting defense attorneys With information needed, maintain case disposition stats, manage staff coverage due to absences.

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.
These changes occurred three years ago when the Checks Division support staff was reduced by 4 employees which included an office manager and bookkeeper position being removed. Additional responsibilities have been added in order to ensure the efficient disposition of criminal cases prosecuted in the Checks Division. The assistant that is assigned to the Chief, Deputy Chief and attorney 3 prosecutor is essential in bringing about efficient and timely disposition of cases which directly relates to the overall costs of operation.

<p>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.</p>
<p>Clerk II duties in the Checks Division are restricted to check data entry and front window coverage. This particular position which is being considered for Clerk IV performs more complex tasks that are essential for the prosecutors to perform their functions efficiently and accurately . Those tasks that have increased complexities include, gathering information for defense attorneys, maintain DA files, assist in preparation Pre-Screening Interview documentation for court probation, prepares DA file for pleas, prepare case files for theft by check case filings, assists Chief in coordinating staff coverage when staff members are absent or reassigned, prepares photo line-up photos and case information for investigators, coordinates scheduling for complainants to come in for photo line-ups, completes compliance orders and data removal for expunction orders, maintains stats for division copiers, maintain printer supplies, orders Division supplies, receive and log and distributes all incoming certified and official mailings, coordinates all attorney, investigator and staff meetings and arrange for location for meetings, field all calls for the Chief Prosecutor, manages dockets and case files for the felony and misdemeanor cases, including preparing files for prosecutors with the appropriate documents required for prosecution, including recommendation form, restitution documentation, other documents that are not included in the file.</p>
<p>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.</p>
<p>These new duties are additional and were added at the time the Office Manager and Bookkeeper positions were removed from the Checks Division. Due to the Division being short the personnel new duties have been added to this position to ensure efficient operation of this division and timely prosecution of the cases filed in the division.</p>
<p>What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?</p>
<p>None, as this position continues to perform data entry functions in addition to the more complex managerial tasks she performs now.</p>
<p>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?</p>
<p>With situations pertaining to support staff coverage she is given authority to act on my behalf in making temporary placement decisions as to who will cover the Main Switchboard and the Checks Division window due to absences and allocation of staff in other duties within the division.</p>
<p>What specific tasks or activities make the job duties/responsibilities more complex?</p>
<p>File and case management for attorneys, directing defendant meetings with prosecutors, maintaining coverage of staff designations, docket management for attorneys, preparation of case files for presentencing interviews with probation, maintenance of case disposition and other statistics for the division, management of all division supply needs, legal books, printer supplies, coordinating machine maintenance and repairs with vendors, and fielding calls from public, complainants, defense attorneys and other DA personnel.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.</p>

Administrative assistants to other Divisions within the DA's office, legal secretaries and legal assistants.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Dallas County is the destination of choice for residents and businesses. This is accomplished by increasing productivity within case management and dispositions of financial based crimes by supporting the prosecution and investigative staff within the Checks Division that are responsible for the disposition of cases so that the citizens of Dallas County are adequately represented when they are victims of financial based crimes.

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: Assists Prosecutors in efficient management of cases	Time	E or NE
Tasks performed to accomplish this function:	25%	E
Communicating with prosecutors which cases are docketed for the day, coordinating off-docket meetings with defendants and complainants for the Purpose of gathering information and sharing the information with the appropriate personnel.		
2. Function: Maintains Case disposition Database and statistics	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Closes out each disposed case file, under the direction for the Chief distributes newly filed cases to the prosecutors within the division, prepares appropriate Documents for case files, and provides financial information obtained from database that manages restitution and fees. Closes cases and records disposition information, compiles files and distributes the case files to the records dept.		

3. Function: Coordinates Window coverage	Time	E or NE
Tasks performed to accomplish this function:	20%	E
Under direction of Chief makes determination of which staff members will be assigned coverage of a particular window or other task while a support staff member is away from their assigned location and/or duties. Informs staff as to where they will be covering and at what times their coverage will encompass.		
4. Function: Maintains Supplies and Equipment maintenance for Division	Time	E or NE
Tasks performed to accomplish this function:	15%	E
Coordinates with DA Administration and with vendors when maintenance and Service needs arise on any of our copiers, fax machines, computers, scanning equipment, and facility issues that arise within the Checks Division. Makes Inquiries to Checks personnel as to their supply needs and determines what Supplies needs to be ordered for the division.		

5. Function: Assignment to Main Switchboard and Front Window	Time	E or NE
Tasks performed to accomplish this function:	10%	
Is assigned as needed to cover the DA Main Switchboard when staff are absent, covers lunches and full day assignment when needed and once a week on the front window, to assist in covering for lunch breaks to the staff member assigned permanently to the front window.		

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 checked="" type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input checked="" 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 checked="" 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 checked="" 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.)

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)

Odyssey Check and Financial Management modules, MS Access, Welfare Fraud Database, Memo Agreement Database, AIS, FORVUS, Clarity case management, court notify, TELIX

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 checked="" 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 checked="" 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 checked="" 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.

1.35 WPM
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 checked="" 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.
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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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that	1. Administrative Assistants
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hold my current classification might be promoted.	2.Senior Legal Secretary
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Clerk II
	2. Legal Secretary

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



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:	Clerk II
Proposed Position Title:	Clerk IV
Current Position Grade:	6
Department Name:	Dallas County DA's Office - Checks Division
Position Number:	
Supervisor Name:	David Bunger
Supervisor Phone:	214-653-3677
Supervisor Email:	dtbunger@bungerlaw.com

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 oversee and perform activities in the management of receipts, payments accounting, database management, and other duties involved in bookkeeping and software maintenance within the checks division
This is accomplished by overseeing the taking in and receipting of payments received, voiding out payments made in error, coordinating with DA financial manager receipts and deposits, overseeing memo agreement payments and non check restitution payments
Other duties include: contacting software vendors when there are problems, contacting complainants, Third party contracted check reporting agencies with requirements for case filings.

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.
The bookkeeping position in the checks division was dissolved last April when the holder of that position retired. At that point I was forced to add most of the duties to Erin Weaver who is classified as a Clerk II. Because she had already been assigned similar tasks by me she worked in close proximity to the bookkeeper and assisted him in his day to day activities. I began to ask her to take on the task of maintaining the Odyssey system, the MOU agreement database, restitution check payments, report generating and all of the other tasks that the bookkeeper performed. In addition to her Clerk II assignments of data entry, case filing and coordination with her assigned Justice Court as well as her assignment with the Dallas County Treasurer.

<p>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.</p>
<p>Erin's responsibilities have grown to the extent that she is the person that is responsible for anything that is related to maintaining the databases and records of all payments and receipts and outgoing payments to complainants and other agencies. She is responsible for the accounting and balances within the Checks Division and reports the information to the DA Financial Manager Paul Ingram. She is responsible for the newly acquired credit and debit payment acceptance and is responsible for the reconciliation of those and all other payments received and outgoing payments that are made within this division including check restitution, non-check restitution, Welfare Fraud restitution, Memo Agreements, and Advents check filing.</p>
<p>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.</p>
<p>All of these new duties are additional and have been added as a result of the removal of the Bookkeeper and Office manager positions in the Checks Division.</p>
<p>What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?</p>
<p>No duties have been removed. Erin is still responsible for data entry and other Clerk II related duties.</p>
<p>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?</p>
<p>Erin's responsibilities encompass increased authority particular in advising staff on what policies to use when accepting payments, reconciling the receipts on daily basis, printing restitution checks, and completing the closing of tills and voided transactions.</p>
<p>What specific tasks or activities make the job duties/responsibilities more complex?</p>
<p>All of the bookkeeping and accounting responsibilities that remain needed but that are not done by a bookkeeper or Accounting Clerk due to not having those positions in the Division any longer. Because the Bookkeeper was also responsible for the maintenance and problem solving of software related issues, Erin is now responsible for those tasks. Although I as the Chief have been trained and have all the rights within the software management protocols, I rely heavily on Erin for the day to day management of the systems. When there are major issues she comes to me and I resolve them with her assistance. Erin and I both originate service tickets with the Software Vendors and spend whatever necessary time in communication with their representatives in resolving software and hardware malfunctions. Systems management including setup of new users, training users, administration of software and data management for the DA's Office Checks Division and the JP Court end users. Liaison to Advents and Check Connection companies for policies and corrections of case filings that are unacceptable. Responsible for locating missing payments and mailings by contacting banking institutions, complainants, postal offices, and couriers in the event that payments have been misplaced. Responsible for communicating to Paul Ingram when stop payments need to be applied to missing or unclaimed payments are identified.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide</p>

specific reasons why.
Accounting Clerk III, Cashier III, due to the combined responsibilities of reconciliation and acceptance of payments and the overseeing of all receipts, voids and payments made within the Checks Division
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
To increase efficiency, accuracy and productivity of our Hot Checks and Non-restitution financial transactions so that the citizens of Dallas County can bring their complaints to the Dallas County DA's office Checks Division with confidence that their cases will be handled effectively and accurately. Dallas County is the destination of choice for residents and businesses.

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: Odyssey and Database Management - Bookkeeping	Time	E or NE
Tasks performed to accomplish this function:	50%	E
Administrator of Software functions for DA office and JP courts, training, voids, credits, financial, set up new users, change passwords, grant access, oversee restitution payments, collections from defendants, reconcile tills, locate missing payments, train staff on credit card payments, complete voids and reconcile voids in databases, field calls involving lost or late restitution payments, contact vendors and merchants pertaining to their information and restitution Amounts and receipts. Oversees non-check restitution reconciliation and maintains database		
2. Function: Liaison/ Case Manager for Advents and Check Connections	Time	E or NE
Tasks performed to accomplish this function:	25%	E
Maintains frequent contact with representatives from the respective companies Regarding their submitted check complaints, maintaining that the Division Guidelines are being adhered to, following the policies as outlined by the DA's Office, the Chief Prosecutor and the statutory requirements with respect to the		

Requirements for accepting, processing and prosecuting checks cases.		
3. Function: Data Entry of Advents and Check Connection and Treasury Cases	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	15%	E
Receives, reviews and returns any cases that do not meet the standards for processing and prosecution, enters case information into the Odyssey check management system, generates demand letters, tracks demand letters, and recommends further actions after required time has elapsed.		
4. Function: Problem Solving	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Works directly under and at the request of the Chief when issues arise that are Related to the Odyssey, Non-Check, MOU agreements and other bookkeeping and Software related issues.		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	X	<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.)

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)

Odyssey Checks and Financial Management Modules, Access Database for Non-checks, MOU's and Welfare Fraud Databases, FORVUS, AIS,
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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 checked="" 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 checked="" 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 checked="" 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 checked="" 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.
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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>
Clerk II	3

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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that	1. Accounting Clerk III
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hold my current classification might be promoted.	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Accounting Clerk II
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



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:	Investigator II (Senior)
Proposed Position Title:	Deputy IV (Lieutenant)
Current Position Grade:	68
Department Name:	Dallas County DA's Office - Check Division
Position Number:	
Supervisor Name:	Asst. Chief Mae Jackson
Supervisor Phone:	214-653-3867
Supervisor Email:	Ola.Jackson@dallascounty.org

B. Brief Description of the Position

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

<p>The purpose of this position is to ensure the timely and efficient operation of a division that has been tasked with duties not normally performed by a DA Investigator. The duties include but are not limited to intake new felony/misdemeanor cases, reviewing them for completeness, and then assigning the cases to DA Investigators for further investigation. Assist Federal, State and Local law enforcement agencies with investigations.</p>
<p>This is accomplished by creating a Lieutenant position giving supervisor authority to a Sr Sgt presently supervising 5 other Sr. Sgt, DA Investigators, also assigned to the check division.</p>
<p>Other duties include: Coordinating various task force operational commitments. Accountable for fleet vehicles assigned to the check division. Maintain evidence room to ensure that seized evidence is not contaminated. Dispose of seized evidence in accordance with the Code of Criminal Procedure.</p>

C. Rationale for Reclassification

<p>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.</p>

The Dallas County District Attorney's Office is in agreement with numerous Federal, State and Local Law Enforcement agencies to participate in and assist various task forces. Presently, the DCDA's Office participates and assists with 5 different Task Forces. Each Task Force investigates different types of crimes. The Task Force participation is conducted by DA Investigators from the DCDA's Office Check Division. This is in addition to their regular duties as check division investigators. The check division has also recently entered into agreements with two separate check collection companies. These companies are expected to file between 500 – 800 additional checks with the DCDA's Office Check Division each month. This will certainly increase the check division investigators case load.

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.

The Sr. Sgt presently doing the job of the working supervisor has been called upon to perform these duties. The other investigators in the check division are also hold the title of Sr. Sergeant. He assumed the responsibilities of a working supervisor for the check division. This includes the intake of all felony/misdemeanor cases, then assigning them to the other investigators. Previously, the DCDA's Office did not participate in more than two – three task forces at any time. However, the DCDA's Office has experienced an influx of new felony cases such as human trafficking, intellectual property rights violations, identity theft and forgery cases. This is due to local law enforcement agencies reducing manpower in time of budget cuts. The cases are brought directly to the DCDA's Office by other law enforcement agencies or often times by corporate investigators. Cases of this type are investigated by the DCDA's Office Check Division investigators. The investigators will then file the cases with the grand jury or obtain arrest warrants for the suspects. There has been a noted increase of these type cases within the past few years. A new type case that came about after the first of the year is Theft by Check or Similar Sight Order. These type cases will increase the work load of the check division investigators. The Similar Sight Order cases are ACH debit transactions. These cases require additional steps in order to successfully investigate and prosecute them. This position also requires interaction with administrative staff. The Sr Sgt does not directly supervise the administrative staff. However, he does dictate authority over the performance of certain duties.

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.

The new duties were not transferred to the check division. The new duties came about due to the needs of victims looking for assistance and also by the new law, Theft by Check or Similar Sight Order, mandated by the Texas Legislature.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

There have not been any duties removed from the check division investigators.

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?

Since this position is that of a working supervisor, this person is often called upon for investigator evaluations and or letters of commendation for check division investigators. This position has also been responsible for creating policy as it regards to the use of newly installed point of sale transaction machines. The POS machines are a new addition to the check division.

What specific tasks or activities make the job duties/responsibilities more complex?
The assigned tasks of the check division investigators are different than any other tasks performed by DCDA Investigators. The DCDA Check Division Investigators investigate, and file cases. Often times, they seize evidence. This must be done in accordance with the policies of the DCDA's Office and the Texas Penal Code. The check division maintains an evidence locker. This is to ensure that seized evidence is not contaminated. The evidence must also be disposed of in accordance with the Code of Criminal Procedure.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
There are 4 Lieutenant positions within the DCDA's Office. The Lieutenants are responsible for the supervision of investigators assigned to the various divisions within the DCDA's Office. The Lieutenants report directly to the Assistant Deputy Chief of Investigators. The check division investigators do not fall under the supervision of a lieutenant. The Sr Sgt working as a supervisor in the check division has comparable responsibilities. Providing a Lieutenant for this position will ensure cohesion between the investigators as well as with other law enforcement agencies.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Should this position be approved for reclassification, this will enable the supervisor to effectively supervise the investigators in the DCDA's Office check division. This will create a better working relationship between subordinates and supervisor.

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
<i>Tasks performed to accomplish this function:</i>	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>	20%	E
Intake and review incoming check felony/misdemeanor cases. Assign cases to the various investigators or make notations on cases and return to the clerks for further action. Conduct follow up review of assigned cases at a later time		

5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Supervise five investigators assigned to the check division.		
Submit written performance evaluations of the assigned investigators.		
Submit letters of commendation when warranted. .		
Refer investigators to the Assistant Chief of Investigators for punitive action when warranted.		
Coordinate scheduling of vacations, and taking of comp time ensuring there are sufficient investigators available.		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input checked="" 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"/>	

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.)

Audio/Video Digital digital surveillance equipment

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)

Odyssey Database, TLETS/NCIC Database, Lexis Nexis Database, DPS Image Retrieval System Database, Forvus Database

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
X	1.	Extreme temperature changes (heat, cold, extreme weather changes)	X	○	○	○
X	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	X	○	○	○
X	3.	Noise and vibration (sufficient to cause hearing loss)	X	○	○	○
X	4.	Physical hazards Possible confrontation with armed suspects	○	X	○	○

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

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

X	1.	Office Environment	○	4.	Clinic	○	6.	Residential Facility (not secure)
○	2.	Shop or Warehouse	○	5.	Secured Facility	○	7.	Vehicle
	3.	Other (Specify)						

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

Ballistic Body Armor
Standard side arm weapon

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 checked="" 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 checked="" type="radio"/>	10.	Minimum of eight years experience as: Inv & Sup

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. Master Peace Officer Certificate
2.
3.
4.
5. Valid Drivers License Required? <input checked="" 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 checked="" 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.

Coordinate and schedule large in depth operations that include investigating, executing of search warrants, arrest of individuals, and the seizure of property and assets. These type operations are lengthy and may last several months.

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?

X Yes O No

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

<u>Investigator II</u>	<u>Classification Title(s)</u>	<u>Number of Employees</u>
		5

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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Deputy IV
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Investigator II
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:



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:	Family Violence Misdemeanor Supervisor
Proposed Position Title:	Family Violence Misdemeanor Supervisor
Current Position Grade:	Atty III
Department Name:	Dallas County DA, Family Violence Division
Position Number:	
Supervisor Name:	Kendall Castello
Supervisor Phone:	214-653-3706
Supervisor Email:	kendall.castello@dallascounty.org

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
Supervise the prosecution of all misdemeanor family violence cases in Dallas County.
This is accomplished by
Supervising eight attorneys, one investigator, two legal assistants, and multiple support staff to efficiently represent the victims of Dallas County in intimate partner violence cases.
Other duties include
Effectuate communication between felony family violence supervisors, attorneys, and support staff with the misdemeanor family violence division.

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.
The job has not changed although it has grown. It has been under-filled with an Attorney III prosecutor and needs an Attorney V.
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.
See above.
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.
See above.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
See above.
What specific tasks or activities make the job duties/responsibilities more complex?
See above.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
This position is identical to the deputy chief prosecutors in misdemeanor. The only difference is which courts the prosecutors supervise.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
A more experienced prosecutor can better manage the flow of cases into and out of the family violence courts, lowering jail numbers and more effectively representing the citizens of Dallas County.

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
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<i>Tasks performed to accomplish this function:</i>	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>	60%	E
Supervision of		
Supervising all personnel in the Misdemeanor FV Unit.		
Reviewing all complex or high profile cases filed in Dallas County.		
Assisting misdemeanor prosecutors in making appropriate sentence recommendations on all cases.		
Following up to verify the collection of all necessary evidence.		
Negotiating with defense attorneys.		
Handling phone calls from victims and witnesses on appropriate cases.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Serving as supervising attorney on misdemeanor FV trials.		
Picking juries for other FV prosecutors on their assigned trials.		
Supervise misdemeanor prosecutor in all aspects of trial work including:		
doing all necessary legal research and writing on trial cases, filing all appropriate motions and notices on FV cases set for trial,		
conducting all pretrial hearings and handling all pretrial defense motions.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	15%	E
Assist misdemeanor prosecutors as they conduct all bond hearings on assigned FV cases,		
handle all probation revocation motions on all past FV cases, including any contested revocations or true pleas,		
and prosecute all open pleas to the court.		
This attorney will also represent the FV Division with local police departments and agencies.		
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="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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.)

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="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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="checkbox"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	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 checked="" type="checkbox"/>	1.	Office Environment	<input type="checkbox"/>	4.	Clinic	<input type="checkbox"/>	6.	Residential Facility (not secure)
<input type="checkbox"/>	2.	Shop or Warehouse	<input type="checkbox"/>	5.	Secured Facility	<input type="checkbox"/>	7.	Vehicle
<input type="checkbox"/>	3.	Other (Specify)						

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

G. Position Minimum Requirements

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

<input checked="" type="checkbox"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="checkbox"/>	1.	No previous experience required
<input type="checkbox"/>	2.	Six months to one year experience in/as:
<input type="checkbox"/>	3.	Minimum of one year experience in/as:
<input checked="" type="checkbox"/>	4.	Minimum of two years experience in/as: ADA
<input type="checkbox"/>	5.	Minimum of three years experience in/as:
<input type="checkbox"/>	6.	Minimum of four years experience in/as:
<input type="checkbox"/>	7.	Minimum of five years experience in/as:
<input type="checkbox"/>	8.	Minimum of six years experience in/as:
<input type="checkbox"/>	9.	Minimum of seven years experience in/as:
<input type="checkbox"/>	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.	State Bar License
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="checkbox"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="checkbox"/>	2.	Work tasks are routine, but not identical.
<input type="checkbox"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="checkbox"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="checkbox"/>	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 checked="" type="checkbox"/>	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.

All activities and projects needed to effectuate the prosecution of misdemeanor intimate partner violence cases.

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="checkbox"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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.

5. 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>
Prosecutors	8
Investigator	1
Legal Assistants	2
Victim Advocates and Secretary	5

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="checkbox"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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="checkbox"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="checkbox"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="checkbox"/>	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="checkbox"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="checkbox"/>	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="checkbox"/>	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 checked="" type="checkbox"/>	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="checkbox"/>	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="checkbox"/>	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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="checkbox"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PART 2 - Mental Health Division Budget Proposal 2014 for 2015 FY



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:	Mental Health Division Supervisor, Assistant District Attorney
Proposed Position Title:	Attorney VI
Current Position Grade:	Attorney V
Department Name:	District Attorney
Position Number:	7248
Supervisor Name:	Russell Wilson II
Supervisor Phone:	214 653 2357
Supervisor Email:	Russell.Wilson@dallascounty.org

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 oversee the prosecution/diversion from the criminal justice system of those defendants with a diagnosed mental illness. The position supervises two to three other attorneys and consults with and educates the entire District Attorney's office about mental health related issues.
This is accomplished by reviewing cases and managing a criminal caseload and supervision of and consultation with other attorneys and trying extremely complex cases in the courtroom
Other duties include consultation with and coordination of entities in the criminal justice system and mental health professionals (see attached Exhibit A).

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.

ANSWER:

Since the Division's inception in 2007 it has increasingly become more demanding (see attached Exhibit A). One third of the defendants in the Dallas jail have a diagnosed mental illness. The Metrocare Match (individuals on psychotropic medication in the jail) has tripled in the last five years. Successfully

operating the Mental Health program results in more referrals over the years, including more referrals of complex cases.

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.

ANSWER:

(See attached Exhibit A) There has been increasing complexity of services available and requests for assistance. The position was created as an Attorney V and the caseload has more than tripled since its creation. The position was previously responsible for supervising one Attorney IV and now supervises two Attorney IV positions and frequently also supervises Attorneys-on-Loan and interns (as many as five at one time).

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.

ANSWER:

The duties are additional and a result of more diagnoses of mental illness (See attached Exhibit A)

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

ANSWER:

None. The duties and responsibilities continue to increase each year.

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?
N/A

What specific tasks or activities make the job duties/responsibilities more complex?

ANSWER:

The increased volume of cases. There is a need for more attorneys and personnel to manage and be supervised due to the success of the program. Prosecutors and defense attorneys need education and advice regarding mental health. More complex cases are being referred to the Division by court Chiefs that need to be tried.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

ANSWER:

The following Division chiefs are Attorney VI level: Public Integrity, Specialized, Organized, Family Violence, Child Abuse. This position should be raised to harmonize with the other Division Chiefs. This position is a supervisor of cases in **ALL** the criminal courts in the Frank Crowley courts building.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

Supervision of more attorneys and staff to enable quicker diversion from the jail, quicker movement to the State penitentiary, more uniformity of the treatment of defendants, etc..

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
<i>Tasks performed to accomplish this function:</i> By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.	30%	E
1. Function: managing a felony caseload and supervision of the Competency Attorney and another Mental Health Attorney added in 2013	Time	E or NE
<i>Tasks performed to accomplish this function:</i> In addition to all the functions in the Attorney VI job description: trying extremely complex felony cases with issues of insanity, competency, mental illness, etc. .		E
Allowing defendants to receive prompt attention and treatment for their mental illness so they do not languish in the jail unnecessarily.		
Reviewing files, talking to witnesses and complaining witnesses, preparing cases for trial when necessary, authorizing reduction in the level of offenses, approving the granting of probation, dismissals, etc.		
This includes all seventeen felony District Courts (unlike most prosecutors who are only responsible for one court).		
2. Function: coordination with the public defenders office	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Determining the action to be taken for serious and complex situations.		
Approving treatment options for the mentally ill.		
Coordinating for housing, treatment, transportation, safe release from jail, etc. via the case managers in the Public Defender's Office.		

3. Function: reviewing cases recently filed	Time	E or NE
Tasks performed to accomplish this function:		E
Working with the grand/jury intake division to identify appropriate cases needing attention of a mental health nature		
4. Function: coordination with private attorneys	Time	E or NE
Tasks performed to accomplish this function:		E
Coordination with the County Mental Health/Jail Diversion officer to consult with defendants.		
Investigating and approving treatment options.		
Coordinating for housing and /or transportation of mental ill defendants to court.		

5. Function: consultations with attorneys, Judges, law enforcement, doctors, family members, etc.	Time	E or NE
Tasks performed to accomplish this function:		E
Consultation with and education of the various parties in the system to coordinate the best resolution of a case.		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" 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.)

Telephone: office (1); cell (1)

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)

Computer and software (Forvus, ACMS, AIS, Court Notify, etc)

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 checked="" type="radio"/>	1.	Driving	<input checked="" 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 checked="" type="radio"/>	7.	Physical danger or abuse (specify): prosecution of mentally ill defendants with great potential for violence	<input checked="" 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 checked="" 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 checked="" type="radio"/>	3.	Other (Specify): Courtroom						

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

N/A	

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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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:

X	10.	Minimum of eight years experience in/as:	Prosecutor and/or criminal defense attorney
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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.	Graduation from an accredited law school and licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas driver's license

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 checked="" 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.

Training, supervising, advising the Mental Health Attorney, Competency Attorney, lawyers-on-loan, interns and volunteers to do various jobs in the Division.
Presenting Continuing Legal Education to prosecutors, defense attorneys, judges, etc. on the issue of mental health.
Presenting a paper on Mental Health/Therapeutic Justice to the Advanced Criminal Law Course.
Educating attorneys from other jurisdictions that call or come to review our mental health criminal justice system.
Coordinating services for individuals: training, housing, employment, etc..
Managing a criminal caseload. Etc.

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 checked="" 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>
Attorney IV – Competency Attorney, Mental Health Attorney	2
Lawyers on Loan	When available
Interns	When available
Volunteers	When available

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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney VI
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney V
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	3/31/14
	Date
Immediate Supervisor Signature	
Comments:	Date
Department Head/Elected Official Signature	
Comments:	Date

3 Program Improvement Request Reclassification
Program Improvement Request Cost Work Sheet

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney	Budget No.	
Position Title	Attorney VI (Mental Health Division Supervisor)	Position No.	7248
Current Grade	V	Job Code	703550
		Department Priority	#1 High/Immediate

Description of Changes in Work Being Performed

This attorney has been litigating the most complex and serious of highly visible cases. Judges have begun requesting opinions and legal research specific to mental illness. This position was originally created as an Attorney V position but the Attorney VI, Managing Attorney, job description better describes the duties and responsibilities today.

Reason/Authority for Change (see Budget Manual)

The complexity of the position has increased. This position tried two complex murder jury trials recently which included issues of competency and mental illness. Numerous other complex murder cases have been tried in recent years involving those issues and insanity. Prosecutors within the office and private attorney are increasingly requesting assistance with cases involving mental illness. The complexity is increasing because with the success of the program, many more issues are being brought to the attention of the Division. Court Chiefs (Attorney V) are referring complex, difficult cases. The position also now provides education to other prosecutors. (See Attached Exhibit A). Due to the increasing complexity of mental health issues and services available, the receptionists at the front desk indicate that the two Mental Health Division Attorneys services are requested more than any other attorneys in the office. Much overtime work is necessary to handle the increasingly complex cases.

Departmental Cost Worksheet

Current Grade Atty V	Proposed Grade	Attorney VI
Salary \$8397.36 mo	Salary	\$13,456.03 mo
FICA (7.65%) \$642.37	FICA (7.65%)	\$1,029.38
Retirement (11.5%) \$906.87	Retirement (11.5%)	\$1,423.54
Total \$9,944.23	Total	\$15,981.01
		Total Annual Impact \$6,036.78

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney, Current Competency Attorney – Mental Health	
Staff Cost		
Grade	VI	
Salary	117,318	
FICA @ 7.65%	8,974	
Retirement @ 11.5%	13491.57	
Insurance @ \$8,500	8,500	
Total		146,283
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		+
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		140,283
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		

2(c) Division Chief current job description – Attorney V



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney V	Job Code:	703550	Job Grade:	ATT5
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
		WC Code:		WC Code:	
Division:	Various	CS Code:	A	EEO Code:	B01

Summary of Functions: Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

Management Scope: May generally supervise staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> • reviewing documentation, • conducting and interpreting legal research on applicable law, rules and regulations, • interviewing witnesses or persons with knowledge of the cases, • gathering evidence, and • determining the appropriate action(s) to be taken. 		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E

J:\My Documents\MyFiles\New descriptions\Attorney V - 7035500 .doc

2(d) Division Chief requested job description – Attorney VI



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney VI (Managing Attorney)	Job Code:	7035600	Job Grade:	ATT6
Reports To:	Division Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8810
Division:	Various	CS Code:	A	EEO Code:	B0101

Summary of Functions: Directs and manages the operations of an organizational section of the District Attorney's Office. Supervises, evaluates and trains attorneys/prosecutors and staff. Oversees all operations including case assignments, docket call, and plea bargains or settlement negotiations. Prosecutes or litigates the most complex and serious or highly visible cases. Performs case evaluation, preparation and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with defense attorneys, court personnel, victims and family members, witnesses, the general public, the media and other interested parties. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules and regulations. Work is performed independently with general direction and guidance from the Division Director.

Management Scope: Trains and supervises staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Directs and manages the overall operation, including the court docket, if applicable, which includes assigning cases and work to felony prosecutors, attorneys and/or staff.		E
2. May prepare budgetary input, attend management meetings, provide input on policies and procedures, and perform related operational management duties.		E
3. Supervises, evaluates and trains staff.		E
4. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation, and signs various types of dismissals.		E
5. Resolves disputes between the court, defense attorneys and staff; and determines appropriate action to be taken for unusual or extremely serious or complex situations.		E
6. Ensures that records and documentation are accurate, up-to-date and processed in accordance with standard procedures.		E
7. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> • reviewing documentation, • conducting necessary legal research on applicable laws, • interviewing witnesses or persons with knowledge of the cases, 		E

- gathering evidence, and
 - determining most appropriate action(s) to be taken.
8. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings. E
 9. Explains legal process to potential witnesses, ~~and~~ prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. E
 10. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings. E
 11. Represents the State or client in trials and hearings by: E
 - conducting jury selection,
 - presenting opening statements,
 - conducting direct and cross-examinations of witnesses, and
 - presenting closing arguments.
 12. Assesses strengths and weaknesses of cases and negotiates settlements or plea-bargain. Obtains approval, if necessary, if plea bargain or settlement agreement is reached. E
 13. Prepares necessary legal documents, if settlements or plea-bargain agreements is reached, and ensures proper signatures are secured and documents filed as required. E
 14. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions, and other litigation; and speaks before community and citizens groups. E
 15. Performs other duties as assigned. N
-

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school. with a current license to practice law in the State of Texas. Four (4) years experience. Experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

Physical/Environmental Requirements:

Standard office and court room environment.

Disclaimer:

This is an “at will” position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 06/05 _____

Approved by Civil Service Commission on

Date _____

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

5 Organization Chart

7 Reclassification of Attorney IV



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:	Mental Health Division – Mental Health Assistant District Attorney
Proposed Position Title:	Attorney V
Current Position Grade:	Attorney IV
Department Name:	District Attorney
Position Number:	7245
Supervisor Name:	Cindy Stormer, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	cstormer@dallascounty.org

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 oversee the prosecution/diversion from the criminal justice system of defendants with a diagnosed mental illness with an emphasis on competency issues and competency restoration.
This position also monitors those defendants found not guilty by reason of insanity, from the initial hearings to the release into the community of some of those defendants.
This position coordinates with hospitals and doctors throughout the State.
Overseeing competency hearings, monitoring cases where the defendant is deemed incompetent (whether in a mental institution, jail or on out-patient competency restoration) etc..
Other duties include reviewing and managing a felony criminal caseload which includes trying extremely complex and difficult cases

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.

ANSWER:

The number of mentally ill defendants in the Dallas jail has increased dramatically since the Division was created resulting in more complex cases being assigned and referred to the Division.

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.

ANSWER:

More independent judgment is needed with the increasing complexity of services available and different options available in the different specialty courts. The caseload of this position continues to grow daily. (See Attached Exhibit A)

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.

ANSWER:

The duties are additional and a result of more diagnoses of mental illness and more defendants in the Out-Patient Competency Restoration Program that continues to grow each year – keeping sick defendants out of the jail.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

ANSWER:

None. The duties and responsibilities continue to increase each year.

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?

ANSWER:

N/A

What specific tasks or activities make the job duties/responsibilities more complex?

ANSWER:

Increased volume of cases due to the success of the program. There is now a need for more attorneys to supervise that would manage the increasing caseload, this makes it necessary to determine other available options, e.g. housing for the mentally ill. The position is responsible for coordinating dispositions with hospitals throughout the State and doctor's offices and the seventeen felony courts.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

ANSWER:

Deputy Division Chiefs that are currently at Attorney Level V: Public Integrity, Specialized, Organized Family Violence, Child Abuse. This position should be raised to harmonize with the other Deputy Division Chiefs.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

ANSWER:

Supervision of more personnel to enable quicker diversion from the jail, quicker movement to the State penitentiary, more uniformity of the treatment of defendants, more work with the intake division to reach cases earlier.

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: Competency (evaluation of the current mental state)	Time	E or NE
Tasks performed to accomplish this function:		E
In addition to all the functions in the Attorney V job description: managing the Out-Patient Competency Restoration Program (OCR), a program that saves taxpayers of Dallas hundreds of thousands of dollars each year.		
This entails locating the files of defendants deemed incompetent, holding competency hearings, preparing legal documents, monitoring each of the cases of people in mental institutions for the 60, 90, 102 day or one year extensions for continuity of care.		
Many cases last several years.		
Constant communications with the hospitals and mental hospitals to monitor defendants and calendar and perform the necessary court proceedings as applicable		
2. Function: Managing a felony caseload	Time	E or NE
Tasks performed to accomplish this function:		E
Trying extremely difficult and complex felony cases with issues of insanity, competency mental illness, etc.		
This includes all 17 felony District Court (unlike most prosecutors who are only responsible for one court).		
This includes all aspects of docket management, reducing conflicts between courts, reviewing files, consultations, treatment options, services, etc.)		

working extensively with the Mental Health Coordinator and the Competency Coordinator, insuring that the appropriate legal document arrive timely at the hospitals.		
Maintaining lines of communication with doctors and hospitals .		
Consultations with attorney, Judges, mental health care professionals, etc.		
3. Function: Insanity (mental state at the time of offense)	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Having defendants evaluated for insanity.		
Continual monitoring of defendants who are found Not-Guilty-by-Reason- of Insanity (in mental institutions or after they are released from mental institutions to family or boarding homes).		
Jurisdiction over these defendants last for the maximum term of imprisonment provide by law for the offense, e.g. “life” for murder.		
Continuing communications with doctors, hospital, attorneys, etc..		
4. Function: Managing a misdemeanor caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
(see section 2 above for more detailed description) an additional hundreds of new cases per year.		
All felony and misdemeanor cases regarding competency require staffing, monitoring which includes consultations with judges and other health care professionals.		

5. Function: Cases referred by private Attorneys, grand jury, judges, etc.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Numerous other cases are referred to this attorney that do not have competency issues but do have mental health issues.		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" 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.)

Telephone: office (1); cell (1)

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)

Computer (1); TCIC/NCIC access to update criminal histories

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"/>
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<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" 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 checked="" type="radio"/>	7.	Physical danger or abuse (specify):	<input checked="" 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 checked="" 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 checked="" type="radio"/>	3.	Other: Courtroom						

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

N/A	

G. Position Minimum Requirements

3. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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 checked="" 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. Graduation from an accredited law school and licensed by the State Bar of Texas
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas Driver's license

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 checked="" 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.

Supervising Attorneys-on-Loan and interns.
Coordinating services for individuals: training, housing, employment, etc..
Managing a criminal caseload.

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 checked="" 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.

5. 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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

8 Program Improvement Request Reclassification
And
Program Improvement Request Cost Work Sheet

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney	Budget No.	
Position Title	Mental Health Division – Competency Attorney	Position No.	7245
Current Grade	Attorney IV	Job Code	7035400
		Department Priority	#2 High/Immediate

Description of Changes in Work Being Performed

This position saved the County over \$300,000 in 2009 by not housing mentally ill defendants in the jail and has saved millions more each year since then. (See attached Exhibit A). In addition, the ever increasing demands for the services of the Mental Health Division prosecutors have resulted in this attorney position taking on difficult, complex felony cases from intake, to mental institution, to trial. This attorney also monitors those found Not-Guilty-By-Reason-of-Insanity.

Reason/Authority for Change (see Budget Manual)

The complexity of the position has increased. Numerous duties were not anticipated when the position was created in 2007. This attorney now utilizes as many as five interns (volunteers) at any given time. The position also now provides education to other prosecutors. (See Attached Exhibit A). Due to the increasing complexity of mental health issues and services available, the receptionists at the front desk indicate that the three Mental Health Division Attorneys services are requested more than any other attorneys in the office. Much overtime work is necessary to handle the increasingly complex cases.

Departmental Cost Worksheet

Current Grade	Atty IV	Proposed Grade	Attorney V	
Salary	\$8397.36 mo	Salary		\$
FICA (7.65%)	\$642.37	FICA (7.65%)		\$
Retirement (11.5%)	\$906.87	Retirement (11.5%)		\$
Total	\$9,944.23	Total		\$
				Total Annual Impact \$

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney, Current Competency Attorney – Mental Health	
Staff Cost		
Grade	Atty V	
Salary	\$100,764	
FICA @ 7.65%	7,708	
Retirement @ 11.5%	1,158	
Insurance @ \$8,500	8,500	
Total		\$118,130
Related Equipment	\$ Amount	
Number	005	
Desk		
Furniture		
Computer		
Printer		
Network Cabling		+
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		\$663
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
	Grand Total	

4(c) – Current Job Description – Atty IV



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney IV	Job Code:	7035400	Job Grade:	ATT 4
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8810
Division:		CS Code:	A	EEO Code:	B01

Summary of Functions: With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make factual and legal decisions in connection with assigned cases OR prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.		
2. Evaluates assigned case or lawsuit by: <ul style="list-style-type: none"> • reviewing documentation, • conducting necessary legal research on applicable law, • interviewing witnesses or persons with knowledge of the case, • gathering evidence, and • determining most appropriate action(s) to be taken. 		
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.		
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client or victim/family kept informed on status of case.		
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.		
6. Represents the State or client in trial and hearings by: <ul style="list-style-type: none"> • conducting jury selection, • presenting opening statements, • conducting direct and cross-examinations of witnesses, and • presenting closing arguments. 		

LS/Judge/Evol/FY 2010 Job Description: Attorney IV - 7035400 - Current.doc



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney V	Job Code:	703550	Job Grade:	ATT5
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
Division:	Various	CS Code:	A	EEO Code:	B01

Summary of Functions: Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

Management Scope: May generally supervise staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> • reviewing documentation, • conducting and interpreting legal research on applicable law, rules and regulations, • interviewing witnesses or persons with knowledge of the cases, • gathering evidence, and • determining the appropriate action(s) to be taken. 		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E

J:\My Documents\MyFiles\New descriptions\Attorney V - 7035500 .doc

4 (d) – Requested Reclassification – Job Description Atty V

5.New Position Description Request Form - Attorney IV



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Mental Health Prosecutor, Assistant District Attorney
Proposed Position Grade:	Attorney IV
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Cindy Stormer, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	cstormer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to allow more mentally ill to receive attention quicker.
To reduce the burgeoning number of mentally ill defendants who are not receiving needed services.
This is accomplished by working with the intake division and private attorneys representing mentally ill defendants.
Other duties include educating prosecutors, attorneys, families, etc. about services available and educating service providers about the legal system.

C. Essential Functions of the New Position

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: Manages a docket	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Reviewing cases, trying cases.		
Managing a docket of cases among many different courts.		
2. Function: Intake	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
To put an emphasis on cases when they first arrive in the District Attorneys office.		
This attorney would work closely with Grand Jury/Intake attorneys to identify and focus on mentally ill defendants early in the process.		
Early intervention has been proven to reduce recidivism.		
3. Function: Private Attorneys	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Allowing for more work with private attorneys.		
Currently there is insufficient staff in the division and response to the demands of the public defender's office tend to have priority.		
This would result in more uniformity of the treatment of mentally ill defendants.		
4. Function: Assist with caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Although the two attorneys currently assigned to this Division frequently work long hours and weekends, many cases are turned away due to the sheer volume of cases.		
5. Function: assist with competency caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Assist the Competency attorney with the Out-Patient Competency Restoration caseload.		

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D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" 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.)

Telephone: Office (1); cell (1)
Desk, Office chairs (3), filing cabinet (1); bookcase (1)

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)

Computer (1)

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		(fumes, gases, chemicals, dust and dirt)				
<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"/>

Health and Safety Conditions			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" 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 checked="" 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 checked="" type="radio"/>	3.	Other (Specify)						

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

N/A

F. Position Minimum Requirements

4. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

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 checked="" type="radio"/>	5.	Minimum of three years experience in/as: prosecutor
<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.	Graduation from an accredited Law School.
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas D.L.

G. 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 checked="" 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.

Managing a criminal caseload.
Coordinating services for individuals: training, housing, employment, etc..
Supervising interns.

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.

5. 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> <u>When available</u>
Interns and Attorneys-on-loan	

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 (check one).

<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney	Budget No
Brief Title of PIR	Furniture for Mental Health Attorney IV	
Estimated Cost	\$3,612.00	Department Priority
Brief Summary of Request		
<p>Telephones : office (1), cell (1) \$840 plus car adapter/charger \$25 = \$865.00 Desk(1) \$663 Office chairs - Desk (1) \$315. Office Chairs- guest (2) \$208 x 2 = \$416 Filing cabinet (four drawer) (1) \$668.00 Bookcase (1) \$351.00 Shredder (1) \$331.00 Additional attorneys in this section will result in a cost savings by diverting the mentally ill from the jail and into services where appropriate and moving the mentally ill out of the jail faster.</p>		
<p>Discussion of Need Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, prison, or the community as appropriate). This attorney will work in every court in the building and must communicate with defense attorneys and courts. This is why a cell phone with texting capabilities is necessary. A shredder is necessary because this division deals with sensitive documents, i.e. criminal histories, medical records, identification documents with sensitive information that could lead to identity theft if not properly destroyed (e.g. driver's licenses numbers, social security numbers, etc). Other requests are standard for this type of position.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney _____	Budget No. _____
Title of PIR	Computer for Mental Health Attorney IV _____	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Computer (standard desktop) \$1,025.00
 Printer 250.00

Total \$1,275.00

Expected Benefits

Necessary for the attorney's legal work: preparation of documents, legal research; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A).

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Mental Health	Budget No
Brief Title of PIR	Attorney IV	
Approx. Net Cost		Department Priority

Brief Summary of Request

The addition of an Assistant District Attorney position is needed in the Mental Health Division. Additional attorneys in this section will result in a cost savings to taxpayers by moving the mentally ill out of the jail faster (to mental institutions, prison, or the community as appropriate).

Discussion of Need Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, prison, or the community as appropriate). This attorney will work in every court in the building. (See attached Exhibit A).

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney , Attorney IV	
Staff Cost		
Grade	IV	
Salary	71,856.00	
FICA @ 7.65%	5,497	
Retirement @ 11.5%	7,185	
Insurance @ \$8,500	8,500	
Total		\$92,738
Related Equipment	\$ Amount	
Number		
Desk	3665	
Furniture	1,750	
Computer	1,205	
Printer	250	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone	685	
Other Shredder	351	
Total		\$5,619
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$96,417
Less Additional Revenue Source		
	Grand Total	



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney IV	Job Code:	7035400	Job Grade:	ATT 4
Reports To:	Section Chief	Pos. No:	Various	FLSA Code:	E
Department:	District Attorney	Loc. Code:	0862004	SIC Code:	9222
				WC Code:	8310
Division:		CS Code:	A	EEO Code:	B01

Summary of Functions: With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make factual and legal decisions in connection with assigned cases OR prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.		
2. Evaluates assigned case or lawsuit by: <ul style="list-style-type: none"> • reviewing documentation, • conducting necessary legal research on applicable law, • interviewing witnesses or persons with knowledge of the case, • gathering evidence, and • determining most appropriate action(s) to be taken. 		
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.		
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client or victim/family kept informed on status of case.		
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.		
6. Represents the State or client in trial and hearings by: <ul style="list-style-type: none"> • conducting jury selection, • presenting opening statements, • conducting direct and cross-examinations of witnesses, and • presenting closing arguments. 		

LS/Budget/Eval/FY 2010 Job Description: Attorney IV - 7035400 - Current.doc

DALLAS COUNTY JOB DESCRIPTION

Job Title: Attorney III Job Code: 7035300 Job Grade: ATT3

Reports To: Section Chief Pos. No: Various FLSA Code: E

Department: District Attorney Loc. Code: 0862004 SIC Code:
WC Code: 9222
8810

Division: Various CS Code: A EEO Code: B01

Summary of Functions: Performs assignments involving litigation and legal research with authority to make tactical and legal decisions in connections with assigned cases OR prosecutes felony cases in assigned court, to include case evaluation, preparation and management.

Management Scope: N/A

Duties and Responsibilities: % of Time Essential
Non-essential

1. Evaluates criminal complaints, accepts or rejects cases for prosecution, determines appropriate charges to be filed, and prepares required documentation for indictments. E
2. Evaluates assigned cases or lawsuits by:
 - reviewing documentation,
 - conducting and interpreting legal research on applicable laws, rules and interviewing witnesses or persons with knowledge of the cases, and
 - gathering evidence. E
3. Drafts, files, and responds to motions, briefs or other legal documents for trials and/or hearings. E
4. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. E
5. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings. E
6. Represents the State or clients in hearings and jury/court trials by:
 - conducting jury selection,
 - presenting opening statements,
 - conducting direct and cross-examinations of witnesses, and
 - presenting closing arguments. E
7. Negotiates settlements or plea-bargains and obtains approval of plea-bargains or settlement agreements. E

8. Prepares legal documents, if settlements or plea-bargain agreements are reached, and ensures proper signatures are secured and documents filed as required. E
9. May manage court dockets and case schedules to ensure deadlines are met and records and documentation are accurate and up-to-date. E
10. Trains or assists in training Attorneys I and II. E
11. Performs other duties as assigned. N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school. One (1) year work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as a lead prosecutor for all levels of misdemeanor offenses, or experience providing legal services in conjunction with civil litigation, or appellate work on direct appeals.

Physical/Environmental Requirements:

Standard office and court room environment.

Disclaimer:

This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature Date

Reviewed by Human Resources/Civil Service on Date

Approved by Civil Service Commission on Date 10/20/2003, 1/31/2006

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Investigator, Mental Health Division
Proposed Position Grade:	Investigator II
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Tony Robinson, Investigations Chief and Cindy Stormer, ADA Mental Health
Supervisor Phone:	214 653 3873
Supervisor Email:	cstormer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to assign an investigator to the Mental Health Division to work exclusively on the cases of this Division.
This is accomplished by doing the work as described in the Dallas county Job description for investigators (see attached).
Other duties include running criminal histories on the competency cases which many times must be resolved so early that the information is not yet available in the normal course of the process.

C. Essential Functions of the New Position

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 ↓	Time	E or NE
------------------	------	---------

Function: Maintains exterior of facilities		
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: Investigate cases early (office work)	Time	E or NE
Tasks performed to accomplish this function:	50%	
In addition to the duties described in the Investigator Job description (see attached):		
There have been five or more wrongfully charged mentally ill defendants discovered by the Supervising Mental Health Assistant District Attorney in the past four years. These people should not have spent time in jail. Sometimes the discoveries are not made until the case is being prepared for trial. An investigator assigned to this Division would alleviate that problem (among others).		
2. Function: Investigate (outside the office, i.e. in the field)	Time	E or NE
Tasks performed to accomplish this function:	50%	
Locate witnesses, locate victims, service subpoenas		
Run criminal histories on witnesses, victims and defendants		
Serve subpoenas		
Obtain voluminous medical records.		
Assist at trial as needed.		
3. Function: Assist with cases at trial	Time	E or NE
Tasks performed to accomplish this function:	Included above (see Job Description)	
In a recent murder trial, the supervisor of the Mental Health Unit used six different investigators in the course of the case.		
This is because current investigators have their own caseload and can only assist the Mental Health Division as time permits.		
Numerous investigators who have assisted this Division in the past can attest to the fact that this Division needs a permanently assigned investigator.		
4. Function: Investigate cases early (grand jury)	Time	E or NE
Tasks performed to accomplish this function:		
The investigator could work closely with grand jury, flagging cases with mental illness.		
The investigator could identify cases in which mentally ill individuals are wrongfully charged		
5. Function: Training law enforcement personnel in the office on mental health issues	Time	E or NE
Tasks performed to accomplish this function:		

The investigator could receive specific mental health training, i.e. identifying the mentally ill, dealing with the mentally ill, etc. and share this training with others.		
The investigator could educate other staff on specific mental health issues.		

D. Visual-Mental Demands

- 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. (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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

- 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 checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" 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"/>

- 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.)

Telephones: office and cell
Desk, Office chairs (3); filing cabinet (1); bookcase (1)

- 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)

Computer (1)

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 checked="" type="radio"/>	1.	Driving	<input checked="" 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 checked="" type="radio"/>	8.	Other (specify): service of process and investigations (especially of the mentally ill) may expose the person to danger	<input checked="" 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 checked="" type="radio"/>	1.	Office Environment 50%	<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 checked="" type="radio"/>	3.	Other (Specify) 50% is typical law enforcement street experience						

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

F. Position Minimum Requirements

6. **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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: or equivalent experience
<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.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
X	4.	Minimum of two years experience in/as: Law
<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. License by TCLEOSE, Texas Commission of Law Enforcement Officer Standards and Education
2. Intermediate Certificate
3. Certified Peace Officer proficient in the use of firearms
4. Must pass criminal background investigation
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Tx DL

G. 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.
X	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.

The investigator would be responsible for training other investigators and staff about issues specific to mental health.

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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.

7. 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 (check 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.
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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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Lt. Investigator III
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. NA
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>District Attorney</u>	Budget No _____
Brief Title of PIR	<u>Furniture for Investigator Mental Health Division</u>	
Estimated Cost	<u>\$3,609.00</u>	Department Priority _____
Brief Summary of Request		
<p>Telephones : office (1), cell (1) \$840 plus car adapter/charger \$25 = \$865.00 Desk(1) \$663 Office chairs - Desk (1) \$315. Office Chairs- guest (2) \$208 x 2 = \$416 Filing cabinet (four drawer) (1) \$668.00 Bookcase (1) \$351.00 Shredder (1) \$331.00</p>		
Discussion of Need		
<p>With an investigator assigned to this Division,(1) there will be more time for the Mental Health Attorneys to focus on their legal work, (2) cases will move quicker and (3) wrongfully charged mentally ill individuals will be released from jail sooner. Currently, attorneys in the Mental Health Division do much of their own investigative work. There will also be a reduction in overlapping of work. When there is not a full-time investigator assigned to the Division (as it is now) the attorney can only use an investigator that is available. Many times this is not the investigator assigned to the court as they must give priority to their own court chief. The next time the Mental Health attorney needs an investigator on the same case, the new investigator must be brought up to speed, taking up valuable time for both the attorney and investigator. In one murder trial the supervising attorney for the Mental Health Division had to use six different investigators throughout the course of the case and trial, each time having to take time to explain the facts of the case to the new investigator.</p> <p>Cell phone to use in the field to communicate with attorneys and others.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney Mental Health Division	Budget No. _____
Title of PIR	Computer for Investigator	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Computer (standard desktop) \$1,025.00
 Printer \$ 250.00

Expected Benefits

Necessary for the investigator's work: preparation of documents, subpoenas , letters, etc.; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A).

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	District Attorney Mental Health Division	Budget No	_____
Brief Title of PIR	Investigator II		
Approx. Net Cost	_____	Department Priority	_____

Brief Summary of Request
The addition of an Investigator II position is needed in the mental Health Division.

Discussion of Need

With an investigator assigned to this Division,(1) there will be more time for the Mental Health Attorneys to focus on their legal work, (2) cases will move quicker and (3) wrongfully charged mentally ill individuals will be released from jail sooner. This is especially important at the intake and grand jury level. Currently, attorneys in the Mental Health Division do much of their own investigative work. There will also be a reduction in overlapping of work. When there is not a full-time investigator assigned to the Division (as it is now) the attorney can only use an investigator that is available. Many times this is not the investigator assigned to the court as they must give priority to their own court chief. The next time the Mental Health attorney needs an investigator on the same case, the new investigator must be brought up to speed, taking up valuable time for both the attorney and investigator. In one murder trial the supervising attorney for the Mental Health Division had to use six different investigators throughout the course of the case and trial, each time having to take time to explain the facts of the case to the new investigator.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney Investigator
Staff Cost	
Grade	68
Salary	\$51,563.00
FICA @ 7.65%	\$3,945
Retirement @ 11.5%	5,929.74
Insurance @ \$8,500	8,500.0
Total	\$69,937.74
Related Equipment	
	\$ Amount
Number	
Desk	633
Furniture	1,750
Computer	1,205
Printer	250
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	685
Other (shredder)	351
Total	\$4,854
Other Costs (describe)	
Special Training	
Consultant Fees	
Renovation/Space	
Total	74,791
Less Additional Revenue Source	
Grand Total	



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Investigator I Former Investigator I, II, III	Job Code:	70601	Job Grade:	67
Reports to:	Deputy Chief Investigator	Pos. No:	See below	SIC:	9222
Department:	District Attorney	Loc. Code:	0862004	FLSA Code:	N
Division:	CS Code:	A	EEOC Code:	B01	

Summary of Functions: Provides basic law enforcement/investigative support and assistance to Assistant District Attorney assigned to case.

Duties and Responsibilities:	% of Time	Essential (E) or Non-Essential (N)
1. Gathers pertinent information, statements and evidence in support of the assigned Assistant District Attorney which includes interviewing and interrogating witnesses and running criminal background checks using the NCIC/TCIC system, etc.	30%	E
2. Locates, interviews and notifies witnesses of trial dates by means of serving subpoenas, summons and writs, and checks criminal histories of witnesses for trial.	20%	E
3. Works as a member of a trial team or section in preparing cases for disposal and assists in the jury selection process.	20%	E
4. Coordinates the collection, preparation and review of physical evidence for trial by following strict legal requirements for main-training chain of custody.	10%	E
5. Secures the cooperation and attendance of witnesses and coordinates and facilitates their appearance.	10%	E
6. Assists in preparing arrest and search warrants B may make arrest.	05%	E
7. Performs other related duties as assigned.	05%	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associates Degree from an accredited college or university or equivalent experience in a related field plus an additional two (2) years law enforcement related experience is required.

Special Requirements

Must be a Certified Peace Officer and proficient in the use of a firearm. Knowledgeable of investigative techniques and ability to communicate both verbally and in writing with a diverse group of individuals. Skilled at applying interviewing techniques while assisting the prosecutors in adverse or hostile conditions. **Must pass criminal**

background investigation.

Mandatory drug test prior to and during employment. Approved by Commissioners Court on 7/6/99.

Physical/Environmental Requirements:

Normal office environment 50% of the time with the remainder of time spent in a typical Law Enforcement Street environment.

Disclaimers:

This is an at will position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points: KH= pts, PS= pts, AC= pts, TTL= pts,

Position numbers: 3470, 3310, 5020, 3435, 3469, 4393, 5205, 3311, 3436, 3393, 3392, 5652.

Supervisor Signature _____ Date _____

Approved by Commissioners Court and/or Civil Service Commission: *12/06/99;

14 New Position Description Request Form Attorney I (Misdemeanor Attorney)



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Mental Health Division – Misdemeanor Attorney
Proposed Position Grade:	Attorney
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Cindy Stormer, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	cstormer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to allow more mentally ill defendants to receive attention in a more timely manner. To reduce the burgeoning number of mentally ill defendants who are not receiving needed services.
This is accomplished by working with the intake division, private attorneys, and mental health coordinator to insure quicker movement of cases involving the mentally ill.
Other duties include educating others about services available. To reduce the number of cases being turned away by the division due to volume.

C. Essential Functions of the New Position

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: Managing a court docket as described in the Job Description attached.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Obtaining files, reviewing files, talking with witnesses, making recommendation, plea Negotiations, trying cases promptly. Etc.		
Overall assistance with the caseload of the division.		
Emphasis on misdemeanor cases.		
These cases are currently being handled (for the most part) by prosecutors with no mental health training or background		
2. Function: Working with intake to identify mentally ill defendants earlier.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
To give more direct attention to cases involving the mentally ill as early as possible.		
To divert the mentally ill from the jail as quickly as possible where feasible.		
3. Function: Dealing with private attorneys.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Allowing for more interaction with private attorneys to ensure that defendants represented by private attorneys receive the same advantages that defendants represented by the PD		
Allowing for more uniformity of treatment of defendants.		
Defendants receiving the same services they would receive from mental health PDs		
4. Function: Assist with mental health caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Allowing for more cases to be handled by the Division.		
Many cases are currently turned away due to the sheer volume.		
5. Function: Competency	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Assist with the competency hearings and the out-patient competency restoration program.		

D. 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"/>
X	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. 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"/>
X	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.)

Telephone: office and cell
Desk, office chairs (3), filing cabinet(1); bookcase (1)

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)

Computer, printer

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"/>
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<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
X	1.	Driving	X	<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.

X	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
X	3.	Other (Specify) courtroom						

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

F. Position Minimum Requirements

8. 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:
X	6.	Graduate or professional work or advanced degree in: Law

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

X	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.	Graduation from an accredited law school and licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Tx DL

G. 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 checked="" 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.

Managing a criminal caseload.
Trials and trial preparation.
Coordinating services for individuals: training, housing, employment, etc..

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.

○	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?

X Yes ○ No

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

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

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 (check one).

<input checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney II
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. N/A
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney	Budget No
Brief Title of PIR	Furniture for Mental Health Atty I	
Estimated Cost	\$3,612	Department Priority
Brief Summary of Request		
<p>Telephones : office (1), cell (1) \$840 plus car adapter/charger \$25 = \$865.00 Desk(1) \$663 Office chairs - Desk (1) \$315. Office Chairs- guest (2) \$208 x 2 = \$416 Filing cabinet (four drawer) (1) \$668.00 Bookcase (1) \$351.00 Shredder (1) \$331.00 Additional attorneys in this section will result in a cost savings by diverting the mentally ill from the jail and into services where appropriate and moving the mentally ill out of the jail faster.</p>		
Discussion of Need		
<p>Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, jail, or the community as appropriate). This attorney will work in every misdemeanor court in the building and must communicate with defense attorneys and courts. This is why a cell phone with texting capabilities is necessary. A shredder is necessary because this division deals with sensitive documents, i.e. criminal histories, medical records, identification documents with sensitive information that could lead to identity theft if not properly destroyed (e.g. driver's licenses numbers, social security numbers, etc). Other requests are standard for this type of position.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>District Attorney</u>	Budget No. _____
Title of PIR	<u>Computer for Mental Health Attorney I</u>	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

Description of Need and Justification

Computer (standard desktop) \$1,025.00
 Printer 250.00

Total \$1,275.00

Expected Benefits

Necessary for the attorney's legal work: preparation of documents, legal research; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A).

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	District Attorney – Mental Health	Budget No	_____
Brief Title of PIR	Attorney I		
Approx. Net Cost	_____	Department Priority	_____
Brief Summary of Request The addition of an Assistant District Attorney, Attorney I (misdemeanor) position is needed in the Mental Health Division.			
Discussion of Need Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, prison, or the community as appropriate). This attorney will work in every court in the building. (See attached Exhibit A).			
Discussion of Related Performance Measure			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney Assistant District Attorney Mental Health	
Staff Cost		
Grade	I	
Salary		
FICA @ 7.65%		
Retirement @ 11.5%		
Insurance @ \$8,500		
Total		
Related Equipment	\$ Amount	
Number		
Desk	633	
Furniture	1,750	
Computer	1,205	
Printer	250	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone	685	
Other shredder	331	
Total		\$4,854.00
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
	Grand Total	

Attorney I Job description

8. New Position Description Request Form – Legal Assistant



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Legal Secretary Mental Health
Proposed Position Grade:	Legal Secretary
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Cindy Stormer, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	cstormer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to assign a Legal Assistant to the Mental Health Division to work exclusively with the cases of this Division.
This is accomplished by performing the work required as described in the Dallas County job description for Legal secretaries.
Other duties include maintaining spread sheets (currently done by the Supervision Attorney of the Division) that document file acquisition (among other things); maintaining spreadsheets and overseeing competency issues. Coordination with the hospitals, freeing up valuable attorney time.

C. Essential Functions of the New Position

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: Legal Secretary work as described in the attached job description	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
This legal secretary could perform numerous tasks that are currently being performed by the attorneys of this Division, i.e. tying documents, communications with the hospitals, communications with complaining witnesses when applicable, communications with service providers, etc.		
Allowing the attorneys to take more cases.		
2. Function: Monitoring competency cases	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Maintaining spreadsheets and calendars to track cases involving competencies.		
Insuring that appropriate documents and dismissals are sent to the doctors and hospitals.		
This is currently the duty of individual court clerks.		
Occasionally these documents do get to the appropriate parties in a timely fashion.		
3. Function: Monitoring file acquisition	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
Most of the mental health files are acquired from the other prosecutors in the office when mental health issues are discovered and brought to the attention of the attorneys.		
Currently a mental health prosecutor must physically obtain the file, then document in the county computer system (JI55) that the attorney of record has changed		
4. Function: coordination of mental health services	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
A list of the ever changing mental health services available could be maintained on a county web site to assist families of the mentally ill.		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

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D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" 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.)

Telephone: office
Desk (1), office chairs (3), filing cabinet (1), bookcase (1)

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)

Computer (1); printer (1)

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		(fumes, gases, chemicals, dust and dirt)				
<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 checked="" 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.

F. Position Minimum Requirements

5. 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 checked="" 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 checked="" 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.

Three years experience OR 45 hours of college credit	
2.	
3.	
4.	
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?	

G. 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 checked="" 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 (check 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Legal Secretary Grade 9
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. N/A
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature Comments: _____ _____	_____ Date _____ _____
_____ Department Head/Elected Official Signature Comments: _____ _____	_____ Date _____ _____

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>District Attorney</u>	Budget No _____
Brief Title of PIR	<u>Furniture for Legal Secretary Mental Health Division</u>	
Estimated Cost	<u>\$1,750</u>	Department Priority _____
Brief Summary of Request		
<p>Telephone (office) (1) Desk (1) \$383 Office chairs – Desk (1) \$315 Office Chairs – guest (2) \$208 X 2 = \$416 Filing cabinet (four drawer) (1) \$668 Bookcase (1) \$351</p>		
Discussion of Need		
<p>Basic needs of a Legal Secretary for the Mental Health Division.</p> <p>The Legal Assistant would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the JI55 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases.</p> <p>Please see attached job description.</p>		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department _____	Budget No. _____
Title of PIR _____	Request Type _____
PIR # _____	(assigned by Data Services) Possible Funding Source _____

Description of Need and Justification

Computer (standard desktop) \$1,025.00
 Printer 250.00

Total \$1,275.00

Expected Benefits

The Legal Assistant would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the JI55 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases. Necessary for the attorney's legal work: preparation of documents, legal research; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A and attached job description.)

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney – Mental Health	Budget No
Brief Title of PIR	Legal Secretary, Grade 8	
Approx. Net Cost	\$47,127.00	Department Priority

Brief Summary of Request

One Grade 8 Legal Assistant is needed in the Mental Health Division of the District Attorney’s Office.

Discussion of Need

Mission: The intended mission of the Mental Health Division is to maintain an efficient case filing prosecution and disposition system for defendants with mental illnesses committed in Dallas County which includes the management of cases, obtaining files, preparing documents, maintaining records of defendants, etc..

Justification for additional personnel: The request for one Grade 8 Legal Assistant is due to the increased demands placed on the Mental Health Division.

The Legal Assistant would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the JI55 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases.

Please see attached job description.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Secretary
Staff Cost	
Grade	8
Salary	\$32,864.00
FICA @ 7.65%	\$2,514.00
Retirement @ 11.5%	\$3,549.00
Insurance @ \$8,500	\$8,500.00
Total	\$47,127.00
Related Equipment	
	\$ Amount
Number	
Desk	555
Furniture	1755
Computer	700
Printer	N/A
Network Cabling	N/A
Software	N/A
Vehicle	N/A
Travel	N/A
Pager	N/A
Cell Phone	N/A
Other	N/A
Total	\$2900
Other Costs (describe)	
Special Training	
Consultant Fees	
Renovation/Space	
Total	
Less Additional Revenue Source	
Grand Total	\$47,127.00

Form E1

17. Legal Assistant Current job description



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Legal Secretary	Job Code:	605110	Job Grade:	08
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C, or D	EEO Code:	F01

Summary of Functions: Provides routine secretarial support for a unit of attorneys to ensure completion of their work in an efficient and conscientious manner. Utilizes computer knowledge to create forms for documents that are used repeatedly, screens telephone calls, compiles routine data in established formats, organizes and maintains all files and calendars. Works with minimal supervision and relies on experience and judgment to plan and accomplish assigned tasks.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists attorneys by making follow-up calls on their cases, retrieving documentation and evidence and drafting legal correspondence and documents utilizing standardized formats.	30	E
2. Serves as a liaison for the department: greets, screens and routes visitors and incoming calls, takes messages and/or answers routine inquiries.	20	E
3. Enters and maintains case and statistical data and generates related reports.	20	E
4. Maintains filing system, including receiving, filing, sorting, verifying and routing a variety of legal documents.	15	E
5. Assists attorneys with tasks such as making copies, delivering correspondence, filing papers with the courts and maintaining office supplies.	10	E
6. Provides limited assistance to attorneys regarding computer and/or software related issues.	05	N
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience or 45 hours of college credit or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 50 wpm, with proficiency in using word processing, spreadsheet and database software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public while maintaining confidentiality.

Physical/Environmental Requirements:

May require prolonged sitting, standing and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM2C=20, PD1A=5, WH1A=5, WE1C=5, IC2C=35, DL3=20, PS3=25, RE2B=20, SF1A=5, TTL=270 points.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date _____

Approved by Civil Service Commission on _____

Date 6/16/03, 10/18/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Form E - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2015 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Dallas County DA, Family Violence Division	Budget No
Brief Title of PIR	New Funding for Expired Grant 6200	
Approx. Net Cost		Department Priority #1

Brief Summary of Request
 Grant 6200 administered originally by the Department of Justice and entitled, "The Collaborative Domestic Violence Project" expires September 30, 2014 and will not be funded after that date. This grant funds five positions that are critical to the Family Violence Division's success: one Felony IV prosecutor, one Felony Investigator II, one Bilingual Felony Victim Advocate, one Felony Mobile Victim Advocate, and one Misdemeanor Victim Advocate.

Discussion of Need
 Grant 6200 funded five positions within the Family Violence Division or approximately 1/10 of the entire division. The loss of these positions would cause irrevocable harm to the cases of hundreds of victims in our community. The prosecutor funded by this grant, prosecutes all family violence cases in two felony courts. The Felony Investigator II is our lead sexual assault investigator and works, along with our sexual assault prosecutor, with every sexual assault case that is filed in Dallas County. The two felony advocates make the initial contact with hundreds of victims per year, safety plan for them, and help keep these victims involved in the prosecution of these cases. One of these advocates also serves as the only mobile advocate in Dallas County, providing services both in our office and at The Family Place. Finally, the Misdemeanor Victim Advocate position is responsible for all initial contacts made with victims of misdemeanor cases where the defendant is currently held in jail. This position is very time sensitive as these defendants are housed in the jail for only a very short time in most situations and contact is critical before the defendant is released.

Discussion of Related Performance Measure

See attached, related performance measures.

Staff Review and Comment

Form E - Program Improvement Request - Additional Staff

Purpose

To request new or expanded programs involving additional staffing.

The continued focus of the FY2015 budget process is establishing performance measures to evaluate the effectiveness of County programs. Requests for new resources will continue to be limited by the traditional “critical need” test. In addition, new programs will be evaluated on their improvement to County services and how they will implement the visions listed in the County’s Strategic Plan. All requests for additional staff resources must include this form, the cost-worksheet (Form F1) and must be associated with performance measures currently reported or added to the quarterly Performance Measure report.

Instructions

- **Approximate Net Cost** - transfer the Grand Total from the “Cost Worksheet” (Form F1).
- **Department Priority** - prioritize this request in relation to all other program improvement requests for additional staff. Computer requests should be prioritized separately for Governance Committee review.
- **Brief Summary of Request** - short description of resources being requested (e.g. “2 Registered Nurses for Tuberculosis Clinic plus associated desks and computers”).
- **Discussion of Need** - the detailed justification of the expenditure requested. This narrative should include a description of current operations and how the requested resources would improve these operations. The narrative should also address how this request meets the visions in the County’s Strategic Plan.
- **Discussion of Related Performance Measures** - provide a description of one or more existing or new performance measures which relate to this request. Describe how the performance measure can be expected to change with and without the new resources.
- **Staff Review and Comment** - analysis and recommendation by the Office of Budget and Evaluation or other reviewing department. This process will be completed before this request is presented to Commissioners Court and prior to budget hearings.
- Complete the Position Description Questionnaire found in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C page 59).
- Contact the Human Resources/Civil Service Department (ext. 6067) for, assistance, if needed on the above.

All requests for additional staff must have a **“Cost Worksheet” (Form F1)** attached. The “Cost Worksheet” will not be presented during budget hearings, but will be utilized in the evaluation process.

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Dallas County DA, Family Violence Division	Budget No
Brief Title of PIR	New Funding for Expired Grant 6200	
Approx. Net Cost		Department Priority #1

Brief Summary of Request
 Grant 6200 administered originally by the Department of Justice and entitled, "The Collaborative Domestic Violence Project" expires September 30, 2014 and will not be funded after that date. This grant funds five positions that are critical to the Family Violence Division's success: one Felony IV prosecutor, one Felony Investigator II, one Bilingual Felony Victim Advocate, one Felony Mobile Victim Advocate, and one Misdemeanor Victim Advocate.

Discussion of Need
 Grant 6200 funded five positions within the Family Violence Division or approximately 1/10 of the entire division. The loss of these positions would cause irrevocable harm to the cases of hundreds of victims in our community. The prosecutor funded by this grant, prosecutes all family violence cases in two felony courts. The Felony Investigator II is our lead sexual assault investigator and works, along with our sexual assault prosecutor, with every sexual assault case that is filed in Dallas County. The two felony advocates make the initial contact with hundreds of victims per year, safety plan for them, and help keep these victims involved in the prosecution of these cases. One of these advocates also serves as the only mobile advocate in Dallas County, providing services both in our office and at The Family Place. Finally, the Misdemeanor Victim Advocate position is responsible for all initial contacts made with victims of misdemeanor cases where the defendant is currently held in jail. This position is very time sensitive as these defendants are housed in the jail for only a very short time in most situations and contact is critical before the defendant is released.

Discussion of Related Performance Measure

See attached, related performance measures.

Staff Review and Comment

Form G - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form I, "PIR - Computer Hardware/Software". Use Form E "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.
- **Brief Summary of Request** - short description of resources being requested. Below are some *examples*:
 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.
- **Discussion of Need, etc.** - describe in detail the need and justification of the requested items with cost information described as accurately as possible. Please make sure to address how this request implements the County's Strategic Plan. Attach any backup material that you think may be helpful in evaluating the cost/benefit value of the new item. If any annual costs will result from the requested item (e.g., staff to operate it, insurance, repair costs, etc.), provide an estimate of this cost.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Organized Crime Division	Budget No
Brief Title of PIR	Office furniture request	
Estimated Cost	\$588	Department Priority
Brief Summary of Request		
Requesting bookshelves for 2 offices,		
Discussion of Need		
2 bookshelves are needed, one for Soni Lewis and one for Katherine Robinson. Both are ADAs who only have bookshelves that were personally provided and are not large enough to meet the needs of the books, materials, and files.		
Staff Review and Comment		

Form G

FY2015

Form G - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form I, "PIR - Computer Hardware/Software". Use Form E "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.
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 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.
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PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Organized Crime Division	Budget No
Brief Title of PIR	Office furniture request	
Estimated Cost	\$588	Department Priority
Brief Summary of Request		
Requesting bookshelves for 2 offices,		
Discussion of Need		
2 bookshelves are needed, one for Soni Lewis and one for Katherine Robinson. Both are ADAs who only have bookshelves that were personally provided and are not large enough to meet the needs of the books, materials, and files.		
Staff Review and Comment		

Form G

FY2015

Form H - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

- **Request Type** - for the FY2015 budget submission process, there are three types of requests: (1) new hardware, (2) replacement hardware, and (3) P.C. packaged software products. Please note all of the types that apply to your request.
 - H Request for new mainframe and P.C. hardware
 - R Request for replacement mainframe and P.C. hardware
 - S Request for P.C. packaged software products (spreadsheets, data base, word processing, etc.)
- **PIR Number** - a tracking number to be assigned by IT Services.
- **Possible Funding Source** - provide alternative funding, if any, for this request.
- **Description of Need and Justification** - describe the hardware and software you are requesting along with its intended purpose. Please be sure to use sufficient detail and indicate how this request implements the County's Strategic Plan.
- **Expected Benefits** - the benefits you expect to realize from your requested hardware/software must be clearly documented. The expected benefits should include cost savings, increased productivity, increased public service, mandates, etc.
- **Department Head Signature, etc.** - each request should be signed and prioritized by the department head. Include a contact name and telephone number in case additional information is needed.
- **Scoring** - this section will be used by IT Services in evaluating the request.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Child Abuse Division</u>	Budget No. _____
Title of PIR	_____	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

2 Flat Screen Monitors
 1 Keyboard
 3 Computer Speaker Bars
 1 CD/DVD Burner
 23 2TB Portable Drives
 128 Gig Flash Drives
 47 Inch Television

Expected Benefits

- * Flat Screen will allow more space on the desk
- * The investigator needs a keyboard because they keyboard is difficult to push certain keys
- * 3 people need speaker bars so that we can listen to forensic interviews and defendant's statements
- * CD/DVD burner. A lot of our evidence comes in the form of a cd or dvd that we have to burn for the defense attorney or for a witness to review
- * We have a lot of digital evidence in the child abuse cases and we need to be able to review and store this evidence
- * We also need the ability to transport digital evidence, pictures, etc to work on cases outside of the courthouse.
- * We do several pitch sessions a month. A lot of our cases involve pictures or other pieces of evidence that is in digital form which makes it impossible to view at a pitch session. A TV would allow us to view the evidence as the pitch is going and to plan on a way to present the evidence effectively to a jury

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

Form H - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

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PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Child Abuse Division</u>	Budget No. _____
Title of PIR	_____	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

2 Flat Screen Monitors
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- * We have a lot of digital evidence in the child abuse cases and we need to be able to review and store this evidence
- * We also need the ability to transport digital evidence, pictures, etc to work on cases outside of the courthouse.
- * We do several pitch sessions a month. A lot of our cases involve pictures or other pieces of evidence that is in digital form which makes it impossible to view at a pitch session. A TV would allow us to view the evidence as the pitch is going and to plan on a way to present the evidence effectively to a jury

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

Note: All “Additional Staff” requests must be accompanied by this form.

Instructions

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
 - (1) Group Health Insurance \$8,500 per position per year
 - (2) FICA Expense 7.65% of salary expense
 - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a “self-liquidating” PIR, a description of the new revenue should be included here.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	New Funding for Expired Grant 6200	
Staff Cost		
Grade	<small>Atty IV, Inv II, Grade 12, Grade 12, Grade 8</small>	
Salary	\$261,250	
FICA @ 7.65%		
Retirement @ 11.5%	\$30,044	
Insurance @ \$8,500	\$42,500	
Total		\$353,780
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$353,780

Form E1

FY2015

Form E1 - Program Improvement Request - Cost Worksheet

Purpose

To estimate staff, equipment, and supply costs associated with “Additional Staff” form.

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Number		
Desk		
Furniture		
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Network Cabling		
Software		
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Travel		
Pager		
Cell Phone		
Other		
Total		
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		\$353,780

Form E1

FY2015

Form H - Program Improvement Request - Computer Hardware/Software

Purpose

To provide IT Services with sufficient information on computer-related requests to make a determination concerning replacement or new computer hardware/software.

Instructions

- **Request Type** - for the FY2015 budget submission process, there are three types of requests: (1) new hardware, (2) replacement hardware, and (3) P.C. packaged software products. Please note all of the types that apply to your request.
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- **PIR Number** - a tracking number to be assigned by IT Services.
- **Possible Funding Source** - provide alternative funding, if any, for this request.
- **Description of Need and Justification** - describe the hardware and software you are requesting along with its intended purpose. Please be sure to use sufficient detail and indicate how this request implements the County's Strategic Plan.
- **Expected Benefits** - the benefits you expect to realize from your requested hardware/software must be clearly documented. The expected benefits should include cost savings, increased productivity, increased public service, mandates, etc.
- **Department Head Signature, etc.** - each request should be signed and prioritized by the department head. Include a contact name and telephone number in case additional information is needed.
- **Scoring** - this section will be used by IT Services in evaluating the request.

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Child Abuse Division</u>	Budget No. _____
Title of PIR	_____	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

2 Flat Screen Monitors
 1 Keyboard
 3 Computer Speaker Bars
 1 CD/DVD Burner
 23 2TB Portable Drives
 128 Gig Flash Drives
 47 Inch Television

Expected Benefits

- * Flat Screen will allow more space on the desk
- * The investigator needs a keyboard because they keyboard is difficult to push certain keys
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Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

GLOCK, Inc.

U.S.A.



PERFECTION

GLOCK, Inc.
P.O. Box 369
Smyrna, Georgia 30081 U.S.A.

Fax. (770) 433-8719

Tel. (770) 432-1202

John Keeping, District Manager, GLOCK, INC.

P.O. Box 699
Gorman, TX 76454
PH: (254) 734-4671
FX: 2547344672
Cell: (678) 232-0145
Email: john.keeping@glock.us

Dallas County District Attorney

Frank Crowley Courts Bldg 133 N. Industrial
Dallas, TX 75207
Dallas
PH: (214) 653-3799
FX: (214) 653-3665
Cell: (214) 653-3731
ATTN: James Penn
Title: Firearms Instructor
Email: jpenn@dallascounty.org

Date 4/18/2014
Quote No. 591-01-016528
Valid From 4/18/2014
Valid To 7/17/2014

QUOTATION

DELIVERY	DELIVERY VIA	F.O.B	TERMS
100 Days ARO	Best Way	Destination	Net 30

Quantity	Description	Cost	Extension
85.00	80 Pistol: Model: G23 Gen4 .40 CAL, Frame: Finger Groove & Rail Frame, Steel Sights Options: Standard, 5.5lb Trigger Magazine: 3 - LE Magazines	\$387.00	\$30,960.00
5	Accessory: Glock G23 13 Round Magazine	\$21.00	\$105.00
1	Accessory: AK45625 Glock Armorer's Tool Kit with scrapers	\$255.00	\$255.00
3	Spare Parts: SP0420 Glock Trigger Pin	\$2.00	\$6.00
3	Spare Parts: SP0350 Glock Coil Trigger Spring	\$1.00	\$3.00
3	Spare Parts: SP01899 Glock 40 Caliber LCI Extractor	\$13.00	\$39.00
3	Spare Parts: SP03439 Glock 40 Caliber LCI Spring Loaded Bearing	\$1.00	\$3.00
3	Spare Parts: SP00112 Glock Extractor Depressor Plunger for 40 Caliber	\$3.00	\$9.00
3	Spare Parts: SP00119 Glock EDP Spring	\$2.00	\$6.00
2	Spare Parts: SP00056 Glock Firing Pin Spacer Sleeve	\$2.00	\$4.00
2	Spare Parts: SP00063 Firing Pin Spring	\$2.00	\$4.00
3	Spare Parts: SP00070 Glock Firing Pin Cup (1 cup = 2 halves)	\$2.00	\$6.00
3	Spare Parts: SP00077 Glock Firing Pin Safety with Spring	\$2.00	\$6.00
2	Spare Parts: SP07894 Glock Gen 4 G23 Locking Block	\$20.00	\$40.00
6	Spare Parts: SP04368 Glock Locking Block Pin	\$2.00	\$12.00
6	Spare Parts: SP07815 Glock Gen 4 G23 Recoil Spring Assembly	\$12.00	\$72.00
2	Spare Parts: SP00301 Glock Slide Lock	\$2.00	\$4.00
3	Spare Parts: SP08073 Glock Slide Lock Spring Gen 4 G23	\$2.00	\$6.00
3	Spare Parts: SP02919 Glock Slide Stop Lever	\$5.00	\$15.00
2	Spare Parts: SP28927 40 Caliber Gen 4 Trigger Mech Housing with ejector	\$5.00	\$10.00
2	Spare Parts: SP02303 Trigger With Trigger Bar	\$10.00	\$20.00
2	Spare Parts: SP30820 Beavertail Backstrap Kit for Gen 4 G23	\$16.00	\$32.00

32,895

- Govt Agency prices do not include sales tax or FET, where applicable.
- Prices are due and payable NET 30 days for each invoice
- Trade-in pistols must be in good, serviceable working order
- Deductions made if trade-ins are damaged or not as specified.
- Trade-in or exchange pistols must be complete with three magazines, working night sights, grips, & in original box, unless otherwise noted.
- Trade-in or exchange pistols must be turned in within 30 days after receipt of new GLOCKS, unless other arrangements have been made and approved.
- All firearms traded to GLOCK, Inc. are subject to being refurbished and sold to other Federally Licensed firearms distributors.
- There is a Limited Lifetime Warranty on GLOCK guns & parts, including postage, labor and replacement parts.
- USE FACTORY AMMUNITION ONLY

Grand Total: \$31,617.00

33552.⁰⁰

John F Keeping

Authorized Signature

4/17/2014

Date

Holsters &
Magazine Pouch
3,500.⁰⁰

Form D - Request for Replacement Equipment

Purpose

To request replacement of current property items for FY2015. This form should not be used for major upgrade of equipment or for replacement of computer equipment.

Request for replacement should be submitted to the Office of Budget and Evaluation. The Office of Budget and Evaluation will send the request to the reviewing department

Recommendation will be provided by the departments shown below:

TYPE	REVIEWING DEPARTMENT
File cabinets and other storage devices	Central Services - Records Management
Office and FAX machines	Central Services - Records Management
Copiers	Purchasing
Vehicles	Central Services - ASC
Other	Office of Budget and Evaluation

Instructions

- **Priority** - list items in general priority order.
- **Item** - brief description.
- **Age** - the age of the item to be replaced.
- **Property Number** - the serial number or County property number.
- **Estimated Cost of Replacement** - the estimated cost of the replacement item. Use the Price List tables in Appendix A of this manual to determine the cost of replacement items, where applicable.
- **Comments/Justification** - a justification for replacement, e.g., "item is broken and more costly to repair".

REPLACEMENT EQUIPMENT REQUEST

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair Leticia Flores-Rojas	over 5 years	002540	\$239.00	Executive, high-back chair (HON2091)
2	Chair Roquel Mayhorn	over 5 years	001008	\$239.00	Executive, high-back chair (HON2091)
3	Chair Tracy Dotson	over 5 years	001946	\$239.00	Executive, high-back chair (HON2091)
4	Chair Michelle Baptiste	over 5 years	1118	\$239.00	Executive, high-back chair (HON2091)
5	Chair Jason Bonham	over 5 years	002214	\$239.00	Executive, high-back chair (HON2091)
6					
7					
8					
9					
10					

Form D

FY2015

Form D - Request for Replacement Equipment

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- **Comments/Justification** - a justification for replacement, e.g., "item is broken and more costly to repair".

REPLACEMENT EQUIPMENT REQUEST

	Department	Organized Crime Division	Budget No.		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair Leticia Flores-Rojas	over 5 years	002540	\$239.00	Executive, high-back chair (HON2091)
2	Chair Roquel Mayhorn	over 5 years	001008	\$239.00	Executive, high-back chair (HON2091)
3	Chair Tracy Dotson	over 5 years	001946	\$239.00	Executive, high-back chair (HON2091)
4	Chair Michelle Baptiste	over 5 years	1118	\$239.00	Executive, high-back chair (HON2091)
5	Chair Jason Bonham	over 5 years	002214	\$239.00	Executive, high-back chair (HON2091)
6					
7					
8					
9					
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	District Attorney/Check Division	Budget No.
Position Title	Clerk II	Position No.
Current Grade	06	Job Code
		Department Priority

Description of Changes in Work Being Performed

Bookkeeping duties related to the checks system, MOU agreements and non-check restitution payments. Erin is responsible for reconciling of receipts and deposits that will be taken to the DA Financial Manager. She is responsible for problem solving any software issues related to the Odyssey system. Erin oversees credit and debit card transactions, trains support staff on how to use the machines completes voids, locates lost payments, contacts complainants, merchants and banks in order to determine what has happened to missing payments. Erin is the point person for both Adverts and Check Connection which are the two primary third party distributors of hot check cases.

Reason/Authority for Change (see Budget Manual)

The reason for the change is that the Bookkeeper and the IT position that was assigned to the Checks Division were eliminated by budget cuts three years ago. I have been adding duties to Erin because she has the most experience in this area than the other remaining support staff and has the skills to perform these more complex and advanced functions.

Departmental Cost Worksheet

Current Grade	06	Proposed Grade	08
Salary	29,328	Salary	33,529
FICA (7.65%)	2,244	FICA (7.65%)	2,565
Retirement (11.5%)	3,373	Retirement (11.5%)	3,856
Total	34,945	Total	39,950
			Total Annual Impact \$ 5,005

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Attorney District Attorney Grade IV	
Staff Cost		
Grade	IV	
Salary	\$83,312	
FICA @ 7.65%	\$6373.36	
Retirement @ 10.8%	\$8997.69	
Insurance @ \$8,200	\$8200.00	
Total		\$106,883.05
Related Equipment		
	\$ Amount	
Number		
Desk		
Furniture		
Computer		
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		\$106,883.05
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$106,883.05
Less Additional Revenue Source		

Grand total

Form F1

FY2015

DISTRICT CLERK

Department #4020

Mission Statement

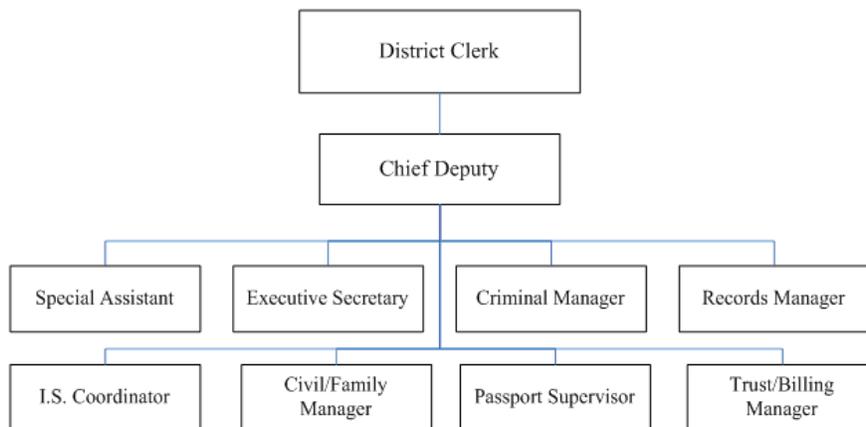
The mission of the District Clerk is to provide the Judicial System and the public with information and support in the most technologically advanced method possible by: 1) Fulfilling our statutory duties as record custodian and fee officer to the best of our abilities. 2) Fostering an environment for our employees that encourage the development of new ideas and the willingness to improve productivity. 3) Implementing our goals and objectives with a team based approach to decision making throughout the organization. 4) Striving to be a leader and example to other county and state agencies.

Description

The District Clerk provides direct clerical staff to each of the thirty-nine District Courts in Dallas County, as well as staff to handle many related accounting, billing, and records management functions. In particular, the District Clerk has a large billing and trust accounting division to insure that cash associated with resolved civil and family cases is appropriately transferred, invested, or distributed. The District Clerk also has a role in advising the Commissioners Court on matters related to records management and preservation.

The District Clerk also serves as collection agent for the Juvenile and Criminal District Courts. The Juvenile District Court collection program generates letters to parents and youth who have not made payment for court costs, probations fees, and restitution. If the individuals do not respond to the letter, a contempt of court motion is filed and served. A similar program is used for the Criminal District Courts. All seventeen courts are participating in the program that requires probationers to pay all fees before their probation is complete.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 Baseline Budget represents a continuation of FY2014 current service levels.
- FY2014 Budget included the addition of 3 Clerk III (grade 7) positions.
- FY2012 Budget includes the deletion of one Human Resources Administrator (grade G) positions and one Special Assistant (grade F) position.
- FY2011 Budget represents a continuation of FY2010 service levels and includes the deletion of one Accounting Clerk I (grade 6) position.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2014 Baseline
Personnel	\$10,995,259	\$11,508,699	\$11,752,113	\$12,402,648
Operations	447,196	503,904	396,500	450,888
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$11,402,454	\$12,012,603	\$12,148,613	\$12,853,536

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	257	257	255	255
Extra Help	\$75,199	\$108,747	\$120,586	\$85,000
Overtime	\$140	\$1,730	\$20,000	\$9,000

Authorized Position Detail (Grade)

1 District Clerk (Official)
1 Chief Deputy Clerk (N)
1 Civil/Family Courts Operations Manager (K)
3 Manager III (I)
1 Quality Assurance Administrator (H)
1 Records Information Officer (G)
1 Manager I (G)
1 Accounting Supervisor (F)
1 Assistant Manager III (F)
4 Assistant Manager II (E)
4 Assistant Manager I (C)
1 Investment Analyst (C)
1 Imaging Supervisor (C)
1 Records Supervisor II (B)
2 Process Support Supervisor (B)
1 Process Support Supervisor (A)
1 Records Supervisor I (A)
1 Administrative Assistant (A)
2 Accountant I (12)
6 Interviewer/Collector (10)
2 Clerk V (9)
3 Training Technician (9)
1 Evidence Registrar (8)
3 Accounting Clerk III (8)
33 Clerk IV (8)
1 Accounting Clerk II (7)
68 Clerk III (7)
5 Accounting Clerk I (6)
4 Cashier II (6)
58 Clerk II (6)
33 Clerk I (5)
6 Clerical Assistant II (4)
3 Clerical Assistant I



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court

Through: Ryan Brown, Budget Officer

From: Alejandro Moreno, Budget and Policy Analyst

Subject: District Clerk FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the District Clerk Department submitted the following requests:

1. 1 Glass Partition
2. The addition of 1 (Grade 7) Court Clerk-Protective Order
3. 4 Guest chairs
4. 15 Secretary chairs
5. 10 Chairs
6. 1 Time stamp
7. 2 Side chairs
8. 2 Desks
9. 1 Manager's chair
10. 1 Credenza

A glass partition is being requested due to the fact that the cashier stations in the Juvenile sections are open and accessible to the public. The District Clerk Department requests the glass partition in order to provide safety and security for the cashiers while they conduct financial transactions.

The addition of 1 (Grade 7) Court Clerk-Protective Order is being requested. The position was deleted during the FY2010 Budget Cycle in order to reach the requested goal. Since the deletion, the Interviewer/Collector assigned to the Protective Order court has assumed the clerical duties. The District Clerk is moving forward in digitizing this court as well as emphasizing the collections on these cases. The interviewer/collector will no longer be able to perform the clerk responsibilities.

4 guest chairs which are falling apart are being requested in the Tax section. 15 secretary chairs are being requested, 10 in the Felony courts and 5 in in Criminal P.O. 10 chairs are being requested which include 2 chairs for the 282nd Court clerks and 1 chair for the following courts, 363rd, 194th, 203rd, 292nd, Mag court, 291st, CDC 7, CDC 6. 1 Time stamp which can no longer be repaired is being requested in the Criminal-P.O. 2 side

chairs are being requested to replace chairs that are still in good condition for the Mac court. 2 desks which are being requested to replace desks that are still in good condition for the Mag court. 1 Manager's chair is being requested for the Mag court. 1 Credenza is being requested in order to store files which are required to be kept for 24 months.

FINANCIAL IMPACT

The estimated one-time cost of 1 glass partition is \$2,000. The estimated annual recurring cost of adding 1 Court Clerk (Grade 07) is \$45,501 with a one-time cost of \$1,525. The estimated one-time cost of purchasing 4 guest chairs is \$208. The estimated one-time cost of 15 secretary chairs is \$2,250. The estimated one-time cost of 10 chairs is \$1,500. The one-time cost of a time stamp is \$900. The estimated one-time cost of 2 side chairs is \$484. The estimated one-time cost for 2 desks is \$766. The one-time cost for 1 manager's chair is \$239. The one-time cost of 1 credenza is \$623.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Not Funding 1 glass partition
2. Funding 1 Court Clerk-Protective Order
3. Funding 4 guest chairs
4. Funding 15 secretary chairs
5. Funding 10 chairs
6. Funding 1 time stamp
7. Not funding 2 side chairs
8. Not funding 2 desks
9. Funding 1 manager's chair
10. Not funding 1 credenza

These recommendations come with an annual reoccurring cost of \$45,501 and a one-time cost of \$6,622.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DISTRICT CLERK	Budget No 4020
Brief Title of PIR	GLASS PARTITION - JUVENILE	
Estimated Cost	\$2,000	Department Priority
Brief Summary of Request		
<p>The cashier stations in the Juvenile section are open and accessible to all which makes them vulnerable. The glass partition will provide safety and security while maintaining the ability to conduct financial transactions.</p>		
Discussion of Need		
<p>The cashier stations should be more secured while transacting business daily. The station is located in front of the elevators and there is a significant amount of daily cash transactions. Most other cashier stations located in other buildings are secured by a glass partition that separates them from the public they serve. T</p>		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	DISTRICT CLERK	Budget No 4020
Brief Title of PIR	COURT CLERK - PROTECTIVE ORDER	
Approx. Net Cost	\$47,026	Department Priority 1

Brief Summary of Request

During the FY2010 budget cycle, the District Clerk deleted several positions to reach the requested goal. One such deletion was the Protective Order court clerk. This court is a special court designed to handle the filing and processing of protective orders filed through the District Attorney.

Discussion of Need

Since the deletion, the Interviewer/Collector assigned to the Protective Order court has assumed the clerical duties. The District Clerk is moving forward in digitizing this court as well as emphasizing the collections on these cases. The clerk in this court files and processes the cases in addition to the other clerical functions performed in other courts. There are approximately 650 cases filed annually.

The amount owed to Dallas County in Protective Order cases is \$3,248,553. The interviewer/collector will no longer be able to perform the clerk responsibilities.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>COURT CLERK-PROTECTIVE ORDER</u>	
Staff Cost		
Grade	<u>07</u>	
Salary	<u>\$31,054</u>	
FICA @ 7.65%		
Retirement @ 11.5%	<u>\$5,947</u>	
Insurance @ \$8,500	<u>\$8,500</u>	
Total		<u>\$45,501</u>
Related Equipment	\$ Amount	
Number		
Desk	<u> </u>	
Furniture	<u> </u>	
Computer	<u>\$1,025</u>	
Printer	<u>\$500</u>	
Network Cabling	<u> </u>	
Software	<u> </u>	
Vehicle	<u> </u>	
Travel	<u> </u>	
Pager	<u> </u>	
Cell Phone	<u> </u>	
Other	<u> </u>	
Total		<u>\$1,525</u>
Other Costs (describe)		
Special Training	<u> </u>	
Consultant Fees	<u> </u>	
Renovation/Space	<u> </u>	
Total		<u> </u>
Less Additional Revenue Source		
Grand total		<u>\$47,026</u>

REPLACEMENT EQUIPMENT REQUEST

Department DISTRICT CLERK Budget No. 4020 (Page 2)

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	4- Guest Chairs			\$208	Chairs are falling apart. Bottoms are collapsing. (Tax)
2	10- Secretary Chairs			\$150 each	Chairs are worn, lack back support. (Felony courts)
3	5-in criminal P.O.				
4	2 chairs for 282nd chair: don't stay up.				
5	CDCS chairs are OK				
6	363rd - 1 chair				
7	194th Replace chair one				
8	not working 203 chair - 1 uncomfortable hurts his back				
9	mag court 1 chair - won't stay up				
10	291st one chair. Arms torn off				CDC 6 - 1 chair Arm torn apart

Brief

Brief

total of 15 chairs for 111

CDC 7 on chair won't stay up - 2 or 3 years old

FY2015

FY2015 Operating Budget / Capital Improvement Plan Preparation Manual

- 11 - talk to Ryan about chairs in scanning station

292nd

CDC 3 - using personal chair - Ask Ryan

1 chair - Arm broken 695

REPLACEMENT EQUIPMENT REQUEST

Department		DISTRICT CLERK		Budget No. 4020	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
	HP LaserJet 4000; Serial # USQA011618	10+	20908		Printer is outdated and is shared. Wish to replace with two All-in-One printers. (Records)
2	Time Stamp			\$900	Time Stamp can no longer be repaired. (Criminal-PO)
3	2- HP ScanJet 8270		14220, 13739		Scanners operate very slowly, frequently jam, need to be upgraded. (Crim. Process)
4	KODAK 11320 Plus		30014		Scanners operate very slowly, frequently jam, need to be upgraded. (Crim. Process)
5	3-Desktop scanners		31376, 101832, 8969		Scanners operate very slowly, frequently jam, need to be upgraded. Frequently scan documents upside down. (Mag Ct)
6	2-Side chairs	20+		\$242 each	Chairs are weak and leather is split open. (Mag Ct)
	2-Desk	20+		\$383 each	Desks are old and worn. Broken drawers, etc.
8	All-in-One Printer				Machine rips documents. Technician cannot repair.
9	Manager's Chair			\$239	Chair is stained, has stench, and lacks back support.
10	Credenza			\$623	Old and lacks needed storage space.

In George
 currently using other
 no broken
 2004
 BSCIPs
 right
 not in rotation
 Broken
 Tips first
 x last page
 still good
 here since
 2007
 handle a little
 work
 drawers
 doesn't
 need all
 repair

All records
 2007
 BSCIPs

desk
 don't
 match

8
 forward to DONNA
 scanning is main issue

9
 no back support
 Mag Court

Files for 24 months
 24.615 - files - checked in surplus

Form D

FY2015

FY2015 JUSTIFICATION FOR ADDITIONAL STAFF

CLERK III FOR PROTECTIVE ORDERS

The District Clerk provides staff for the Protective Order court. For many years the Protective Order court was staffed with an Interviewer/Collector, grade 10 and a Clerk III, grade 7. During the FY2010 budget cycle, the District Clerk deleted the Clerk III position along with others to meet the budgetary goal of a 10% reduction in the department's budget. The Protective Order court has been operating with the Interviewer/Collector handling all of the clerical functions in addition to collecting funds owed in these cases since that time. As a result, the collection efforts have declined and consequently so have the revenue generated.

Please see the tables below to get a visual of the impact that a Clerk III has on the collection efforts from FY2005 through FY2014 (FY2014 is annualized).

WITH CLERK III	FY2005	FY2006	FY2007	FY2008	FY2009
Assessed	\$226,847	\$201,074	\$229,981	\$214,699	\$168,641
Collected	\$100,973	\$ 95,551	\$ 80,033	\$ 87,100	\$ 70,288
Collection Rate	45%	48%	35%	41%	42%

WITHOUT CLERK III	FY2010	FY2011	FY2012	FY2013	FY2014
Assessed	\$226,805	\$325,507	\$318,887	\$293,708	\$227,509
Collected	\$ 61,769	\$ 81,809	\$ 85,033	\$ 75,681	\$ 65,558
Collection Rate	27%	25%	27%	26%	29%

As shown, during the years when staffed with both positions the average collection rate was 42%. Since the deletion of the position the collection rate has dropped to an average of 27%.

The historical balance due on Protective Order cases is **\$3,248,553**. It is reasonable to anticipate that only cases within a specific timeframe will result from collection efforts. The District Clerk would like to concentrate on costs incurred beginning FY2007. The amount owed for this timeframe is **\$1,398,466**. The District Clerk has requested overtime to begin this collection project.

Based on data from FY2010 through FY2013, the restoration of the Clerk III position should restore collections to at minimum the previous average rate of 42% which would result in an additional average collection of **\$46,242** annually. The annual cost of a Clerk III is **\$45,501** which results in the position being self-liquidating.

DISTRICT COURT ADMINISTRATION

Department # 4051

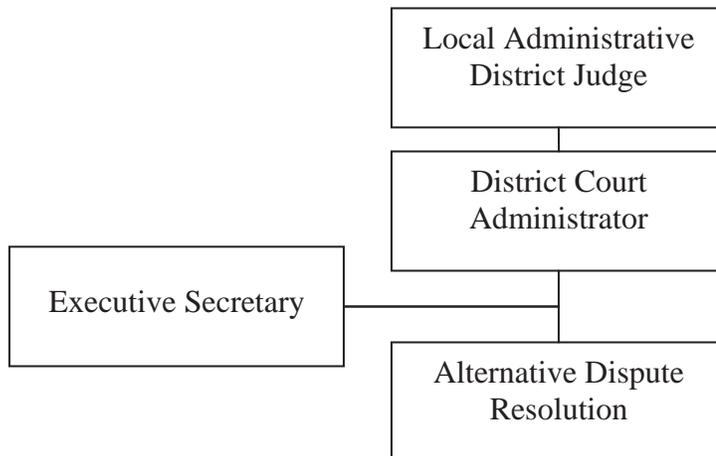
Mission Statement

The mission of District Court Administration is to facilitate County support for the effective administration of justice.

Description

The office manages the service delivery of the Alternate Dispute Resolution and Jury Services, connecting them with one another, with other County departments, and with the Commissioners Court to facilitate County support for the effective administration of justice. The District Court Administrator is appointed by the Local Administrative District Judge, who is elected annually by the 39 District Judges to handle administrative matters on their behalf. This Office is located in the George Allen Courts Building.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 District Court Administration Baseline Budget represents a continuation of current service levels.
- During FY2012 the Dallas County Dispute Mediation Center was created to schedule, facilitate, and coordinate all activities related to mediations.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$152,340	\$164,505	\$163,922	\$166,871
Operations	7,618	4,191	3,433	4,542
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$159,958	\$168,696	\$167,355	\$171,413

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	2	2	2	2

Authorized Position Detail (Grade)

1 Court Services Director (N)
 1 ADR Coordinator (J)*
 1 Administrative Assistant (10)
 1 Clerk IV (8)*

*Positions are funded 100% through the Alternate Dispute Resolution Fund 162

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Court Administration	Budget No	4051								
Brief Title of PIR	Re-opening of the Jackson St. Entrance - GACB										
Estimated Cost	\$108,030 1st yr / \$74,000 each subsequent year	Department Priority									
Brief Summary of Request											
<p>Re-open the Jackson Street entrance to the George L. Allen Sr. Courts Building for public and employee ingress and egress Monday through Friday, and provide the necessary security personnel and screening machines.</p> <table style="margin-left: 40px; border: none;"> <tr> <td>Cost: 1 armed security officer</td> <td style="text-align: right;">\$44,000/yr</td> </tr> <tr> <td>1 unarmed security officer</td> <td style="text-align: right;">30,000/yr</td> </tr> <tr> <td>1 metal detector</td> <td style="text-align: right;">3,500</td> </tr> <tr> <td>1 X-ray machine</td> <td style="text-align: right;">30,530</td> </tr> </table>				Cost: 1 armed security officer	\$44,000/yr	1 unarmed security officer	30,000/yr	1 metal detector	3,500	1 X-ray machine	30,530
Cost: 1 armed security officer	\$44,000/yr										
1 unarmed security officer	30,000/yr										
1 metal detector	3,500										
1 X-ray machine	30,530										
Discussion of Need											
<p>Re-opening the Jackson Street doors will benefit the businesses that surround this area by increased foot traffic and economic activity and development. Prospective and actual jurors and other constituents will have additional access to restaurants, parking, and other businesses. Moreover, since the Jackson Street doors were closed April 25, 2011, the public has suffered longer lines and increased wait times, particularly on Mondays and Tuesdays, in fulfilling their civic duties. Re-opening these doors will result in expedited ingress and egress at both the Jackson Street and Commerce Street points of entry.</p> <p>It would also allow visitors to the jail facility on the upper floors of the courthouse to no longer require a chaperone or escort, and we request that the jail visitation be conducted from the Jackson Street entrance to restrict public access to a more limited area of the courts building immediately inside the Jackson doors. (Currently jail visitors are escorted through the building from the main entrance on Commerce St. to the elevators by the Jackson entrance.</p> <p>Further, re-opening of this entrance would allow for restricted access by the numerous probationers and felons reporting to the SAFP court daily. By limiting those individuals to use of this entrance, security of the jurors and public in the hallways, and other departments, would be heightened</p>											
Staff Review and Comment											
Form G		FY2015									

DOMESTIC RELATIONS OFFICE

Department #4056

Mission Statement

The mission of the Domestic Relations Office is to provide Family Court Services and Child Support enforcement.

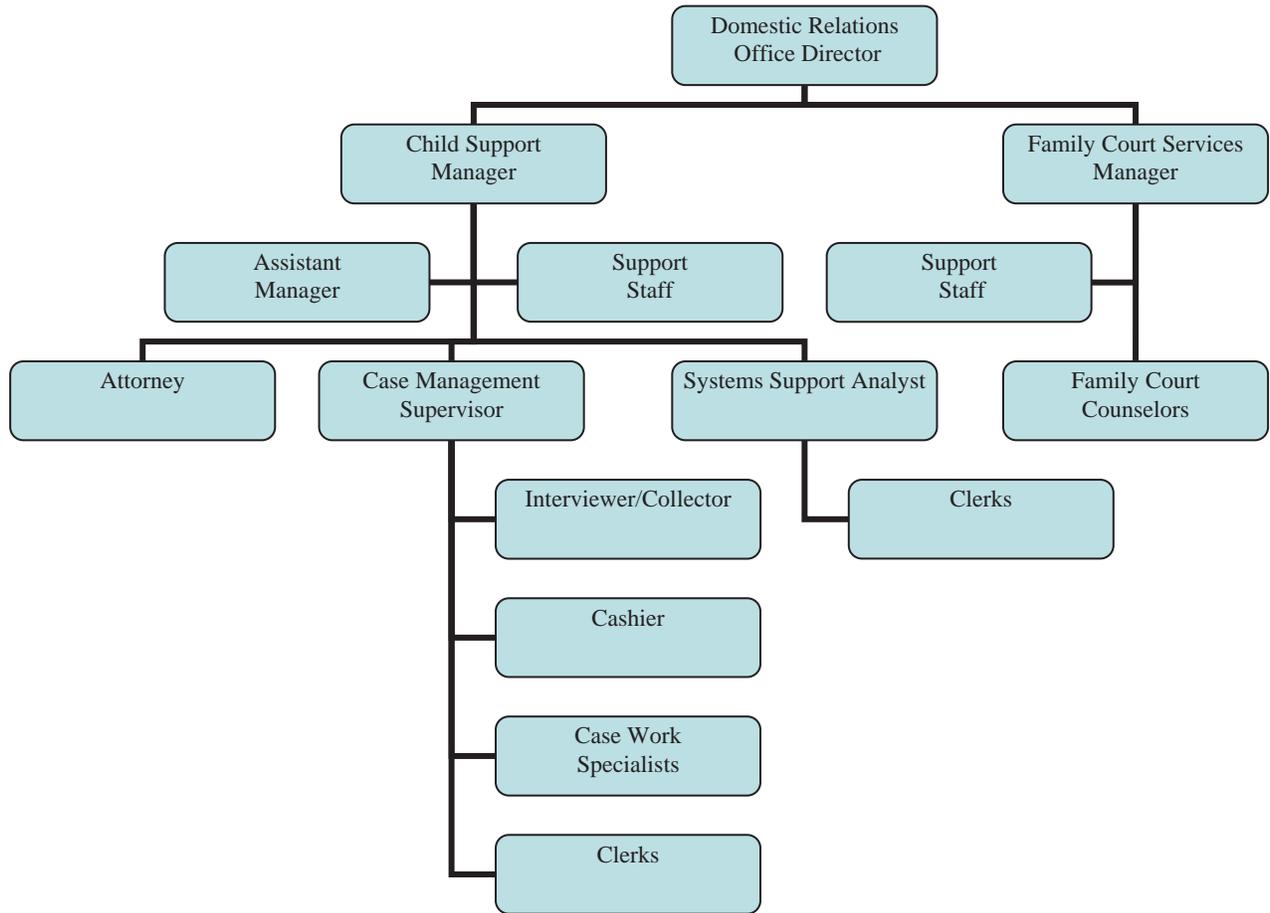
Description

The Domestic Relations Office is composed of two separate divisions: 1) Family Court Services and the Child Support Office.

The Family Court Services assists the Family and Juvenile District Courts and to facilitate decisions concerning the best interests of children by evaluating, mediating and educating families regarding contested and uncontested conservatorship issues.

The Child Support Office is responsible for receiving child support payments as ordered by the Family and Juvenile Courts. The Child Support Office records, monitors, and disburses these payments in a timely manner to help maintain the standard of living for recipient children.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 Budget represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,948,583	\$2,112,208	\$2,278,660	\$2,241,352
Operations	35,932	37,504	52,634	47,875
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,984,515	\$2,149,712	\$2,331,294	\$2,289,227

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Budget
Full Time Employees	34	33	33	33
Extra Help	\$14,873	\$20,551	\$35,000	\$35,000

Authorized Position Detail (Grade)

- 1 Domestic Relations Office Director (N)
- 1 Child Support Manager (K)
- 1 Family Court Services Manager (K)
- 12 Family Court Counselor (G)
- 1 Attorney IV (Att IV)
- 1 Fiscal Monitor (E)
- 1 Systems Support Analyst (C)
- 2 Program Analyst I (C)
- 1 Clerk IV (8)
- 3 Interviewer/Collector (10)
- 2 Senior Secretary (8)
- 1 Clerk III (7)
- 1 Data Entry Clerk II (6)
- 3 Clerk II (6)
- 1 Cashier II (6)
- 1 Clerk I (5)

ELECTIONS

Department #1210

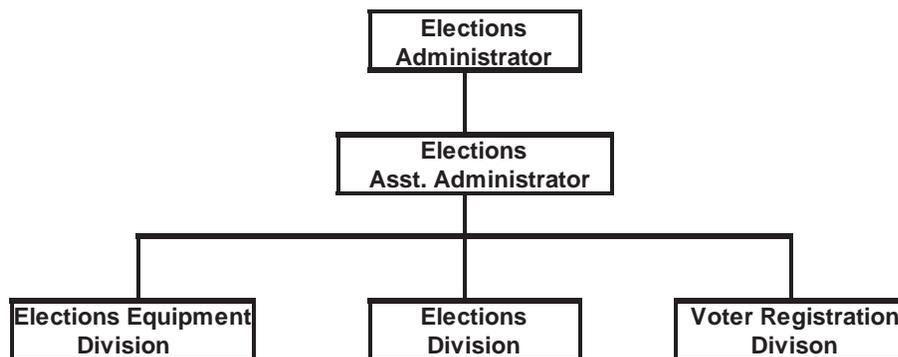
Mission Statement

The mission of the Elections Department is to conduct reliable elections and accurately maintain voter registration records for Dallas County's citizen; uphold the laws, policies and court decisions of federal, state, and local jurisdictions; commit to excellence and competence by maintaining the highest level of knowledge and expertise in the election process; maintain public confidence in honest and impartial elections. Provide equal opportunity to participate in the democratic process; be responsible for just and equitable treatment to the general public, elected and appointed officials and county staff; maintain a positive role in community relations by being accessible, informative and receptive to both individuals and groups; protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all; maintain a productive and efficient operation through a well-managed election environment through actions and communication; and maintain the highest level of integrity in performing all duties of the electoral process. It is therefore understood, that nurturing and protecting Democracy are a team effort in the profession of voter registration and election administration.

Description

Under the direction of the Elections Administrator, the department strives to enhance the following processes: voter registration, ballot preparation, absentee balloting, early voting, and acquisition and security of voting machines. In addition to conducting all County-wide elections, the department further provides service to the communities and political parties of the County by contracting with them to hold various elections within their jurisdiction.

Organizational Chart



FY2015 Budget Highlights

- ≠ The FY2015 Elections Department Baseline Budget includes the costs of three major elections: November 2014 Constitutional Amendment Election, May 2015 Local Elections, and June 2015 Runoff Elections.
- ≠ Maintenance contracts which cover much of the voting equipment expenditures are projected to be lower for FY2015.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$2,341,856	\$2,885,446	\$2,760,113	\$3,025,391
Operations	1,923,793	1,868,708	2,609,221	2,042,839
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,265,649	\$4,754,157	\$5,369,335	\$5,068,230

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	40	40	42	42
Extra Help	\$435,639	\$483,153	\$474,707	\$349,293
Overtime	140,187	231,223	189,162	334,305

Authorized Position Detail (Grade)

1 Election Administrator (A2)	1 Administrative Assistant (10)
1 Asst. Elections Administrator (I)	1 Administrator Coordinator (9)
1 Voter Registration Supervisor (F)	8 Election Technicians (9)
3 Elections Supervisors (E)	1 Lead Election Technician (10)
1 Elections Warehouse Manager (E)	1 Accounting Clerk IV (9)
1 GIS Analyst (DM)	1 Lead Clerk IV (8)
1 Assistant Elections Supervisor (B)	2 Clerk III (7)
2 Program Coordinators I (12)	8 Clerk II (6)
1 Accountant I (12)	6 Clerk I (5)
1 Electronic Technician (10)	



DALLAS COUNTY

OFFICE OF BUDGET AND EVALUATION

May 13, 2014

TO: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Elections Department FY2015 Baseline Budget

BACKGROUND

The Elections Department administers elections for jurisdictions throughout Dallas County and is responsible for maintaining the County's roll of registered voters. Voters roll maintenance includes roll updates due to voters relocating, voters becoming ineligible for voting, and voters registering for the first time. The FY2015 Elections Department Baseline Budget includes the costs of two major elections and a runoff election: November 2014 Gubernatorial Election, May 2015 Local Elections and June 2015 Runoff Elections.

The Elections Department Baseline Budget for FY2015 totals compared to FY2014, are decreased by \$599,532 in funding. Overall operations expenditures are projected to be lower for FY2015 due to the not having a national election and likely less voter turnout.

The purpose of this memorandum is to explain certain line items that have significantly affected the FY2015 Baseline Budget.

LINE ITEM ANALYSIS

Salaries Overtime (01050) \$124,725 decrease/Salaries Extra Help 1060 \$125,414 decrease

Decreased voter registration and decreased voter turn-out due to the midterm/Gubernatorial and off-year elections.

Legal Notices (2013) \$5,600 increase

The increase in Legal Notices from \$10,000 in FY2014 to \$15,600 in FY2015 is due to the Gubernatorial election in November, 2014.

Postage (02170) \$227,935 decrease / Printing and Imaging (02180) \$228,795 decrease

Decreased voter registration mail-outs for the midterm/Gubernatorial election and local elections and no biennial voter registration.

Maintenance Contracts (06520) \$173,760 decrease

The maintenance contracts cover much of the voting equipment as well as regular office equipment. For FY2015, the budget proposed is \$672,404 down from \$846,164.

Other Professional Fees (05590) \$103,905 increase

The total requested under the other Professional Fees expense category is \$269,005. The expected expenditures under this category are: \$11,000 to North Texas Council of Governments for

mapping/website maintenance/redistricting, \$183,825 total for Election Systems and Hardware, \$21,000 for Sound Wave Files, \$6,000 for Spanish translation of related documents, \$4,000 for Temporary Personnel/Bilingual Regional Site, and \$40,980 for Robis Help Desk and Online Support.

CHAPTER 19 APPROPRIATIONS

Chapter 19 Fund expenditures are expected to total \$418,261 for FY2015. The amount of Chapter 19 funding received each year is based on the change in the number of registered voters in the County. The use of these funds is restricted to voter registration activities under the authority of the Secretary of State, rather than Commissioners Court. Funds are expended directly from the Chapter 19 escrow fund once the Secretary of State has given approval for fund use, and then funds are reimbursed from the state.

SUMMARY

The FY2015 Baseline Budget of \$5,068,230 shows a decrease of \$599,532 from the FY2014 budget. This decrease is due in large part to a decrease expenses relating to no biennial voter registration and an election cycle that includes a midterm/Gubernatorial election and local/runoff elections.



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

May 20, 2014

TO: Commissioners Court
THROUGH:  Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: Elections PIR Analysis – FY2015

BACKGROUND

During the FY2014 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The Elections Department has submitted the following staffing requests for consideration by the Commissioners Court:

1. Courier – new position

IMPACT ON OPERATIONS

The Elections Department currently utilizes part time couriers to make deliveries of miscellaneous items between the Elections Department and other County Offices, elections sites, Postal Service locations, and other locations. As a full time position, the Courier Grade 5 would primarily pick up and deliver mail from the U.S. Postal Service to and from the Elections Department and other County Offices for election purposes due to the Postal Service e not reaching Elections locations. Other duties include delivery and pickup of time-sensitive and confidential documents as well as other duties, as assigned.

FINANCIAL IMPACT/CONSIDERATIONS

The Courier Grade 5 position salary and benefits are approximately \$27,186, to be funded from the Elections Program Escrow account.

RECOMMENDATION

The Office of Budget and Evaluation recommends authorizing the addition of the Courier position to be funded from the Elections Program Escrow Account to the Elections Department.

Erica Terrazas



**DALLAS COUNTY ELECTION DEPARTMENT
TONI PIPPINS-POOLE, ADMINISTRATOR**

April 11, 2014

MEMORANDUM

To: Erica Terrazas, Budget and Policy Analyst
From: Toni Pippins-Poole, Elections Administrator
Subject: FY2015 Budget for Elections Department

Enclosed are two (2) copies of the FY2015 Budget for the Elections Department. If you have any questions or need further information, please contact me at 214.819.6335.

MISSION STATEMENT DALLAS COUNTY ELECTIONS DEPARTMENT

The mission of the Elections Department (“DCED”) is to conduct reliable elections and to accurately maintain voter registration records for Dallas County's citizens. Uphold the laws, policies and court decisions of federal, state, and local jurisdictions. We are committed to excellence and competence by maintaining the highest level of knowledge and expertise in the election process. DCED maintains public confidence in honest and impartial elections. Provide equal opportunity to participate in the democratic process. DCED is responsible for just and equitable treatment to the general public, elected and appointed officials and county staff. Maintain a positive role in community relations by being accessible, informative and receptive to both individual citizens and groups. Protect the public's interest from manipulation for personal or partisan gain while respecting the rights of all. Maintain a productive and efficient operation through a well-managed election environment through actions and communication. DCED is to maintain the highest level of integrity in performing all duties of the electoral process. It is therefore understood, that nurturing and protecting Democracy is a team effort in the profession of voter registration and election administration.

DESCRIPTION OF DEPARTMENTAL FUNCTIONS TO DALLAS COUNTY STRATEGIC PLAN

Department:	Elections Department
Primary function of department:	Conduct Elections within Dallas County. Manage and maintain Voter Registration activities.
Strategic plan vision(s) Associated with department's primary function:	<i>Dallas County is the destination of choice for residents and businesses. Coordinate/undertake programs and services to improve Dallas County quality of life.</i>
Roles performed by Department In support of strategic plan vision(s):	<ul style="list-style-type: none"> • PARTICIPATE in local, regional, state, and national planning groups that develop and implement policies and programs affecting Voter Registration and conduct of Elections. • DEVELOP public confidence in providing honest and impartial elections. • PROVIDE easy accessibility to all qualified persons to register and vote. • FACILITATE a positive role in community relations by being accessible, informative, and receptive to both individual citizens and groups. • MAINTAIN a productive and efficient operation through a well managed elections environment through actions and communications. • PROTECT the public's interest from manipulation for personal or partisan gain while respecting the rights of all. • ACHEIVE the highest level of integrity in performing all duties of the electoral process for 43 political jurisdictions. • COMMIT to excellence and competence by maintaining the highest level of knowledge and expertise in the election process.
Representative performance measures for department:	See attached Performance Measures for both Elections Administration and Voter Registration.

PERFORMANCE MEASURES

Elections Department

Election Administration

Description/Approximate FY '15 Budget - Election Administration encompasses the Administration Division, the Voting Equipment Division, and the Elections Division. Together these divisions are responsible for staging elections for jurisdiction throughout Dallas County. The approximate budget of these divisions total (See Attachments)

Stakeholders/Customers - The primary customer of Election Administration are the public at large and other governmental agencies who contract with Dallas County to provide elections.

Goal - To conduct fair and efficient elections throughout Dallas County in accordance with the Texas Election Code.

Performance Measures

Work Outputs	FY12 Actual	FY13 Actual	FY 14 Projected	FY 2015 Target
Number of entities contracting for elections	43	43	43	45
Number of individuals trained	1650	2200	1800	1100
Efficiencies Outcomes	95%	95%	95%	95%
Percentage of ballots counted by 10:00 pm on election night	90%	86%	95%	95%
Percentage of training participants rating training above average or better	95%	95%	95%	95%

(1) The number of individuals trained varies with the general and contracting election cycle, and includes mandatory Voter ID training.

FY-2015

PERFORMANCE MEASURES

Elections Department

Voter Registration

Description/Approximate FY 2015 Budget - The Voter Registration Department is responsible for maintaining all of the registered voters in Dallas County (approximately 1.2 million records). Preparing poll books, lists and tapes for all types of elections, General, Municipal, Bonds, etc. Interacting extensively with public, as well as training volunteer deputy registrars and assisting on election days. This department operates with a staff of 10 full-time and 10-20 part-time employees and an estimated budget of \$600,000.00.

Stakeholders/Customers - Customers are the citizens of Dallas County who register to vote, as well as, candidates, cities, schools, etc., who need assistance for anything having to do with being registered to vote or voting on election day.

Goal - To provide an efficient, timely, and courteous response to all areas pertaining to voter registration, as well as, the election process in general.

Performance Measures

Work Outputs	FY14 Actual	FY 15 Proj.	FY15 Target
Number of New Registrants	64,010	100,000	125,000
Number of Cancellations	13,804	12,000	14,000
Number of Transactions	31,333	70,000	100,000
Number of Registered Voters	1,167,101	1,125,000	1,170,000
Money Received from SOS from Above Output	FY14 Actual	FY 15 Proj.	FY15 Target
Cost per New Registrant .25	\$16,002.50	\$25,000.00	\$31,250.00
Cost per Cancellation .40	\$5,521.60	\$4,800.00	\$5,600.00
Cost per Transaction .40	\$12,533.20	\$28,000.00	\$40,00.00
Cost per Voter on List .40	\$384,203.20	-	-
Total	\$418,260.50	\$57,800.00	\$76,850.00

FY-2015

Budget Estimate Summary

(Personnel & Operating)

Elections Department 1210
FY 2015 Personnel

Division	Overtime (1050)	Extra Help(1060)	Election Day/ Full Time (1020)
Voter Registration	\$22,438.00	\$164,505.60	N/A
Election Judge/Polling Locations	\$3,040.00	\$1,838.40	N/A
Warehouse	\$15,530.75	\$35,091.20	N/A
Elections Division (Sherriff/other County Personnel)	\$47,740.00	N/A	N/A
Elections Division (Admin)	\$16,866.30	\$40,215.00	N/A
Central Count Station	\$2,547.05	\$15,200.00	N/A
Election Day Judges	N/A	N/A	\$579,200.00
EV/VR – Elections A	\$9,875.20	\$32,664.80	N/A
EV/VR – Elections B	\$334,305.20	\$349,293.10	N/A
Total Personnel Cost	\$452,342.50	\$638,808.10	\$630,200.00

BUDGET ESTIMATE

Department: ELECTIONS

Budget No.: 1210

For: FY-2015

OPERATING EXPENSES	FY '13 Actuals	FY '14 Budget	FY '14 Projections	FY '15 Requested
01020 Salaries Assistants				<i>(See FY 2015 Personnel)</i>
02013 Legal Notices	\$10,233.20	\$10,000.00	\$19,025.00	\$15,600.00
02080 Dues and Subscriptions	<i>(See Escrow Purchases Worksheet)</i>			
02090 Property Less than \$500	<i>(See Escrow Purchases Worksheet)</i>			
02155 Notary/Bond Fee's	\$75.00	\$75.00	\$75.00	\$0
02160 Office Supplies	\$22,624.36	\$30,000.00	\$30,000.00	\$40,000.00
02170 Postage	\$382,434.83	\$490,515.75	\$560,000.00	\$261,905.00
02180 Printing/Imaging Expense	\$162,780.07	\$611,386.00	\$510,000.00	\$291,190.56
02350 Election Workers	\$1,480,320.33	\$214,400.00	\$215,000.00	<i>(See 01020)</i>
02460 Training Fee's	<i>(See Escrow Purchases Worksheet)</i>			
02590 County Auto Maintenance	\$2,670.00	\$3,000.00	\$3,000.00	\$3,000.00
02640 Maintenance/Labor on Building	\$0	\$0	\$0	\$0
02690 Hardware and Electrical Supplies	\$287.50	\$400.00	\$421.00	\$450.00
02720 Janitorial Supplies	\$0	\$0	\$0	\$0
02730 Small Tools	\$1,303.61	\$900.00	\$1,000.00	\$1,800.00
02880 Election Supplies	\$109,988.09	\$212,674.87	\$213,287.80	\$216,214.87
02890 Voting Machine Supplies	\$23,218.39	\$45,000.00	\$40,000.00	\$51,205.00
02910 Voting Machine Transportation	\$18,515.00	\$0.00	\$18,560.42	\$27,000.00
02950 Books and Supplements	<i>(See Escrow Purchases Worksheet)</i>			
03095 Fuel	\$31,620.90	\$32,000.00	\$20,000.00	\$27,000.00
05590 Other Professional Fee's	\$298,354.59	\$172,239.00	\$151,300.00	\$269,005.00
06520 Maintenance Contract	\$539,819.00	\$848,348	\$848,348	\$672,403.80
07010 Building Rental	\$34,495.26	\$73,000.00	\$61,000.00	\$48,000.00
07020 Equipment Rental	\$18,874.44	\$21,946.87	\$20,000.00	\$20,374.45
07030 Other Rental	\$1,940.92	\$5,000.00	\$4,000.00	\$5,000.00
07050 Truck Rental	\$8,732.30	\$30,229.00	\$25,000.00	\$21,490.00
07211 Telephone	-	\$75,124.00	\$66,987.00	\$75,000.00
TOTALS	\$3,148,287.79	\$2,876,238.49	\$2,807,004.22	\$2,046,638.68

Operating Expenditure Detail

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
02013	\$10,233.20	\$10,000.00	\$19,025.00	\$15,600.00	Legal Notice for November 4, 2014 Gubernatorial Election
			TOTAL	\$15,600.00	

Staff Review and Comment

Form A

FY 2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
02155	\$75.00	\$75.00	\$75.00	\$0	Notary Commissions for: Kathy Glynn \$0 Assistant Elections Administrator \$0 Other -\$0

Staff Review and Comment

Form A

FY 2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
02160	\$22,624.36	\$30,000.00	\$30,000.00	\$40,000.00	<p><u>Yearly Election Supplies for:</u></p> <ul style="list-style-type: none"> ● Warehouse Division ● Administration ● Voter Registration ● Central Counting Station ● Early Voting

Staff Review and Comment

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
02170	\$382,434.83	\$490,515.75	\$560,000.00		POSTAGE
					A. Early Voting (November 4th Gubernatorial Election.
				\$4,600.00	1. Mail Ballot Application 10,000 average/year @ \$0.49 = \$4,600.00
				\$980.00	2. Incomplete application letter mailed to voter 2,000 @ \$0.49 = \$980.00
				\$77,000.00	3. Mail out ballots 55,000 @ \$1.40 = \$77,000.00
				\$47,600.00	4. Mail ballots returned 40,000 @ \$1.19 = \$47,600.00
					B. Election Judges/Polling Locations /Bilingual Clerks
				\$15,000.00	1. Election Judge/Alt. Judge a. request/confirmation to work election b. Spanish clerk request/confirmation card
				\$30,000.00	2. Polling location change and notification to voters (English and Spanish)
					C. Voter Registration Division
				\$5,880.00	1. Confirmation cards mailed (address confirmation, general correspondence) 1,000/mo. @ \$0.49 = \$5,880.00
				\$26,400.00	2. New, transfer, and replacement – 5,000/mo. @ \$0.44 = \$26,400.00
					D. Miscellaneous Correspondence
				\$51,905.00	1. Miscellaneous office correspondence – a. Similar Name Related - Business Reply Mail Permit, \$905 (Business reply permit account) + (\$0.51 x 100,000 pieces of returned mail = \$51,000.00) = \$51,905.00
				\$2,540.00	b. Similar Name Return Envelopes, \$12.70 per thousand x 200,000 = \$2,540.00
				\$261,905.00	TOTAL FOR 02170

Staff Review and Comment

Form A

FY 2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
02180	\$162,780.07	\$611,386.00	\$510,000.00		PRINTING
					November 4, 2014 Gubernatorial Election
				\$1,920.00	1. Printing of Confirmation Address Change Cards - 1000 month @ \$0.16
				\$8,000.00	2. Printing Election Training Class Packages and Election Procedure Handbooks - \$8,000.00
				\$5,000.00	3. Deputy Registrar Handbooks and Applications - \$5,000.00
				\$1,200.00	4. Deputy Voter Registrar Cards, 10,000 @ \$0.12 each
				\$275,070.56	5. Other Printing Expenditures (See "Printing" Attachment)
				\$291,190.56	TOTAL FOR 02180

Staff Review and Comment

Form A

FY 2015

**DALLAS COUNTY ELECTIONS SUPPLY LIST - ELECTION YEAR OCT '14 - SEPT '15
PRINTING (2180)**

EARLY VOTING & ELECTION DAY

(EXPENSE CODE 2180)

ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
EV Mail Ballot Packets/Envelopes	55,000	\$0.75 - \$0.80 each	\$44,000.00
Voting Booth Instruction Cards	1,000	\$0.75 each	\$750.00
Instructions for Casting Optical Scan Ballots	1,000	\$0.14 each	\$140.00
Ballot Cards	460,000	\$0.22 each	\$101,200.00
Provisional Ballots	20,000	\$0.22 each	\$4,400.00
Sample Ballots	4,000	\$0.80 each	\$3,200.00
Mail Ballot Applications (English)	40,000	\$0.07 each	\$2,800.00
Mail Ballot Applications (Spanish)	7,000	\$0.08 each	\$580.00
Personal Appearance Applications	300 cases	\$71.46 (1,000 per case)	\$21,438.00
Envelope #1 - White	4 cases	\$252.30 per case	\$1,009.20
Envelope #2 - Yellow	4 cases	\$253.81 per case	\$1,015.24
Envelope #3 - Pink	4 cases	\$253.81 per case	\$1,015.24
Envelope #4 - Green	4 cases	\$253.81 per case	\$1,015.24
Ballot and Seal Certificate	1,500	\$3.00 each	\$4,500.00
Statement of Expense	10,000	\$0.14 each	\$1,400.00
Statement of Residence	50,000	\$0.04 each	\$2,000.00
Provisional Ballot Envelope	20,000	\$82.66 per 1000	\$1,653.20
Provisional Ballot Secrecy Envelope	20,000	\$49.08 per 1000	\$981.60
M100 Secrecy Sleeves	5,000	\$0.26 each	\$1,300.00
EV Sub-Station Forms	10 cases	\$104.00 per case	\$1,040.00
Election Ballots (PPO)	75,000	\$0.22 each	\$16,500.00
Test Ballots	10,000	\$0.22 each	\$2,200.00
Ballot Formats/Images	485	\$35.00 each	\$16,975.00
Combination Forms	50 cases	\$84.60 (1000 per case)	\$4,230.00
1500 EJ/AJ Confirmation Cards, Bilingual Cards (30,000/election)		\$1,500.00	\$1,500.00
Polling Location Notification Cards (30,000/election)		\$3,000.00	\$3,000.00
White 2-up Cards	100,000	\$17.50 (per 1000)	\$1,750.00
Polling Location List (700 copies/22 pages each)	2	\$0.16/page	\$4,928.00
Window Envelopes for Applications	40,000	\$0.04 each	\$1,600.00
Ballot Carrier Envelopes	40,000	\$0.08 each	\$3,200.00
Ballot Return Envelopes	40,000	\$0.13 each	\$5,200.00
Military Return Envelopes	3,000	\$0.08 each	\$240.00
Ballot Notification Cards	40,000	\$0.06 each	\$2,400.00
Mail Ballot Green Envelopes	35,000	\$0.13 each	\$4,550.00
Military Mail Ballot Envelopes	5,000	\$0.19 each	\$950.00
Military Carrier Envelopes	5,000	\$0.16 each	\$800.00
ADA Combinaiton Forms	6,000	\$164.26 per 1000	\$985.56
Voter's Rights Posters (New Legislation Changes)	1,000	\$5.00 each	\$5,000.00
Voter Registration Confirmation Cards	12,000	156.19 per 1000	\$1,874.28
Voter ID Posters	5,000	\$0.35 each	\$1,750.00
TOTAL			\$275,070.56

**DALLAS COUNTY ELECTIONS SUPPLY LIST
FISCAL YEAR 2015**

Election Warehouse Voting Small Tools - EXPENSE CODE 02730

ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
Band Saw Blades	3	\$250.00	\$750.00
Hand Tools (lost or damaged)	N/A	N/A	\$400.00
Tie Down Straps	10	\$40.00	\$400.00
Miscellaneous	N/A	N/A	\$250.00
		TOTAL:	\$1,800.00

DALLAS COUNTY ELECTIONS SUPPLY LIST - ELECTION YEAR (FY'15)

ELECTION DAY & EARLY VOTING SUPPLIES

(EXPENSE CODE 2880)

ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
PC-CARDS - 128K SRAM	200	\$67.65	\$13,530.00
Model 100 Paper Spools	50	\$35.00 per case	\$1,750.00
Marking Pens	2,000 dozen	\$6.07 per dozen	\$12,140.00
Ballot Transfer & Storage Box	1,000 (white)	\$3.28 each	\$3,280.00
Corrugated w/handle	1,500 (blue)	\$6.68 each	\$10,020.00
Anti-Static PC - Card Bag	1,000	\$72.10 per case	\$72.10
Memory Card Lithium Battery	400	\$1.20 each	\$480.00
Plastic Seals - 6" with #'s, 3/8" head	600	\$0.35 each	\$2,100.00
Precinct Kits (EV & ED)	2,000	\$30.00 each	\$60,000.00
Supply Boxes	300	\$20.00 each	\$6,000.00
Ballot Magnifiers	1,000	\$5.29	\$5,290.00
Painters Tape - 3/4"	1,000	\$2.27	\$2,270.00
Clear Plastic Envelope w/adhesive (used to tag Counter and Ballot Box)	3,000	\$39.00 per thousand	\$117.00
Tie downs (used for delivery of counter/booths to/from polls)	30	\$25.00 each	\$750.00
Stamps (6-8 per location)	6,500	\$0.75 each	\$4,875.00
Stamp Pads			
Black	2,000	\$1.32 each	\$2,640.00
Red	1,000	\$1.32 each	\$1,320.00
Open P.O. for B.O.C. (oxygen & gas)			\$500.00
Laminating Paper	20 pks	\$45.00 each	\$900.00
Can Air	250	\$9.00	\$2,250.00
Cleaning Kits	100	\$12.99	\$1,299.00
Alcohol	250	\$0.75	\$187.50
Super Glue Gel	100 pk	\$2.18 each	\$218.00
Toner Cartridges (Black)	60 each	\$154.00	\$9,240.00
Laminating Film	10 rolls	\$27.90	\$279.00
Cord Conceal	10	\$8.54	\$85.40
Signs (Distance Markers) ME	100	\$67.00	\$6,700.00
Signs Magnetic	500	\$3.00	\$1,500.00
Portable Files	70	\$18.77	\$1,313.90
Letter/Legal File Crates	70	\$10.05	\$703.50
Printer Fuser Kits	4	\$250.00	\$1,000.00
Printer Fuser Kits	4	\$210.00	\$840.00
Fax Toner Kits	6	\$63.00	\$378.00
Fax Drum Kits	3	\$188.99	\$566.97
Stanley 40' Extension Cords	4	\$17.99	\$74.96
Plastic Bags			
3x5	2,000	\$46.75 (per 1,000)	\$93.50
8x8	2,000	\$100.07 (per 1,000)	\$200.14
9x12	2,000	\$100.07 (per 1,000)	\$200.14
13x18	2,000	\$180.85 (per 1,000)	\$361.70

Sanitary Headphone Covers	2 boxes	\$105.00	\$210.00
Heavy Duty Storage Boxes	50	\$11.54	\$577.00
Surge Protectors	25	\$10.00	\$250.00
Okidata Black Drums	10	\$160.43	\$1,604.30
Okidata Color Drums	10	\$197.67	\$1,976.70
Okidata Toner Black	10	\$119.50	\$1,195.00
Okidata Belts	8	\$232.30	\$1,858.40
Okidata Color Toner Cartridges	20	\$264.23	\$5,284.60
Okidata Fuser	10	\$264.23	\$2,642.30
Labels (Early Voting Mail)	600	\$10.00 per roll	\$6,000.00
HP Toner Cartridges for LaserJet 9040dn	12 each	\$197.01	\$2,364.12
HP 314A Black Toner Cartridges	3 each	\$127.97	\$383.91
HP 314A Cyan Toner Cartridges	3 each	\$126.50	\$379.50
HP 314A Yellow Toner Cartridges	3 each	\$129.67	\$389.01
HP 314A Magenta Toner Cartridges	3 each	\$126.42	\$379.26
HP 507A Black Toner Cartridges	2 each	\$149.99	\$299.98
HP 507A Cyan Toner Cartridges	2 each	\$223.99	\$447.98
HP 507A Yellow Toner Cartridges	2 each	\$223.99	\$447.98
HP 507A Magenta Toner Cartridges	2 each	\$223.99	\$447.98
PB Connect+ Black Ink Cartridge	1 each	\$89.00	\$89.00
PB Connect+ Red Fluorescent/Black Print Head	2 each	\$67.00	\$134.00
Laser Labels (Central Counting Station)	100	\$155.40	\$15,540.00
Early Voting Labels	1,000 rolls (400 per roll)	\$8.00 per roll	\$8,000.00
Laser Jet Black Toner Cartridges	4	\$197.01	\$788.04
Riso 3050 Black Toner Cartridges	4	\$525.00	\$2,100.00
Riso 3050 Cyan Toner Cartridges	4	\$575.00	\$2,300.00
Riso 3050 Yellow Toner Cartridges	4	\$575.00	\$2,300.00
Riso 3050 Magenta Toner Cartridges	4	\$575.00	\$2,300.00
TOTAL			\$216,214.87

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification																										
02890	\$23,218.39	\$45,000.00	\$40,000.00	\$51,205.00	Early Voting: <table style="margin-left: 20px; border: none;"> <tr> <td></td> <td style="text-align: right;"><u>QTY</u></td> </tr> <tr> <td>iVotronic Voter Terminal</td> <td style="text-align: right;">400</td> </tr> <tr> <td>ADA iVotronic</td> <td style="text-align: right;">700</td> </tr> <tr> <td>Communication Packs</td> <td style="text-align: right;">55</td> </tr> <tr> <td>PEB's</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Camels/Mules</td> <td style="text-align: right;">150</td> </tr> <tr> <td>Model 650</td> <td style="text-align: right;">2</td> </tr> </table> Election Day: <table style="margin-left: 20px; border: none;"> <tr> <td></td> <td style="text-align: right;"><u>QTY</u></td> </tr> <tr> <td>Flash Card Burners</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Gemini's</td> <td style="text-align: right;">1200</td> </tr> <tr> <td>Votomatics</td> <td style="text-align: right;">700</td> </tr> <tr> <td>Precinct Counters M100</td> <td style="text-align: right;">1000</td> </tr> <tr> <td>Laptops</td> <td style="text-align: right;">500</td> </tr> </table> (SEE ATTACHED LIST)		<u>QTY</u>	iVotronic Voter Terminal	400	ADA iVotronic	700	Communication Packs	55	PEB's	100	Camels/Mules	150	Model 650	2		<u>QTY</u>	Flash Card Burners	5	Gemini's	1200	Votomatics	700	Precinct Counters M100	1000	Laptops	500
	<u>QTY</u>																														
iVotronic Voter Terminal	400																														
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Communication Packs	55																														
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Flash Card Burners	5																														
Gemini's	1200																														
Votomatics	700																														
Precinct Counters M100	1000																														
Laptops	500																														

Staff Review and Comment

Form A

FY 2015

DALLAS COUNTY ELECTIONS SUPPLY LIST - ELECTION YEAR (FY'14)

ELECTIONS WAREHOUSE - VOTING MACHINE SUPPLIES

(EXPENSE CODE 2890)

ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
iVotronic Parts/Replacements			\$5,000.00
Model 100's parts (Handles, Screws, Cords, Plugs, Lids, Doors, etc...)			\$3,000.00
Okidata Printer Ribbons	250	\$9.00 each	\$2,500.00
Forklift Parts			\$6,000.00
Laptop Parts/Mouse/Cases			\$3,000.00
Thermal Printer Paper	20	\$65.00 per case	\$1,300.00
Non-Residue iVotronic Seals	25	\$250.00 per roll	\$6,250.00
Barcoded Chamber Seals	150,000	\$0.06 each	\$9,000.00
DC Screen Cleaner	50	\$10.00	\$500.00
M100 Paper	25	\$35.00 per case	\$875.00
M100 Seals	5,000	\$1.00 each	\$5,000.00
M100 Tags	3,000	\$0.04 each	\$120.00
Lint Free Wipes	100	\$6.00 each	\$60.00
Batteries for M100	30	\$20.00 each	\$600.00
Camel Parts/Replacements			\$6,000.00
Label Printers			\$2,000.00
TOTAL			\$51,205.00

REQUEST FOR PROFESSIONAL SERVICES

Department Elections

Budget No. 1210-5590

Pay To	Description of Services	FY2014 Budget	FY2015 Amount Requested
North Texas Council of Governments	Mapping, Website Support Interactive Mapping Site	\$11,000.00	\$13,200.00
Election Systems & Software	OMR On Site Support (Nov. '15)	\$107,100.00	\$143,075.00
Election Systems & Software	DRE On Site Support (Nov. '15)	\$16,000.00	\$16,000.00
Election Systems & Software	ADA Sound Wave Files	\$21,000.00	\$21,000.00
Election Systems & Software	Ballot on Demand Processing Fee	\$0	\$24,750.00
County Vendor	Spanish Translation of related documents (Possible Third Language*)	\$6,000.00	\$6,000.00
Stark/All Temps	Temporary Personnel – Bilingual/Regional Site	\$4,000.00	\$4,000.00
Robis	Help Desk & On-Site Support (EV and ED)	\$0	\$40,980.00
TOTAL		\$165,100.00	\$269,005.00

FORM D

FY2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
06520	\$539,819	\$848,348	\$848,348	\$206,234.00 \$54,079.00 \$241,470.00 \$6,670.00 \$41,350.00 \$11,878.00 \$5,760.00 \$4,275.00 \$7,800.00 \$11,000.00 \$44,000.00 \$90.00 \$254.40 \$5,565.00 \$3,000.00 \$8,736.00 \$18,458.00 \$1,784.40	Voter Registration Hardware & Software VOTEC Unity Election Systems & Software License, and Maintenance /Support Model 100's units/software – ES&S Model 650 HMA (2units)- ES&S iVotronics Firmware Maintenance – ES&S iVotronics Firmware Maintenance – ES&S Maintenance agreement on two (2) Printronix L1024 Laser printers and Power Stacker Fujitsu Scanners Robis AskED Help Desk platform Drake Communications Interactive Map Maintenance (NCTCOG) Clarity Connect ENR, Training, and Mobile Web Portal Brother Intellifax 650N Simplex Time Clocks (4) Okidata Laser Printers (7) Omation & Pitney Bowes Letter Openers (3) Pitney Bowes Postage Meter Kodak Scanners(3) Shredders /Fax Machines
				\$672,403.80	TOTAL

Staff Review and Comment

Form A

FY 2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
07020	\$18,874.44	\$21,946.87	\$20,000.00		EQUIPMENT RENTAL
					Maintenance for 4 Copiers
					Stemmons Bldg
				\$5,258.05	Xerox WC-5775 - Admin
				\$5,711.64	Xerox WC-5775 - Copy Room
				\$4,291.80	Xerox WC-5755 - Fax/Copier
					Warehouse
				\$3,612.96	Xerox WC-5765 - Warehouse
				\$1,500.00	Copy Overage
				\$20,374.45	TOTAL

Staff Review and Comment

Form A

FY 2015

OPERATING EXPENDITURE DETAIL

Department: ELECTIONS DEPARTMENT

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
07050	\$8,732.30	\$30,229.00	\$25,000.00		TRUCK RENTAL for November 2014 Gubernatorial Election
					Transport election supplies to various locations for judge pickup and to transport equipment back to warehouse on election night and to the election day polling locations. Pick up and deliver equipment to and from early voting and election day pols. Supply pick up at 10 regional sites. 400 election day polling locations deliveries**
				\$2,250.00	2 cargo vans(3 weeks) \$2250.00
				\$3,870.00	10 hi-cubes (1wk) \$ 3870.00
				\$6320.00	4 hi-cubes (4wks) \$6320.00**
				\$1,800.00	4 hi-cubes (1wks)\$1,800.00
				\$2,250.00	3 Full Size Vans (2wks) \$2,250.00
					Early Voting poll technicians; trouble calls and response and mail delivery
				\$5,000.00	5 full size vans (3weeks) \$5000.00
				\$21,490.00	TOTAL

Staff Review and Comment

OPERATING EXPENDITURE DETAIL

Department: **ELECTIONS DEPARTMENT**

Budget No. 1210

Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments/Justification
07211	-	\$75,124.00	\$66,987.00		Telephone
				\$75,000.00	Telephones and DSL Service for 18 polling locations, and 4 T1 Lines
				\$75,000.00	TOTAL

Staff Review and Comment

Form A

FY 2015

Requesting Election Funding for Monthly Recurring Cost for FY14

AT&T INC LANDLINE BILL 214 A01-4200 050 0 - Lines & DSL														
DEPARTMENT NAME	LOCATION	SUB-ACCOUNT #	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Election - Early Voting	101 Holley Park Dr	972 285 0883 120	\$161.09											
Election Site	10716 Marsh Ln, Dallas 75229	214 353-7589 356	\$142.74											
Election Site	2008 E Kiest Blvd	214 372-1084 458	\$75.48											
Election - Early Voting	201 JAMES COLLINS BLVD	972 296-3866 416	\$135.77											
Election Site	211 E Pleasant Run Road	972 230-3248 510	\$157.89											
Election - Early Voting	2377 N Stemmons Fwy-Elec	214 879-9872 995	\$112.05											
Election Site	2377 N Stemmons Fwy-Elec	214 920 9935 620	\$112.05											
Election - Early Voting	2922 Martin Luther King	214 565-1709 695 3	\$145.47											
Election - Early Voting	401 Cimarron Trail	972 556-9192 048	\$102.09											
Election - Early Voting	411 W Arapaho Road	972 907-2415 855 6	\$169.47											
Election Site R&B 4	4403 W Illinois	214 337-7054 683	\$113.22											
Election Site	4500 S Lancaster Rd	214 371-3077 020	\$195.22											
Election - Early Voting	6211 EAST GRAND AVE	214 823-1649 257	\$107.05											
Election - Early Voting	7611 Park Lane	214 890-9879 371	\$183.21											

AT&T INC LANDLINE BILL 214 A01-4200 050 0 Election T1's for Elections -														
Central Counting Station T1's (primary & backup)														
T1ZFN/DLLSTXMEDCODLLWTXKRWCP - SYS 120 & 126			\$2,095.53											
T1ZFN/DLLSTXMEDCODLLWTXKRWCP - SYS 121 & 127			\$1,077.17											
Verizon Southwest - Acct - 10562828252237309														
Election DSL Service	972 242-5792	Carrollton	\$167.57											
Election DSL Service	972 253-4790	Irving	\$167.20											
Time Warner Cable - Acct - 8260130221543370														
Election DSL Service	200 N 5th St,	Garland	\$100.52											
General Election Support - 1 time														
			\$500.00											
Total FY14 MRC \$5520.79 X 12 = Annual amount \$66749.48			\$5,520.79											

Request for Overtime

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Early Voting/Voter Registration November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
9 Non-Exempt, Grades 5, 6, 7	275	\$19.00	\$5,225.00	After 80 hours of accrued Comp Time: <ul style="list-style-type: none"> ▪ Voter Registration application processing ▪ Precinct poll book preparations ▪ Election Judge precinct listing ▪ Voter guidebook preparations
9 Non-Exempt, Grades 5, 6, 7	275	\$19.00	\$5,225.00	<ul style="list-style-type: none"> ▪ Scanning Voter History from poll books
9 Non-Exempt, Grades 5, 6, 7	162	\$19.00	\$3,078.00	<ul style="list-style-type: none"> ▪ Early Voting Phone Bank
1 Non-Exempt, Grade 9	100	\$26.00	\$2,600.00	<ul style="list-style-type: none"> ▪ Election Day Phone Bank
1 Non-Exempt Grade 12	200	31.55	\$6,310.00	Voter Registration Outreach Program
TOTAL			\$22,438.00	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Election Judges/Polling Locations November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
3 Non-Exempt Grades 6 and 7	160	\$19.00	\$3,040.00	A. Election judge processing: File maintenance, phone contacts, supply pick-up. Letters typed for election judges. B. Election day: Emergency election judge's crew, assist election judges with problems at location, receive incoming inquiries. C. Election workers payroll and auditing. D. Election judge, party and court appointments. E. Title 15 filings. F. Polling location process: 500 locations G. File maintenance and phone contracts. H. Contract leasing and payment of poll rental. I. Election Day press release. J. Perform ADA compliance surveys on polling places. K. Establish a polling place list for each election. L. Provide stats to be provided to the Justice Department. M. Maintain and update complaint files and election judges training files. N. Various mass mailings to the election judge, polling places and the mass media. O. Maintain a location history file. P. Answer trouble calls from election judges from 500 precincts. Q. Prepare Regional Site materials for supply pick-up. R. Serve as Regional Site Managers for supply pick-up. S. Mail out polling location changes to all registered voters affected.
TOTAL			\$3,040.00	

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Warehouse November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
6 Non-Exempt Grades 9 and 10	285	\$25.43	\$7,247.55	<ul style="list-style-type: none"> ➤ Assemble M100 Precinct Counters. ➤ Delivery/Pick-up election day supplies ➤ Delivery/Pick-up early voting supplies ➤ Supply box prep (election day & early voting)
2 Non-Exempt Grade 12	160	\$26.34	\$4,214.40	<ul style="list-style-type: none"> ➤ Election day and night trouble calls ➤ Logic and accuracy testing of both early voting and election day machines
2 Non-Exempt Grade 9	160	\$25.43	\$4,068.80	<ul style="list-style-type: none"> ➤ Early Voting trouble calls ➤ Early voting equipment prep
TOTAL			\$15,530.75	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Elections Division (other county Depts) November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Sheriff Deputies various positions				Answer judge trouble calls. Answer field services and supply calls. Provide security at counting station.
4 persons (Supervisor)	88	\$45.00	\$3,960.00	
35 persons (Technicians)	700	\$35.00	\$24,500.00	
4 persons (Runners)	80	\$35.00	\$2,800.00	
Security Personnel				
4 persons	240	\$24.00	\$5,760.00	Early Voting, Election Night
4 persons	80	\$24.00	\$1,920.00	Election Worker Training, Central Counting Station
County Employee				
44 persons	220	\$20.00	\$4,400.00	Station Leaders for Regional Sites
2 Non-exempt. Grades 8 and 9	220	\$20.00	\$4,400.00	Payroll, personnel, telephone, audit
TOTAL			\$47,740.00	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Elections Division November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
3 Non-Exempt, Grade 6	110	\$21.15	\$2,326.50	<ul style="list-style-type: none"> ● Preparation and assembly of training materials ● Assisting with Training of Polling Location staff ● Coordinate Bilingual and Student Clerks
1 Non-Exempt, Grade 10	110	\$27.48	\$3,022.80	
1 Non-Exempt, Grade 7	110	\$21.98	\$2,417.80	
1 Non-Exempt, Grade 5	110	\$19.62	\$2,158.20	
2 Non-Exempt, Grade 12	220	\$31.55	\$6,941.00	
TOTAL			\$16,866.30	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections</u>	Budget No. <u>1210</u>
Description of Function	Central Count November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification After 80 hours accrued Comp Time
	Hours	Rate	Total	
1 Non-Exempt, Grade 6	55	\$20.75	\$1,141.25	Ballot layout, gather materials for proofing. Correspondence with cities, schools, districts, elected officials, political parties and candidates. Putting together packets, information and supplies needed by election judges to conduct early voting and election day. Updating numerous computer files after each election. These files are used by the elections department and the public. Maintaining election files for future reference. Coordinating and typing and following through on all supplies needed for the function of the Central counting station. Receive and enter request for early voting ballots into the computer. Send out letters on incomplete request or make phone calls if the error can be corrected by phone. Help prepare returned voted ballots for the Ballot board. Updating files on early voting personnel. Help maintain after election files to be used in future election files to be used in future elections such as military request for early voting ballots
1 Non-Exempt, Grade 9	55	\$25.56	\$1,405.80	
TOTAL			\$2,547.05	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	Elections (A)	Budget No. 1210-1060
Description of Function	Early Voting/Voter Registration November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Grades 8 and 9	160	\$23.72	\$3,795.20	Verification of mail ballot application requests
Grades 5 and 6	160	\$19.00	\$3,040.00	Early Voting Phone Bank
Grade 7	80	\$19.00	\$1,520.00	Early Voting Phone Bank
Grade 7	80	\$19.00	\$1,520.00	Early Voting Phone Bank
TOTAL			\$9,875.20	

Staff Review and Comment

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department	<u>Elections (B)</u>	Budget No. <u>1210-1060</u>
Description of Function	Early Voting/Voter Registration November 4, 2014 Gubernatorial Election	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
14 people	560	\$15.70	\$8,792.00	A. Absentee 1. Mail/Personal Appearance 2. Early Voting Phone Bank
15 clerks / 15 locations	15,075	\$13.05	\$196,728.75	B. Personal Appearance Substation Personnel
8 clerks / 10 locations	5,360	\$13.05	\$69,948.00	
1 judge / 25 locations	1,675	\$16.89	428.290.75	
5 technicians	350	\$16.89	\$5,911.50	C. Substation Technician
1 technician	70	\$17.22	\$1,351.20	
14 people	1,120	\$13.05	\$14,616.00	D. Ballot Board E. Ballot Board Judge/Alternate Judge
2 people	80	\$16.89	\$1,351.20	
26 people	520	\$13.05	\$6,786.00	F. Signature Verification Committee
2 people	40	\$16.89	\$675.60	G. Signature Verification Chair/Alternate
TOTAL			\$334,305.20	

Staff Review and Comment	
<u>Early Voting Dates and Times:</u>	
Monday, October 20, 2014 through Friday, October 24, 2014	8:00 am – 5:00 pm
Saturday, October 25, 2014	7:00 am – 7:00 pm
Sunday, October 26, 2014	1:00 pm – 6:00 pm
Monday, October 27, 2014 through Friday, October 31, 2014	7:00 am – 7:00 pm

Request for Extra Help

REQUEST FOR EXTRA HELP BUDGET

(Includes Options A & B)

Department	Elections	Budget	1210		
Description of Function	Election Day – November 4, 2014 Gubernatorial Election (01020)				
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
Election Judges	7,000.00	\$11.00	\$77,000.00	No	A. Election Judges @ \$11.00 per hour 500 @ \$154.00 = \$77,000.00
	N/A		\$12,500.00		Pick-up and delivery of Election Day Supplies: 500 @ \$25.00
500 People	2	\$11.00	\$11,000.00	No	B. Compensation for stamping early voters in poll books (2 hours max) 500 @ \$22.00 = \$11,000.00
2,625 Election Clerks	14	\$10.00	\$367,500.00	No	Election Clerks @ \$10.00 per hour 500 locations = \$455,000.00 C. 375 locations @ 7 clerks each @ \$140.00 each = \$367,500.00
625 Election Clerks	14	\$10.00	\$87,500.00		D. Election Clerks @ 125 locations @ 5 clerks each @ \$140.00 each = \$87,500.00
45 Technicians	20	\$20.00	\$18,000.00	No	E. Election Day and Night Trouble Calls 45 Technicians @ 20 hours @ \$20.00 per hour
50 People	6	\$20.00	\$6,000.00	No	F. Station leaders for 9 Regional Sites 50 people @ 6 hours @ \$20.00 per hour
50 People	6	\$20.00	\$6,000.00	No	G. Election Workers Assisting at Regional Sites for Election return, drop-off, & modem 50 people @ 6 hours @ \$20.00 per hours
20 People	18	\$20.00	7,200.00	No	H. Satellite Service Center 20 people @ 18 hours @ \$20.00 per hour
			\$37,500.00	No	Training Class Fee: 3750 EJ's and Clerks @ \$10.00 each
TOTAL			\$ 630,200.00		
Staff Review and Comment					
Option A: Give training fee of \$10 each will increase cost by \$37,500.00.					
Option B: Increase the Hourly Rate for Election Judges to \$11.00 per hour, and increase hourly rate for Clerks to \$10.00 – will increase cost by \$107,000.00					
Salaries were 2350, and are now 1020					

Form C

FY2015

Request for Extra Help Budget

Department: Elections Budget No. 1210

Description of Function Election Judges/Polling Locations – November 4, 2014
Gubernatorial Election

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Clerk IV	160	\$11.49	\$1,838.40	<ul style="list-style-type: none"> A. Election judge processing: File maintenance and phone contacts, supply pick up. Lener typed for election judges. B. Election day: emergency judge's crew; assist election judges with problems at location, receive incoming inquiries. C. Election workers payroll and auditing D. Election judge, party and court appointments E. Title 15 filings F. Polling location process: 500 locations G. File maintenance and phone contacts H. Contract leasing and payment of polls I. Election day press release J. Perform handicap surveys on polling place K. Establish a polling place list for each election L. Provide stats to be provided to Justice Dept M. Maintain and update complaint tiles and election judges training tiles N. Various mass mailings to the election judges, polling places and the mass media O. Maintain a location history tile P. Answer trouble calls from election judges from 500 precincts Q. Prepare Regional Site materials for supply pick up R. Mail out polling location changes to all registered voters affected
Total			\$1,838.40	

Staff Review and Comment

Retirement Benefits - Yes

Form C - Request for Extra Help Budget

Department	Elections			Budget No.	1210
Description of Function	Warehouse – November 4, 2014 Gubernatorial Election				
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
6 part time technicians	1440	\$ 11.49	\$16,545.60	No	Assemble Model 100 Precinct Counters
2 part time technicians	1440	\$11.49	\$ 16,545.60	No	Early Voting delivery and pick up election supplies, Supply box prep Election day and night trouble calls Logic and accuracy testing of both Early Voting and Election Day machines
5 part time technicians	100	\$8.87	\$887.00	Yes	500 Election Day Supply Box Preparation
10 part time technicians	100	\$ 8.87	\$887.00	No	Election Day Supply Hand-out and deliveries
Total			\$34,865.20		
Staff Review and Comment					

REQUEST FOR EXTRA HELP BUDGET

Department Elections		Budget 1210			
Description of Function Administration					
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
2 people	1500	\$11.49	\$17,235.00	No	Election Training and preparation for Student Clerks & Bilingual Clerks.
1 person	2000	11.49	\$22,980.00	No	Office support staff; makes department purchases, distribution of office supplies and materials. Reconciling outstanding account balances, tracking Election Department equipment inventory, maintaining election records. Answers front desk clerk's phone and greets office visitors. Bilingual Office Support.
TOTAL			\$40,215.00		
Staff Review and Comment					

Request for Extra Help Budget

Department		Elections			Budget		1210
Description of Function		Central Count – November 4, 2014 Gubernatorial Election					
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification		
4 Persons	1520	\$ 8.87	\$ 13,482.40	Yes	Ballot layout, gather materials, proofing. Correspondence with cities, schools, districts, elected officials, political parties, and candidates. Putting together packets, information and supplies needed by election judges to conduct early voting and election day voting. Updating numerous computer files after each election. These files are used by the elections department and the public. Maintaining election files for future reference. Coordinating and typing and following through on all supplies needed for the central counting station. Receive and enter request for early voting ballots into the computer. Send out letters on incomplete requests or make phone calls if the error can be corrected by phone. Help prepare returned voted ballots for Ballot Board. Updating files on early voting personnel.. Help maintain after election files to be used in future elections such as military request for early voting ballots.		
TOTAL			13,482.40				
Staff Review and Comment							

REQUEST FOR EXTRA HELP BUDGET

Department Elections		Budget No. 1210			
Description of Function		Voter Registration – November 4, 2014 Gubernatorial Election			
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
VR Clerk IV	1520	\$ 11.49	\$17,464.80	Yes	Voter Registration application, precinct poll books preparation, election judge precinct listing, voter guidebook preparation.
VR Clerk III (2)	1520	\$ 8.87	\$15,200.00	No	Voter Card Imaging
Total			\$32,664.80		
Staff Review and Comment					
<p>**To be charged back to Chapter 19 Escrow Account 91295**</p>					

REQUEST FOR EXTRA HELP BUDGET

Department Elections Budget 1210

Description of Function Early Voting – November 4, 2014 Gubernatorial Election

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
2 people	880	\$11.49	\$10,111.20	No	A. Absentee 1. Mail/Personal Appearance Processing
2 people	680	\$11.49	\$7,813.20	No	
1 person	680	\$11.49	\$7,813.20	No	
9 people	960	\$10.00	\$9,600.00	No	
15 clerks/15 locations	18,000	\$8.87	\$159,660.00	No	B. Personal Appearance Substation Personnel
8 clerks/10 locations	6,400	\$10.00	\$64,000.00	No	
1 judge/25 locations	2,000	\$11.49	\$22,980.00	No	
305 clerks	2,440	\$10.00	\$24,400.00	No	C. Early Voting Training
1 judge/25 locations	150	\$11.49	\$1,723.50	No	
5 technicians	400	\$11.49	\$4,596.00	No	D. Substation technician
1 technician	80	\$11.49	\$919.20	No	
14 people	1,120	\$10.00	\$11,200.00	No	E. Ballot Board
2 people	160	\$11.49	\$1,838.40	No	F. Ballot Board Judge/Alternate Judge
26 people	2,080	\$10.00	\$20,800.00	No	G. Signature Verification Committee
2 people	160	\$11.49	\$1,838.40	No	H. Signature Verification Chair/Alternate
TOTAL			\$349,293.10		

Staff Review and Comment

REQUEST FOR EXTRA HELP BUDGET

Department Elections Budget No. 1210

Description of Function Voter Registration

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
14 Persons	5760	\$ 14.28	\$82,258.80	No	FY-2015 Elections Data entry, file maintenance, precinct list, poll books, etc. File assistance of Voter Registration Forms, precinct list, poll books, preparation of investigative letters for mass mail out; scanning
6 Persons	5760	\$ 14.28	\$82,258.80	No	Bilingual Workers
Total			\$164,505.60		Reimbursed through Chapter 19

Staff Review and Comment

To be charged back to Chapter 19 Escrow Account 91295

PIR – Additional Staff

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Elections</u>	Budget No	<u>1210</u>
Brief Title of PIR	<u>Courier</u>		
Approx. Net Cost	<u>\$27,186</u>	Department Priority	

Brief Summary of Request
Elections Department needs a full-time courier-driver.

Discussion of Need

Driver is needed to:

- > Pick up and deliver mail and miscellaneous items to/from/between the Elections Department (DCED), other County Offices;
- > Pick up and delivers highly sensitive legal documents and contracts to/from/ between DCED, and cities, school districts, and other entities within Dallas County;
- > Daily pick up and delivery of mail to/from/between the DCED and the U.S. Postal Service;
- > Deliver and pickup DCED employees to/from/between various events;
- > Assist with deliver of personnel and materials to training locations; and,
- > Assist with fueling, cleaning, and maintaining DCED vehicles, and performs preventive maintenance checks and services on vehicles, to include checking oil and gas levels, tire pressure, cleaning and other related services.
- > Conducts inventory and maintains records of transported items.
- > Performs other duties as assigned.

Discussion of Related Performance Measure

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Staff Review and Comment

To be paid from different Escrow Account;
Charge back to contracting election entities.

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	COURIER	
Staff Cost		
Grade	05	
Salary	\$27,186.00	
FICA @ 7.65%	\$2,079.73	
Retirement @ 11.5%	\$3,126.39	
Insurance @ \$8,500	\$8,500.00	
Total		\$40,892.12
Related Equipment		
	\$ Amount	
Number		
Desk	n/a	
Furniture	n/a	
Computer	n/a	
Printer	n/a	
Network Cabling	n/a	
Software	n/a	
Vehicle	n/a	
Travel	n/a	
Pager	n/a	
Cell Phone	n/a	
Other	n/a	
Total		- \$0 -
Other Costs (describe)		
Special Training	n/a	
Consultant Fees	n/a	
Renovation/Space	n/a	
Total		- \$0 -
Less Additional Revenue Source		
Grand Total		\$40,892.12

Form E1

FY2015

Election Escrow Expenditures
94036

ESCROW ACCOUNT PURCHASES FOR FY-2015

Expense/ Escrow Account	Description	Total Price
02080	Dues & Subscriptions	
94036	Election Center (December 1 – November 30); 1 membership @ \$1,500.00; 9 additional members are free – Robert, Rive, Laura, Tandi, Lynn, Jana, Kathy, Esmeralda, Tacoma, & GIS.	\$1,500.00
94036	IACREOT (September 1 – August 31); 1 Membership @ \$195.00 8 additional Memberships at \$145.00 – Robert, Rive, Laura, Tandi, Lynn, Jana, and Kathy, and Esmeralda.	\$1,355.00
94036	Texas Association of Election Administrators (Jan. 1 – Dec. 31) 1 Membership @ \$150.00; 7 memberships @ \$100.00 - Robert, Lynn, Rive, Tacoma, Laura, Tandi, Jana	\$850.00
94036	Election Administration Reports (January 1 – December 31) 1 Year Subscription	\$219.00
94036	Dallas Morning News Delivery to (Stemmons) August 24 – August 23	\$379.08
02090	Property Less Than \$500.00	
	2014-15 Mapsco for Dallas, 17 copies	\$1,100.00
02093	Computer Hardware Less Than \$5,000.00	
94036	Dell Widescreen Monitors, 2-Each	\$400.00
94036	Dual video Graphic Cards for Early Voting	\$800.00
	2 Laptop computers with case and dock bundle, \$2,000 each, for GIS and VR Program Coordinator	\$4,000.00
	2 iPads with AppleCare, \$770 each, for GIS and VR Program Coordinator	\$1,540.00
	2 Printers: Local + Network (CLR Light to Medium use) \$500 each, for GIS and VR Program Coordinator	\$1,000.00
2460	Training/Certification Fee	\$6,000.00

Expense/ Escrow Account	Description	Total Price
4010	Travel	\$15,000.00
06520	Maintenance Contracts	
	Robo Dialer Outreach Caller Unit	\$6,500.00
	Keystone 48-Port IVR (Drake), October 22 – October 21	\$5,000.00
	Annual Software Maintenance for Intelligent Mail Management Platform	\$5,040.00
07030	Other Rental	
	Storage Pods for Elections Warehouse, 4-Each	\$5,680.00
07213	Cellular Phones	
	Sprint ERT Go-Kits and Wi-Fi Hotspots for Early Voting Locations	\$26,000.00
	Other Escrow Purchases	
08630	Computer Hardware	
	HP DesignJet T2500 Postscript eMultifunction (large-format) Printer-Plotter - \$10,000.00	\$10,000.00
TOTAL ESCROW PURCHASES:		\$93,363.08

Chapter 19 Expenditures
91295

FY-2015 Expected expenditures – Chapter 19 Fund (Escrow #91295)

**Voter Registration Upgrades - Printers
& Supplies**

3050 COMCOLOR PRINTERS	
86,565.00, 90 ppm; Envelope, Postcard and Document Printing Feeder Tray, Output Stacking Tray	\$116,738.00

**Software, Hardware &
Implementation**

INTELLIGENT MAIL MANAGEMENT PLATFORM Intelligent Mail Barcoding Postal Coding Undeliverable As Addressed Reporting Move Update Reporting 4 SmartMailer Modules Licenses 4 Envelope Designers (Copy to Unlimited Workstations)	13,262.00
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Temporary Personnel	\$164,505.60
----------------------------	---------------------

Travel	\$10,000.00
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Total Expected Expenditures	304,505.60
------------------------------------	-------------------

FY 2013 Current	\$	<u>26,782.13</u>
FY 2014 Current	\$	<u>418,260.50</u>
FY 2015 Target	\$	<u>76,850.00</u>

REQUEST FOR EXTRA HELP BUDGET

Department Elections **Budget No.** 1210
Description of Function Voter Registration

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
14 Persons	5760	\$ 14.28	\$82,258.80	No	FY-2015 Elections Data entry, file maintenance, precinct list, poll books, etc. File assistance of Voter Registration Forms, precinct list, poll books, preparation of investigative letters for mass mail out; scanning
6 Persons	5760	\$ 14.28	\$82,258.80	No	Bilingual Workers
Total			\$164,505.60		Reimbursed through Chapter 19

Staff Review and Comment

To be charged back to Chapter 19 Escrow Account 91295

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 NANDITA BERRY

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Dallas County - Status of Request

Requests for the last 180 days appear in the list below, with the most recent request appearing first. Click a Request ID link to see more information about the request.

<u>Request ID</u>	<u>Date Submitted</u>	<u>Goods/Services Obtained From</u>	<u>Amount</u>	<u>Status</u>
43617	3/20/2014 9:26:48 AM	FY 2014 Beginning Balance	\$418,260.50	Beginning Balance
43616	3/20/2014 9:26:31 AM	FY 2014 Beginning Balance	\$418,260.50	Beginning Balance
43035	1/18/2014 2:04:09 PM	TEMPS: Chartwell Staffing Solutions 9/23/2013 - 9/27/2013, Chartwell Staffing Solutions 9/23/2013 - 9/27/2013, Chartwell Staffing Solutions 9/30/2013 - 10/4/2013, Chartwell Staffing Solutions 9/16/2013 - 9/20/2013, Chartwell Staffing Solutions 9/9/2013 - 9/13/2013	\$3,473.79	Paid
43033	1/18/2014 1:47:12 PM	TEMPS: Chartwell Staffing Solutions 9/9/2013 - 9/13/2013, Chartwell Staffing Solutions 9/16/2013 - 9/20/2013, Chartwell Staffing Solutions 10/14/2013 - 10/18/2013, Chartwell Staffing Solutions 10/21/2013 - 10/25/2013	\$5,443.20	Paid
43031	1/18/2014 1:34:37 PM	TEMPS: Chartwell Staffing Solutions 11/11/2013 - 11/15/2013, Chartwell Staffing Solutions 11/4/2013 - 11/10/2013, Chartwell Staffing Solutions 10/28/2013 - 11/1/2013, Chartwell Staffing Solutions 11/4/2013 - 11/8/2013	\$12,365.36	Paid
43029	1/18/2014 1:20:50 PM	PUR: Address Confirmation Cards, Voter Registration Forms Inserts	\$6,867.39	Paid

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Dallas County - Fiscal Year 2014 Voter Registration Activity Statement

Activity Statement results have been certified.

ACTIVITY	2013 Totals		REIMBURSEMENT
New	64,010	X 0.25	\$16,002.50
Cancellations	13,804	X 0.40	\$5,521.60
Reimbursements/Changes	31,333	X 0.40	\$12,533.20
Number of Voters as of January 1, 2014	1,167,101		
Deduct Number of "New" voters from two prior voting years Sec. 19.002 (a)(4)	206,593		
Difference of Total Registered and New Voters	960,508	X 0.40	\$384,203.20

GRAND TOTAL = \$418,260.50

You can view a different year by selecting from the drop down list:

[Reimbursement Allocations Summary](#)

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Dallas County - Chapter 19 Main Menu

Funds Availability Summary

FY2012 Balance:	\$0.00	Lapse on August 31, 2014
FY2013 Balance:	\$26,782.13	Lapse on August 31, 2015
Pending request (s) Total	< (\$1,215.00) >	

Currently Available: **\$27,997.13**

Select a Chapter 19 activity from links below

[Make a Request for Reimbursement](#)

[Check Status of Request](#)

[View Ledger](#)

[Activity Statement](#)

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FY2013 Chapter 19 Expenditures 532-91295

FY 2013 BEGINNING BALANCE													
SOS#	ReqID	Payee	Description	Date Paid	Warrant	Expense	Adj	Balance					
57000713	42415	VOTEC Corporation	Software License Fee for Votec VEMACS Voter Registration / Election Mgmt System Split: \$72,421.12 from FY2012 \$26,067.48 from FY2013	10/10/2013	1400130	\$26,067.48	\$0.00	\$54,931.87					
57000813	43033	Chartwell Staffing Solutions 9/9/2013 - 9/13/2013	Chartwell Staffing Solutions	2/12/2014	1401291	\$960.00	\$0.00	\$53,971.87					
57000913	43033	Chartwell Staffing Solutions 9/16/2013 - 9/20/2013	Chartwell Staffing Solutions	2/12/2014	1401291	\$960.00	\$0.00	\$53,011.87					
57001013	43033	Chartwell Staffing Solutions 10/14/2013 - 10/18/2013	Chartwell Staffing Solutions	2/12/2014	1401291	\$2,057.60	\$0.00	\$50,954.27					
57001113	43033	Chartwell Staffing Solutions 10/21/2013 - 10/25/2013	Chartwell Staffing Solutions	2/12/2014	1401291	\$1,465.60	\$0.00	\$49,488.67					
57001213	43035	Chartwell Staffing Solutions 9/23/2013 - 9/27/2013	Chartwell Staffing Solutions	2/12/2014	1401292	\$505.60	\$0.00	\$48,983.07					
57001313	43035	Chartwell Staffing Solutions 9/23/2013 - 9/27/2013	Chartwell Staffing Solutions	2/12/2014	1401292	\$1,971.20	\$0.00	\$47,011.87					
57001413	43035	Chartwell Staffing Solutions 9/30/2013 - 10/4/2013	Chartwell Staffing Solutions	2/12/2014	1401292	\$512.00	\$0.00	\$46,499.87					
57001513	43035	Chartwell Staffing Solutions 9/16/2013 - 9/20/2013	Chartwell Staffing Solutions	2/12/2014	1401292	\$344.45	\$0.00	\$46,155.42					
57001613	43035	Chartwell Staffing Solutions 9/9/2013 - 9/13/2013	Chartwell Staffing Solutions	2/12/2014	1401292	\$140.54	\$0.00	\$46,014.88					
57001713	43031	Chartwell Staffing Solutions 11/11/2013 - 11/15/2013	Chartwell Staffing Solutions	2/12/2014	1401290	\$5,536.00	\$0.00	\$40,478.88					
57001813	43031	Chartwell Staffing Solutions 11/4/2013 - 11/10/2013	Chartwell Staffing Solutions	2/12/2014	1401290	\$5,018.16	\$0.00	\$35,460.72					
57001913	43031	Chartwell Staffing Solutions 10/28/2013 - 11/1/2013	Chartwell Staffing Solutions	2/12/2014	1401290	\$1,504.00	\$0.00	\$33,956.72					
57002013	43031	Chartwell Staffing Solutions 11/4/2013 - 11/8/2013	Chartwell Staffing Solutions	2/12/2014	1401290	\$307.20	\$0.00	\$33,649.52					
57002113	43029	National Data Services (NDSI)	Address Confirmation Cards	2/12/2014	1401289	\$1,917.39	\$0.00	\$31,732.13					
57002213	43029	City of Dallas	Voter Registration Forms Inserts	2/12/2014	1401289	\$4,950.00	\$0.00	\$26,782.13					

Summary of Reimbursement Allocations:

Section 19.002(a) states:

Issuance of warrants by comptroller. (a) Each registrar is entitled to receive the sum of the following amounts:

- (1) 25 cents multiplied by the number of initial registrations certified under Section 19.001(a)(1);
- (2) 40 cents multiplied by the number of canceled registrations certified under Section 19.001(a)(2);
- (3) 40 cents multiplied by the number of updated registrations under Section 19.001(a)(3); and
- (4) in each even-numbered year, 40 cents multiplied by the difference between the number of registered voters and the number of initial registrations certified for the two previous voting years.

Summary of Reimbursable Changes:

Changes for which a county is eligible for reimbursement are: 1) changes submitted by the voter through a change form; 2) Texas Online application or other written means; 3) changes submitted by a voter through a voter registration application or certificate; 4) completion of a statement of residence form; or 5) completion of a confirmation response form. 6) A county is also eligible for reimbursement for any change of address due to 911 standardization/changes.

Summary of Non-reimbursable Changes:

Changes that are not reimbursable are: changes made to a voter's registration record to correct an erroneous precinct number; clerical corrections; correcting jurisdictional information; or changes due to redistricting, misspellings or birth dates.

Summary of Reimbursable Cancellations:

A reimbursement of 40 cents is provided for cancellations under Section 16.031(a) (1) or Section 16.033. 1) notice from voter indicating new address is outside of the county, including an application form or through the Texas Online application; 2) response to address confirmation notice indicating new address is outside the county; 3) cancellation following a notice of examination; 4) conviction of a felony—(Note that often times inaccurate or incomplete data is received on a felon. We strongly recommend that all felony notifications be sent a notice of examination, rather than immediately canceling the voter. By canceling the voter under the notice of examination, this qualifies your office for a reimbursable cancellation under Section 16.033).

Summary on Non-reimbursable Cancellations:

The reimbursement does not include cancellations based on: 1) receipt of abstract of death; 2) final judgment of the voter's mental incompetence; 3) notice of a voter's disqualification to be registered as a result of an election contest; 4) notice from a voter registrar in another state that a Texas voter has reregistered; 5) notice from the Secretary of State that the voter is a duplicate, based on driver's license or social security information; 6) at a voter's request to be cancelled.

Program Income

EXPENDITURES FOR PROGRAM INCOME: GRANT 2302

Election Warehouse:	\$2,000,000.00
----------------------------	-----------------------

FY2015 ESTIMATED HAVA PROGRAM INCOME

ELECTIONS	March 4, 2014 Primary		May 10, 2014 Joint Election		June 14, 2014 Joint Runoff		March 4, 2014 Primary		November 4, 2014 General		May 2015 Joint Election		June 2015 Joint Runoff Election	
	NO.	COST	NO.	COST	NO.	COST	NO.	COST	NO.	COST	NO.	COST	NO.	COST
Voironics		\$ -	41 @ \$250	\$ 12,000.00	100 @ \$250	\$ 25,000.00	N/A	\$ -	180 @ \$250	\$ 45,000.00	330 @ \$250	\$ 82,500.00	45 @ \$350	\$ 16,250.00
Precinct Tabulators		\$ 2,830.00	3 @ \$743	\$ 2,229.00	1 @ \$743	\$ 743.00	349 @ \$5.00 \$ 385,000.00*	\$ 1,745.00 \$ 385,000.00	340 @ \$468	\$ 159,120.00	75 @ \$478	\$ 35,850.00	100 @ \$468	\$ 46,800.00
ADA Terminals		\$ 2,830.00	3 @ \$943	\$ 2,829.00	2 @ \$943	\$ 1,886.00	245 @ \$35.00	\$ 8,575.00	30 @ \$300	\$ 9,000.00	3 @ \$300	\$ 900.00	15 @ \$300	\$ 4,500.00
Gemini Booths		\$ -	15 @ \$35	\$ 525.00	6 @ \$35	\$ 210.00	N/A	\$ -	186 @ \$35	\$ 6,510.00	1 @ \$35	\$ 35.00	540 @ \$35	\$ 18,900.00
Communication Packs		\$ -	4 @ \$500	\$ 2,000.00	2 @ \$500	\$ 1,000.00	N/A	\$ -	30 @ \$50	\$ 1,500.00	4 @ \$50	\$ 200.00	15 @ \$50	\$ 750.00
Computer Rental		\$ -	46 @ \$400	\$ 18,400.00	3 @ \$400	\$ 1,200.00	N/A	\$ -	30 @ \$400	\$ 12,000.00	60 @ \$400	\$ 24,000.00	25 @ \$400	\$ 10,000.00
Laptops		\$ -	26 @ \$75	\$ 1,950.00	16 @ \$75	\$ 1,200.00	N/A	\$ -	34 @ \$75	\$ 2,550.00	3 @ \$75	\$ 225.00	100 @ \$75	\$ 7,500.00
Election Supply Carts		\$ -	16 @ \$327.60	\$ 5,241.60	16 @ \$327.60	\$ 5,241.60	N/A	\$ -	34 @ \$199.80	\$ 6,793.20	35 @ \$199.80	\$ 6,993.00	100 @ \$199.80	\$ 19,980.00
TOTAL		\$ 5,660.00		\$ 406,373.60		\$ 161,548.00		\$ 388,490.00		\$ 340,327.00		\$ 472,705.00		\$ 108,430.00
** Subject to Change													GRAND TOTAL	\$ 1,883,533.60

*Additional Equipment Rental

** With other participating entities.

466-47025-2302

HAVA TITLE II SECTION 251 FUNDS REPORT

FY2015 Projected

12	Program Income			
	Oct. 1, 2014- Sept. 30, 2015	\$	547,762.50	iVotronics, ADA Terminals, M100's, Gemini's, Provisional Bags November May, June, July Elections.
	Contract Fees	\$	54,776.25	
	Grand Total	\$	602,538.75	
	Costs to Conduct Non-federal Elections not charged to Local Entities			Description
	Oct. 1, 2014- Sept. 30, 2015			
Grand Total	\$	-	Cost to conduct Non-federal Elections not charged to Local Entities	

Fund	A/C	Account	Description	Budget Amount	Encumbrance Amount	Actual Amount	Funds Available
00532	Asset						
			Total	0.00	0.00	0.00	0.00
			Commitment	0.00			
			Obligation	0.00			
			Invoices	0.00			
		Expens02010	Advertising	0.00	0.00	3,346.50	-3,346.50
		02080	Dues & Subscrip	0.00	0.00	1,497.00	-1,497.00
		02093	Computer Hardwa	6,862.50	0.00	93,032.96	-86,170.46
		02170	Postage	0.00	0.00	-900.00	900.00
		02460	Training Fees	0.00	0.00	15,736.14	-15,736.14
		04010	Business Travel	5,600.40	20.00	44,760.34	-39,179.94
		05590	Other Professio	55,432.49	12,020.32	1,297,122.71	-1,253,710.54
		06520	Maintenance Con	0.00	0.00	104,088.60	-104,088.60
		08630	Computer Hardwa	0.00	0.00	116,389.97	-116,389.97
		08640	Computer Softwa	0.00	0.00	204,400.00	-204,400.00
			Total	67,895.39	12,040.32	1,879,474.22	-1,823,619.15
			Commitment	0.00			
			Obligation	11,440.32			
			Invoices	500.00			
		Liabil	Total	0.00	0.00	0.00	0.00
			Commitment	0.00			
			Obligation	0.00			
			Invoices	0.00			
		Revenu47120	Voter Registrat	0.00	0.00	-1,888,827.09	1,888,827.09
			Total	0.00	0.00	-1,888,827.09	1,888,827.09
			Commitment	0.00			
			Obligation	0.00			
			Invoices	0.00			
		Fund	Total	67,895.39	12,040.32	-9,352.87	65,207.94
			Commitment	0.00			
			Obligation	11,440.32			
			Invoices	500.00			

L Total Available

Reference Materials

DALLAS COUNTY SCHEDULED ELECTIONS FOR FY 2015

FY 2015	Oct. 2014	Nov. 2014	Dec. 2014	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	June 2015	July 2015	Aug. 2015	Sept. 2015
	<p>EV Dates and Times for the November Election</p> <p><u>Dates:</u> October 20-24 October 25 October 26 October 27-31</p> <p><u>Times:</u> 8a - 5p 7a - 7p 1p - 6p 7a - 7p</p>	<p>4th Constitutional Amendment and Joint Elections</p>					<p>EV Dates and Times for the May Election</p> <p><u>Dates:</u> April 20-24 April 25 April 26 April 27-May 1</p> <p><u>Times:</u> 8a - 5p 7a - 7p 1p - 6p 7a - 7p</p>	<p>9th General Election</p>	<p>13th General Election Runoff</p> <p>EV Dates and Times for the June Runoff Election</p> <p><u>Dates:</u> June 1-5 June 6 June 7 June 8 and 9</p> <p><u>Times:</u> 8a - 5p 8a - 5p 1p - 6p 7a - 7p</p>			

FAMILY DISTRICT COURTS

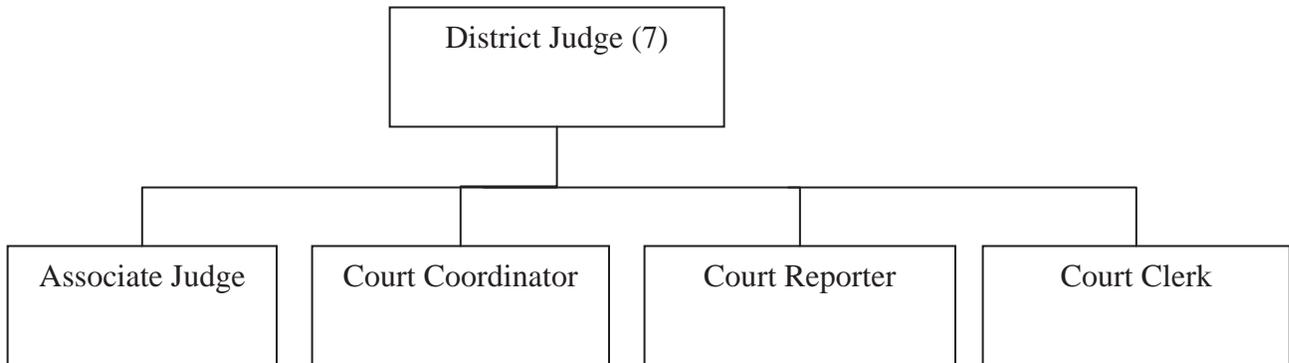
Mission Statement

The mission of the seven Family District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

Description

Each of the seven Family District Courts has a presiding Judge elected from the County at large every four years. These courts have original jurisdiction over divorce cases, and any subsequent legal actions in the same case. Each court has an Associate Judge and is assigned one Bailiff from the Sheriff's Department. The courts also require support from the District Clerk, the District Attorney, and the Public Defender's Office (in some courts). The Family District Courts are located in the George Allen Courts Building.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for the Family District Courts represents a continuation of current staffing levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$2,325,814	\$319,773	\$2,419,138	\$2,501,618
Operations	789,994	142,022	1,034,191	869,804
Capital	0	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$3,115,808	\$461,795	\$3,453,329	\$3,371,422

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	28	28	29	29

Authorized Position Detail (Grade)

7 District Judge (Official)
 7 Associate Judge (00)
 1 Court Clerk (NI)

7 Court Coordinator (E)
 7 Court Reporter (CR)

FIFTH DISTRICT COURT OF APPEALS

Department # 4071

Mission Statement

The mission of the Fifth District Court of Appeals is to administer justice in a fair and equitable manner, while protecting the rights of the accused.

Description

The Fifth District Court of Appeals consists of thirteen Justices elected to staggered six-year terms. The number of seats elected by each of the seven 5th District Court counties' (Dallas, Collin, Grayson, Hunt, Kaufman, Rockwall, Van Zandt) is determined by the population distribution of each county. The jurisdiction of the Court of Appeals extends to intermediate appeals from both civil and criminal cases from District and County Courts.

The budget for the Fifth District Court of Appeals is not administered by the Commissioners Court, although Dallas County supplements the Justices' salaries through this department. The State pays an Appeals Court Justice (\$154,000) which is equal to 110% of the salary of a district judge (\$140,000). Dallas County has chosen to supplement the salary of each Justice up to a combined total of \$5,000 less than the salary of a Supreme Court Justice (\$168,000). Dallas County supplements the salary of each 5th District Court of Appeals Justice by \$9,000 for a total Justice salary of \$163,000 (\$154,000+ \$9,000).

- The FY2015 Baseline Budget for the Fifth District Court of Appeals represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$113,557	\$113,818	\$113,955	\$139,406
Operations	0	0	0	0
Capital	0	0	0	0
Total	\$113,557	\$113,818	\$113,955	\$139,406

FIRE MARSHAL

Department #3342

Mission Statement

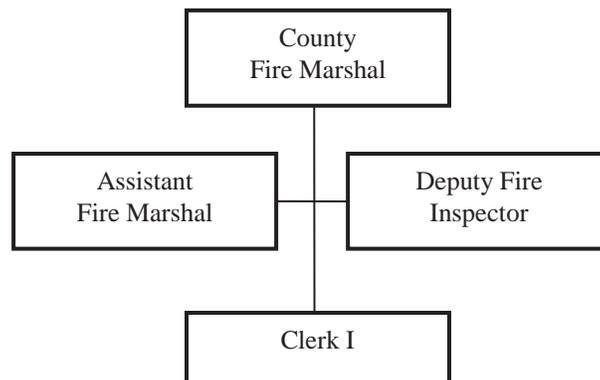
The mission of the Dallas County Fire Marshal Department is to protect the lives, environment and property of the citizens of Dallas County through an incident management system of mitigation, preparedness, response and recovery, fire inspection and investigation of unincorporated parts of Dallas County and within those municipalities operating under mutual aid agreements. The Department will use its resources for the protection of the health, welfare and property of the citizens of Dallas County through a cost effective, cost efficient and highly trained team of professionals proficient in the specialties of fire suppression, law enforcement, intelligence gathering and analysis, hazardous materials management.

Description

The Fire Marshal will investigate the causes of fires, inspect buildings for fire safety, educate citizens in fire prevention and coordinate emergency management planning. The office is also responsible for fire safety in all County owned/occupied buildings and fire suppression as well as emergency medical services in the unincorporated areas of the County.

The Dallas County Volunteer Fire Department is managed by this office and is responsible for fire suppression, first responder emergency medical services and Haz Mat responses in the unincorporated areas of the County.

Organizational Chart



FY2015 Budget Highlights

- For the FY2014 Budget, the Clerk I Grade 5 was reclassified to a Senior Secretary Grade 8.
- During FY2013, one Assistant Fire Marshal was reclassified into the civilian position of Deputy Fire Inspector, Grade 13.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$257,219	\$297,366	\$241,057	\$273,200
Operations	443,967	505,900	613,076	494,575
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$701,187	\$785,266	\$854,133	\$767,775

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	4	4	4	4

Authorized Position Detail (Grade)

1 Fire Marshal (70)
1 Assistant Fire Marshal (68)
1 Deputy Fire Inspector (13)
1 Senior Secretary (8)



**DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION**

May 23, 2014

TO: Commissioners Court
 THROUGH: Ryan Brown, Budget Officer
 FROM: Erica Terrazas, Budget and Policy Analyst
 SUBJECT: Fire Marshal PIR Analysis – FY2015

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The Fire Marshal is requesting a new fire house located in Southeast Dallas County to replace the current building a, a 2-wheel drive SUV with emergency equipment, replacement equipment and training.

OPERATIONAL & FINANCIAL IMPACT

The Dallas County Fire Marshal requests a replacement of the County Fire Station located at 1937 Beltline Road by placing the proposed replacement on the list Major Capital Improvement list. The current building was purchased from the City of Dallas after it acquired the city of Kleberg in the 1970s. The front building, where volunteer fire fighters work and stay during their shifts, is in poor condition and in need of repair. The second building that houses the fire apparatuses has door openings that are smaller than what is necessary for modern fire apparatus.

	Item	Quantity	Cost per unit	Total Cost	Justification
1	Marked Police SUV – 2-wheel drive with emergency equipment	1	\$40,567	\$40,567	Replace 2001 Marked Police-unit operated by Deputy Fire Marshal
2	SL-20 Handheld Flashlight in Fire Marshal Vehicle	3	\$175	\$525	Replacement of current light which is mounted in Fire Marshal squads. The light is over 10 years old and in poor condition and hard to hold a charge. Replacement is a SL-20X LED Rechargeable Flashlight with AC and DC chargers
3	Armored Safety Vest	3	\$1,200	\$3,600	Replacement of current armored vest which are used by fire marshal staff during investigation or field interviews with subjects that may have criminal activities or charges that could harm staff during contact or questioning phases of investigations.

4	Arson Detection Units	3	\$900	\$2,700	The Grace Hydrocarbon Detectors are used to help determine if a flammable or combustible liquid was used as an accelerant to intensify the burn rate of a fire. One unit would be assigned to each of the investigators among staff, because it is very seldom that more than one investigator would respond to an incident unless called to assist. This type unit will assist with scene investigations.
5	Field Finger Printing Kits	2	\$700	\$1,400	The field finger printing kits are used by our Assistant Fire Marshal's when needed to lift prints during a criminal investigation of a fire scene.
6	Shredder	1	\$380	\$380	To be submitted to Records Management for evaluation of need.
7	Stand-alone Laser Jet Printers	2	\$5,000	\$10,000	To be submitted to IT for evaluation of need.
8	Training	NA	\$6,500	\$6,500	Training for Fire, EMS, and Haz-Mat for Volunteer Fire Fighters and Fire Marshall Staff
	Total Cost			\$ 65,672	

FINANCIAL IMPACT

The cost of a new County Fire Station is \$2.5 million, not including annual maintenance costs. The total cost of equipment and training requested is \$65,672.

RECOMMENDATION

The Office of Budget and Evaluation recommends the Commissioners Court authorize the purchase of the following equipment: SL-20 Handheld Flashlights; armored safety vests; arson detection units; field finger print kits, shredder (upon recommendation from Records Management), and training for a total impact of \$15,105.

The Office of Budget and Evaluation recommends further assessing the cost-benefit of a new fire-station.

HEALTH & HUMAN SERVICES

Mission Statement

The mission of the Dallas County Health & Human Services Department (DCHHS) is to protect the health of the citizens of Dallas County through disease prevention and intervention, and through promotion of a healthy community and environment. DCHHS will promote a healthy community through assessment, community input, education, disease monitoring, regulation, and health services which help control the spread of disease; and to direct its human and financial resources toward assisting low income, disabled, homeless citizens, and toward serving the older adult population through nutrition and recreation. The department will make every effort to ensure that the people of Dallas County receive the information and services needed to maintain and improve their health and provide stewardship of public resources.

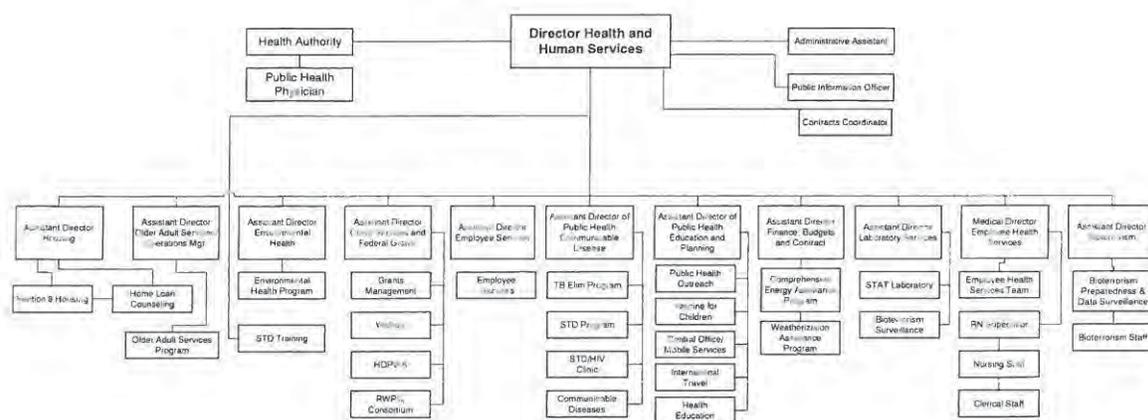
Description

The Health and Human Services Department is responsible for all public health and public assistance services (including grant-funded programs, Ryan White Program and Bioterrorism) offered by the County. Public health includes services at on-site and satellite clinics, a laboratory, prevention health immunizations, environmental hazard monitoring, sanitation, food inspection and epidemiological activities. The Dallas County Hospital District is financially responsible for certain community health services such as the diagnosis and treatment of sexually transmitted diseases and tuberculosis, well-child and low-birth weight baby clinics, and some laboratory operations. The County also receives grants from the Texas Department of Health to offset the costs of public health services.

The Human Services division is inclusive of public assistance provided on a temporary basis to County residents who meet certain income and disability requirements. The programs include but are not limited to rental, utility, housing, and nutrition assistance. The department supplements these County-funded services through state and federal grants.

The department also has the management responsibility of the Employee Health Clinic. This center is located in downtown Dallas and is the location for pre-employment screening and one-on-one employee/physician visits.

Organizational Chart



Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$7,839,930	\$6,978,660	\$9,558,284	\$9,724,442
Assistance Payments	1,618,506	1,721,500	1,737,662	1,733,500
Operations	1,859,279	2,211,083	2,250,888	2,752,378
Capital	100,150	187,386	643,038	100,000
Total	\$11,417,865	11,098,629	\$14,189,872	\$14,310,300

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Full Time Employees	146.5	146.5	149.5	149.5
Extra Help	\$18,426	\$30,449	\$15,000	\$15,000
Overtime	\$41	\$2,669	\$0	\$0



Dallas County
Office of Budget and Evaluation

June 15, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Ronica L. Watkins, Assistant Budget Officer
Subject: Health and Human Services Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Health and Human Services Department submitted the following new requests:

- 1) Environmental Health Services (5211) – 1 Full-time Microbiologist
- 2) Public Health Lab (5212) – 1 Full-time Microbiologist and Cepheid GeneXpert GXVI-16-8-D
- 3) Preventive Health (5213) – Program Analyst/Grants Manager

Health and Human Services (Environmental Health) is requesting 1 Full-time Microbiologist (Grade C) position to perform year round PCR testing of mosquitos for detecting West Nile Virus.

Health and Human Services (Public Health Lab) is requesting 1 Full-time Microbiologist (Grade C) position to perform testing related HIV-1 RNA used to detect early HIV-1 Infection. Also, the Public Health lab is requesting the Cepheid GeneXpert GXVI-16-8 to be utilized for Tuberculosis both for detection and confirmation of M. Tuberculosis organism and test for susceptibilty as part of the required lab services.

Health and Human Services (Preventive Health) is requesting 1 Full-time Program Analyst /Grants Manager (Grade I) position to develop program goals and manage all health related grants.

FINANCIAL IMPACT

The estimated annual recurring cost of 1 Microbiologist (Grade C) for Environmental Health Services is \$59,653 including salary benefits.

The estimated annual recurring cost of 1 Microbiologist (Grade C) for Public Health Services is \$59,653 including salary benefits. The estimated one-time cost for the Cepheid GenXpert GXVI-16-8-D is \$97,585.

The estimated annual recurring cost of 1 Microbiologist (Grade C) for Preventive Health Services is \$59,653 including salary benefits.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Funding the Environmental Health Bio-Watch Microbiologist position in the amount of \$59,653 for salary and benefits.

The services are Parkland Funded and are being reviewed to be included in the FY2015 contract requests:

- 1) 1 Microbiologist (Grade C) for Public Health Services is \$59,653 including salary benefits;
- 2) Cepheid GenXpert GXVI-16-8-D is \$97,585; and
- 3) 1 Microbiologist (Grade C) for Preventive Health Services is \$59,653 including salary benefits.

H&HS - ADMINISTRATION

Department #5210

Mission Statement

The mission of the Administration Division is to plan, direct, and provide the operational overview of the department in an efficient and effective manner.

Description

The Administration Division manages the day-to-day activities of the department. All accounting, purchasing, and personnel activities are centralized to allow the department's programs to focus on service delivery rather than administrative tasks. This division also acts as the County liaison with other health and public assistance agencies. The Medical Director serves as the County Health Authority and supervises all physicians, nurses, and other medical personnel.

FY2015 Baseline Highlights

- The FY2015 Baseline Budget for the Health and Human Services Administration Department includes the addition of two Health Educators for an 1115 Waiver project.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$940,794	\$1,109,536	\$1,210,225	\$1,215,180
Operations	33,109	38,110	45,102	44,200
Capital	0	87,236	543,038	
Total	\$973,903	\$1,234,882	\$1,798,365	\$1,259,380

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Budget
Full Time Employees	13	13	15	15

Authorized Position Detail (Grade)

1 Medical Director/Health Authority (EI)	1 Administrative Coordinator II (12)
1 Director of Health & Human Services (I2)	2 Senior Secretary (8)
1 Assistant Director, Finance, Budgets and Contracts (M)	1 HR Technician II (8)
1 Human Resources Generalist II (F)	1 Clerk IV (8)
2 Health Educators (EE)	1 Cashier III (7)
1 Contracts Manager (D)	1 Cashier II (6)
	1 Light Truck Driver (5)

H&HS - WELFARE

Department #2070

Mission Statement

The mission of the Welfare Division is to provide short-term financial assistance to eligible County residents.

Description

The Welfare Division provides emergency financial assistance to persons and families who have no other means of support. In Dallas County, an applicant for public assistance must be disabled or the primary caretaker of a person with a disability in order to be eligible for assistance. In addition, an applicant cannot be receiving any other form of government or private assistance. These strict requirements ensure that Dallas County truly is a "safety net" for indigent residents. The County's assistance is temporary until the individual is able to return to work or until they develop other resources such as Social Security Income (SSI), Worker's Compensation, or Social Security Disability Income (SSDI). Assistance usually is in the form of room and board, utility payments, or transportation. In addition to regular County funds, the department receives State and Federal funding which enhance the ability of this department to meet the needs of Dallas County citizens.

FY2015 Baseline Highlights

- The FY2015 Baseline Budget represents a continuation of existing services levels.
- In FY2011, as a cost savings initiative, Commissioners Court deleted three positions in the Welfare Division: one Case Manager, one Case Worker and one Clerical Assistant.
- In FY2012, Commissioners Court deleted one Case Worker position in the Welfare Division.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,115,115	\$1,116,811	\$1,213,968	\$1,200,839
Assistance Payments	1,559,154	1,514,030	1,667,250	1,691,348
Operations	100,150	100,150	100,000	100,000
Capital	0	0	0	0
Total	\$2,774,419	\$2,730,991	\$2,981,218	\$2,992,187

DALLAS COUNTY FY2015 BASELINE BUDGET

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	24.5	24.5	24.5	24.5
Extra Help	\$2,432	\$0	\$0	\$0
Overtime	\$1,859	\$616	\$0	\$0

Authorized Position Detail (Grade)

1 Welfare Supervisor (H)	4 Caseworker (CC)
.5 Information Systems Coordinator (IM) *	2 Clerk II (6)
1 Lead Case Manager Field (FF)	4 Clerk I (5)
1 Caseworker Lead Intake (EE)	1 Data Entry Operator II (5)
1 Housing Coordinator (EE)	1 Van Driver (5)
1 Caseworker II (EE)	1 Clerical Assistant I (3)
5 Case Manager Lead (DD)	
1 Case Monitor (12)	

* This position is funded partially through the General Fund (50%) and partially through the Ryan White/AIDS program (50%).

H&HS - ENVIRONMENTAL HEALTH

Department #5211

Mission Statement

The mission of the Environmental Health program is to ensure the public's safety in the areas of animal control, vector control, and general sanitation within Dallas County.

Description

The Environmental Health program provides a wide array of services. The program inspects food establishments, foster homes, day care centers, and swimming pools for the unincorporated areas of Dallas County as well as certain cities through contract arrangements. In addition, this program provides animal control activities and protects the County's water supply through septic tank inspections, water system surveys, and illegal dumping investigations. Dallas County also operates a St. Louis Encephalitis surveillance program through this division to anticipate potential outbreaks of this mosquito-borne disease and West Nile proactively spray insecticide in hazardous areas.

FY2015 Baseline Highlights

- The FY2015 Budget for the Environmental Health Division represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$622,402	\$723,832	\$707,120	\$724,569
Operations	79,853	206,549	57,310	325,750
Capital	0	0	0	0
Total	\$702,255	\$930,380	\$764,430	\$1,050,319

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	11	11	11	11
Extra Help	\$18,426	\$30,449	\$15,000	\$15,000

Authorized Position Detail (Grade)

1 Assistant Director, Environmental Health (J)	1 Senior Secretary (8)
1 Entomologist/Vector Control Supv. (E)	2 Animal Warden (6)
3 Sanitarian (E)	1 Secretary (6)
2 Nuisance Abatement Officer (66)	

REQUEST FOR EXTRA HELP BUDGET

Department	<u>HHS-Environmental Health</u>	Budget No.	<u>5211</u>
Description of Function Extra help to prevent outbreak of diseases associated with mosquitos such as W. Nile, SLE, malaria, dengue, etc.			

Position Title, Grade And Number	Annual Hours	Hourly Rate	Total	Retirement Benefit	Comments/Justification
Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 02) Position 8391	800	\$10.91	\$8,728.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 01) Position 7735	800	\$10.39	\$8,312.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Lead Service Maintenance Support/Mosquito Tech. Grade 00, (Gr. 03) Position 9683	800	\$11.49	\$9,192.00	-	Extra-help to assist testing and spraying efforts for prevention of W. Nile/SLE, Malaria, Denuge,etc. throughout Dallas County
Total	2,400	-	\$26,184.00	None	

Staff Review and Comment

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Environmental Health	Budget No.	5211
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Add A Staff/P.I.E. Management (Temp Staffing Dallas County contracted vendor)	Temp. personnel to assist with mosquito control activities	\$50,000	\$50,000
Tarrant County (Lab) HD	Testing of water samples taken from private water wells for compliance. The compliance is required for approval of FHS, VA or conventional loans.	\$400	\$400
Mark Miller Johnsen	Spraying and insecticide resistance monitoring contracts.	\$5,000	\$5,000
VDCI	Funding for mosquito control surveillance.	\$163,200	\$163,200

Process Improvement Consulting Request

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	HHS-Environmental Health Services	Budget No	5211
Brief Title of PIR	(1) Microbiologist I (Grade C)	Department Priority	
Approx. Net Cost	\$62,858.00		

Brief Summary of Request

One (1) Full-time Microbiologist I (Grade C) position to perform year round PCR testing of mosquitos for detecting West Nile Virus.

Aug 2014

Discussion of Need:

The Microbiologist I will perform year round Polymerase Chain Reaction (PCR) testing of mosquitos that provide real-time data in the detection of West Nile Virus. The testing was determined by the West Nile Virus Public Advisory Subcommittee in October 2012 and approved by the Commissioners Court in December 2012. The year round PCR testing would provide the earliest possible detection of the presence of West Nile Virus, subsequently assisting in the prompt use of control measures to prevent the spread of West Nile Disease into the human population.

Positions currently funded through the BioWatch grant. However, since the grant funding was reduced by 50% in FY 2014 the position may no longer be funded through the grant. The addition of the position is critical to Dallas County since it is necessary for the prevention of West Nile disease in the County.

Discussion of Related Performance Measure:

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

HHS-Environmental Health Services- (1) Microbiologist I (Grade C)

Staff Cost

Grade	C	
Salary	\$42,931	
FICA @ 7.65%	\$3,284	
Retirement @ 11.5%	\$4,937	
Insurance @ \$8,500	\$8,500	
Total		\$59,652

Related Equipment

\$ Amount

Number

Desk	\$663	
Furniture	\$1,268	
Computer	\$1,025	
Printer	\$250	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		\$3,206

Other Costs (describe)

Special Training	\$0	
Consultant Fees	\$0	
Renovation/Space	\$0	
Total		\$0

Less Additional Revenue Source \$0

Grand Total \$62,858.00



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Microbiologist I
Proposed Position Grade:	C
Department Name:	Environmental Health
Position Number:	
Supervisor Name & Position Title ("Reports To"):	Scott Sawlis – Entomologist / Vector Control Supervisor
Supervisor Phone:	972-225-8993
Supervisor Email:	scott.sawlis@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to coordinate and conduct mosquito surveillance, testing, and treatments in order to mitigate the spread of mosquito-borne disease in Dallas County.
This is accomplished by scheduling and supervising trapping, appropriate chemical treatments of mosquito larvae & adults, identification of trapped mosquitoes, and preparation of test samples. Communication with all Dallas County cities is required for planning and sharing of data.
Other duties include keeping records, documenting all data, analyzing data, and creating reports and presentations.

C. Essential Functions of the New Position

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 D		
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: Traps and tests mosquitoes	Time	E or NE
Tasks performed to accomplish this function:	30%	E
Schedules and coordinates mosquito trapping conducted throughout Dallas County by employees as well as cities; assists with trapping as needed.		
Sorts and identifies traps by sex and species.		
Prepares samples of mosquitoes to test for mosquito-borne disease.		
2. Function: Controls mosquito populations	Time	E or NE
Tasks performed to accomplish this function:	15%	E
Identifies and maps locations with potential mosquito breeding sources.		
Coordinates employees to treat breeding locations with larvicides.		
Mixes pesticides into ULV spray equipment using proper safety precautions.		
Prepares maps and schedules for spraying adulticides to mitigate the spread of disease. Coordinates with employees or contractors to conduct spray missions.		
Assists directly with control efforts as needed.		
3. Function: Address public complaints and communication	Time	E or NE
Tasks performed to accomplish this function:	5%	E
Responds to citizen mosquito complaints and questions.		
Schedules employees to conduct inspections of mosquito complaints, assists as needed.		
Post scheduled and completed spray maps to public website.		
4. Function: Maintains databases and records of all data	Time	E or NE
Tasks performed to accomplish this function:	15%	E
Records mosquito surveillance data from all traps.		
Documents all treatments conducted to control mosquito populations.		
Maintains all data for projects, experiments, or other activities.		
5. Function: Prepares reports and presentations	Time	E or NE
Tasks performed to accomplish this function:	15%	E
Sends trap data and test results to all cities tested by Dallas County.		
Sort and analyze data to determine trends in mosquito populations.		
Create reports, tables, and graphs for submittal to supervisors and stakeholders.		

Develop and conduct presentations for periodic meetings.				
6. Function: Trains and supervises seasonal employees			Time	E or NE
<i>Tasks performed to accomplish this function:</i>			15%	E
Trains seasonal employees in all functions of their jobs.				
Schedule work flows and tasks for daily work completed by employees.				
Monitor that proper work procedures are used.				
7. Function: Other duties as needed			Time	E or NE
<i>Tasks performed to accomplish this function:</i>			5%	NE
Completes additional tasks, projects or other duties as they arise.				

D. 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
{	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	{	{	{
{	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	{	{	{
*	3.	Work requires regular mental and visual concentration most of the time.	{	{	*

E. 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
{	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	{	{	{
*	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	*	{	{
{	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	{	{	{
{	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	{	{	{

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.)

- 53 -	Dissecting microscope, truck-mounted ULV mosquito sprayer, mosquito traps
--------	---

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)

Standard software with high level of competency in Excel.

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
*	1.	Extreme temperature changes (heat, cold, extreme weather changes)	*	{	{	{
*	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	*	{	{	{
*	3.	Noise and vibration (sufficient to cause hearing loss)	*	{	{	{
*	4.	Physical hazards (high voltage, dangerous machinery)	*	{	{	{

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

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

{	1.	<i>Office Environment</i>	{	4.	Clinic	{	6.	Residential Facility (not secure)
{	2.	Shop or Warehouse	*	5.	Secured Facility	{	7.	Vehicle
{	3.	Other (Specify)						

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

Latex gloves, apron, rubber boots, face splash shield, ear plugs.

F. 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).

{	1.	Less than high school education
{	2.	High school diploma or equivalent
{	3.	One year college
{	4.	Two-year Associate's degree in:
*	5.	Four-year Bachelor's degree in: Any field of Natural Science
{	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).

{	1.	<i>No previous experience required</i>
{	2.	Six months to one year experience in/as:
*	3.	Minimum of one year experience in/as: Work related experience
{	4.	Minimum of two years experience in/as:
{	5.	Minimum of three years experience in/as:
{	6.	Minimum of four years experience in/as:
{	7.	Minimum of five years experience in/as:
{	8.	Minimum of six years experience in/as:
{	9.	Minimum of seven years experience in/as:
{	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.	Texas Department of Agriculture Non-commercial Political Pesticide Applicator License (within 1 year of hire)
2.	
3.	
4.	
5.	Valid Drivers License Required? *Yes {No If Yes, what type? Class C

G. 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.

{	1.	Work tasks are usually identical, with simple rules and detailed instructions.
{	2.	Work tasks are routine, but not identical.
{	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
*	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.

{	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.
{	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.

Plans and schedules mosquito surveillance and control efforts on a daily to yearly basis.

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

{	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
{	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.
{	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.
{	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.

Total county amount \$	Total grant amount \$
Additional comments:	

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>
Lead Mosquito Technician	1
Mosquito Technician	3

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 (check one).

{	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
{	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.
*	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.
{	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.
{	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)

{	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
{	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
{	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.
{	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
*	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.
{	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.
{	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.
{	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.
{	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
{	1.	Work requires answering simple inquiries or referring inquiries to others.	{	{	{
*	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	*	{	{
{	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	{	{	{
{	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	{	{	{

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Entomologist / Vector Control Supervisor
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Lead Mosquito Technician
	2. Mosquito Technician

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

H&HS - PUBLIC HEALTH LAB

Department #5212
Parkland Funded

Mission Statement

The mission of the Public Health Lab is to accurately perform tests on specimens provided by the County's various clinics to establish the existence of a disease.

Description

The Public Health Lab performs serological, biological, and bacteriological analyses and tests for the diagnosis of disease to determine the effectiveness of treatment and to control the spread of communicable diseases. The lab is located in the Health & Human Services Building in close proximity to the STD Clinic and TB Clinic, the primary users of the lab's services. In order to provide timely results from certain tests, a satellite lab is actually located at the STD Clinic. The lab works in conjunction with the County's grant funded Bio-Terrorism division by performing Bio-Terrorism testing. The activities of the lab are the primary source of federal reimbursement for tests performed for eligible patients. The lab is certified biannually to meet the standards of the Clinical Laboratory Improvement Act (CLIA) of 1988.

FY2015 Baseline Highlights

- The FY2015 Baseline includes continuation of existing service levels.
- In FY2010 Parkland agreed to fund increased staffing of a Microbiologist III and a Microbiologist II.
- The FY2013 Budget for Public Health Lab includes the addition of a Microbiologist I

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$949,466	\$948,750	\$1,111,862	\$1,056,662
Operations	697,265	709,615	738,900	816,000
Capital	0	0	0	0
Total	\$1,646,731	\$1,658,365	\$1,850,762	\$1,873,262

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	17	18	18	18

Authorized Position Detail (Grade)

1 Public Health Lab Manager (K)	2 Medical Lab Tech (10)
1 Microbiologist III (H)	2 Medical Lab Technician I (8)
2 Microbiologist II (G)	1 Senior Secretary (8)
7 Microbiologist I (C)	1 Clerk II (6)
1 Medical Lab Technician III (11)	

H&HS - PREVENTIVE HEALTH

Department #5213
Parkland Funded

Mission Statement

The mission of the Preventive Health program is to provide general public health services that motivate healthy lifestyles, encourage childhood vaccinations, and promote health education across Dallas County.

Description

The Preventive Health program operates clinics throughout Dallas County (excluding the City of Dallas) in the area of well-child care, low birth-weight, and childhood immunizations. One permanent clinic is located at the Health & Human Services building and mobile clinics are offered at community buildings. Typically 30-35 clinics are scheduled during the month with a nurse traveling from site to site each day for the clinic. In addition to these regularly scheduled clinics, the program began to offer specialized clinics to address specific health concerns such as Hepatitis B and senior citizen clinics. In addition, this program conducts a clinic where clients can receive the necessary vaccinations for foreign travel. This service is provided to the clients at cost, with the revenue received offsetting the cost of the vaccine and staff.

FY2015 Baseline Highlights

- The FY2015 Baseline Budget for the Preventive Health Department represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,284,269	\$1,256,294	\$1,673,951	\$1,666,074
Operations	829,510	860,598	931,500	1,086,450
Capital	0	0	0	0
Total	\$2,113,779	\$2,116,892	\$2,605,451	\$2,752,524

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	28	28	28	28
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

2 Field Nurse Supervisors (HM)	1 Nurse Practitioner (LM)
1 Nurse Educator (GM)	1 Clerk IV (8)
10 Public Health Nurse II (FM)	1 Clerk II (6)
1 Program Monitor (G)	2 Data Entry Clerk (5)
1 Medicaid Eligibility Specialist (12)	5 Clerk I (5)
1 Health Educator (EE)	1 Clerk I / Receptionist (5)
1 Licensed Vocational Nurse (9)	

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Public Health Lab	Budget No.	5212
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
American Ice	Dry ice used to pack N. Gonorrhoea isolates for CDC surveillance reports	\$850	\$850
American Assoc. of Bio-analysts	Proficiency testing required by CLIA for Step, Syphilis and Urinalysis	\$810	\$810
American Proficiency Institute	Proficiency testing required by CLIA for DNA Probe for C. Trachomat and N. Gonorrhoea	\$410	\$410
College of American Pathologists	Proficiency testing is required by CLIA for Herpes, Tuberculosis, QuantiFERON-TB Gold Test, HIV-1, Gram Stain	\$6,000	\$6,000
Wisconsin State Lab. Hygiene Proficiency Test	For mailed Lab-Lead, Exterior Staph, Wet Mounts, RPR (Mobile Clinic)	\$990	\$990
Proficiency Testing	QuantiFERON - TB gold test	\$350	\$350
Process Improvement Consulting Request			

REPLACEMENT EQUIPMENT REQUEST

Department HHS-Public Health Lab

Budget No. 5212

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacemen	Comments/Justification
1	HP Laserjet 4050TN Printer	5	DCHHS08706 102207	\$250	Not compatible with replacement computer
2	HP Photosmart 7760 Printer	5	DCHHS05212 102718	\$250	Not compatible with replacement computer

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>HHS-Public Health Lab</u>	Budget No <u>5212</u>
Brief Title of PIR	<u>(1) Microbiologist I (Grade C)</u>	
Approx. Net Cost	<u>\$62,858.00</u>	Department Priority _____

Brief Summary of Request
 One (1) Full-time Microbiologist I (Grade C) position to perform testing related HIV-1 RNA used to detect early HIV-1 infection.

Discussion of Need:

The Microbiologist I will primarily be involved in performing testing related HIV-1 RNA used to detect early HIV-1 infection. The tests are designed to essentially detect early HIV I infection (termed acute) in 9-11 days after someone has been exposed which other traditional tests can take up to 2-3 months before test is reactive. The testing will improve timeliness and increase the diagnostic accuracy for individuals who may have acute infection.

Positions currently funded through the DSHS state grant contract. However, the state has notified us that the position will no longer be funded as of August 31, 2014. The addition of the position is critical to dallas County since it will help the public health lab continue performing the required testing that will provide opportunities for public health interventions and aid in the prevention of disease transmission.

Discussion of Related Performance Measure:

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	HHS-Public Health Lab- (1) Microbiologist I (Grade C)	
Staff Cost		
Grade	C	
Salary	\$42,931	
FICA @ 7.65%	\$3,284	
Retirement @ 11.5%	\$4,937	
Insurance @ \$8,500	\$8,500	
Total		\$59,652
Related Equipment		
	\$ Amount	
Number		
Desk	\$663	
Furniture	\$1,268	
Computer	\$1,025	
Printer	\$250	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		\$3,206
Other Costs (describe)		
Special Training	\$0	
Consultant Fees	\$0	
Renovation/Space	\$0	
Total		\$0
Less Additional Revenue Source		\$0
Grand Total		\$62,858.00



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Microbiologist I
Proposed Position Grade:	C
Department Name:	Health and Human Services
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Joey Stringer; General Laboratory Supervisor
Supervisor Phone:	972-692-2762
Supervisor Email:	jstringer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to Assist and or conduct testing of blood samples for acute HIV infection; conduct testing on blood samples for latent Tuberculosis Infections.
This is accomplished by The acute HIV infections will be accomplished by nucleic acid testing (PCR) and the TB infections will be identified by using the QuantiFeron TB Gold on the EVOLIS.
Other duties include QC control; west nile testing (PCR); cultures for gonorrhoeae.

C. Essential Functions of the New Position

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 D		
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: Check-in samples	Time	E or NE
Tasks performed to accomplish this function:	40%	E
Responsible for checking in all blood samples from patients submitted to lab for		
Testing to aid in the diagnosis of an acute HIV infection and quanteferon TB		
Infection. Samples will be checked-in as they come from submitters using		
Pre-labeled bar codes.		
2. Function: HIV ID and latent TB identification	Time	E or NE
Tasks performed to accomplish this function:	40%	E
Responsible for performing the testing with the HIV-1 RNA Qualitative Assay		
(NAAT) and responsible for testing of latent TB blood samples using QuantiFeron		
TB Gold.		
3. Function: Quality control and quality assurance	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Conducts QC procedures on analytical test, equipment and reagents; all are		
Performed and recorded as determined by CLIA 88 to maintain laboratory		
Certification.		
4. Function: Maintain CLIA 88 certifications.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
Participates in proficiency testing as mandated by CLIA 88		
5. Function: miscellaneous testing	Time	E or NE
Tasks performed to accomplish this function:	5%	N
Performs other duties as assigned such as cultures for gonorrhoeae and west Nile		
Virus testing using real-time PCR.		

D. 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
{	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	{	{	{
{	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	{	{	{
X	3.	Work requires regular mental and visual concentration most of the time.	{	{	X

E. 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
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	{	{	X
x	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	X	{	{
{	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	{	{	{
{	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	{	{	{

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.)

EVOLIS; working knowledge of real-time and or conventional PCR or nucleic acid testing (NAT); centrifuges; pipettes; autoclave

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 checked="" type="checkbox"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	{	{	{	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	{	{	<input checked="" type="checkbox"/>	{
{	3.	Noise and vibration (sufficient to cause hearing loss)	{	{	{	{
{	4.	Physical hazards (high voltage, dangerous machinery)	{	{	{	{

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

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

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

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

Laboratory coat, safety goggles; gloves; shield; mask.

F. 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).

{	1.	Less than high school education
{	2.	High school diploma or equivalent
{	3.	One year college
{	4.	Two-year Associate's degree in:
<input checked="" type="checkbox"/>	5.	Four-year Bachelor's degree in: science related field.
{	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).

{	1.	<i>No previous experience required</i>
×	2.	Six months to one year experience in/as: a laboratory technician
{	3.	Minimum of one year experience in/as:
{	4.	Minimum of two years experience in/as:
{	5.	Minimum of three years experience in/as:
{	6.	Minimum of four years experience in/as:
{	7.	Minimum of five years experience in/as:
{	8.	Minimum of six years experience in/as:
{	9.	Minimum of seven years experience in/as:
{	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.	Certification not required but recommended.
2.	
3.	
4.	
5.	Valid Drivers License Required? {Yes {No If Yes, what type?

G. 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.

{	1.	Work tasks are usually identical, with simple rules and detailed instructions.
	2.	Work tasks are routine, but not identical.
{	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
×	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
{	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.
{	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?
If yes, describe the planning or project management activities associated with this position.

{yes}

Validation and or verification projects will be implemented by the QA/QC officer for new test that may be brought to Dallas county for STD testing or for any other section in the laboratory.

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

{	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
{	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.
{	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.
{	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.

Total county amount \$	Total grant amount \$
Additional comments:	

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

{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 (check one).

{	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
{	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.
{	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.
{	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.
{	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)

{	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
{	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
{	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.
{	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
{	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.
×	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.
{	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.
{	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.
{	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
×	1.	Work requires answering simple inquiries or referring inquiries to others.	{	×	{
{	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	{	{	{
{	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	{	{	{
{	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	{	{	{

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Microbiologist II
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	HHS-Public Health Lab	Budget No	5212
Brief Title of PIR	(1) Clerk IV (Grade 8)	Department Priority	
Approx. Net Cost	\$51,656		

Brief Summary of Request

One (1) Full-time Clerk IV (Grade 8) position to assist with clerical operations of the laboratory.

Discussion of Need:

The Clerk IV performs all clerical related day-to-day functions to assist with lab operations. Functions may include but not be limited to maintaining inventory of lab supplies, ordering supplies as necessary, receiving invoicing and processing RMR's, assisting lab staff with travel and training scheduling, receiving and responding to general lab correspondences, scheduling lab equipment maintenance, keeping-up with lab equipment leases and a variety of other critical tasks to aid in the operation of the lab.

Positions currently funded through the BioWatch grant. However, since the grant funding was reduced by 50% in FY 2014 the position may no longer be funded through the grant. The addition of the position is critical to Dallas County since it is necessary to maintain lab operations.

Discussion of Related Performance Measure:

Staff Review and Comments

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	HHS-Public Health Lab- (1) Clerk IV (Grade 8)	
Staff Cost	<hr/>	
Grade	8	
Salary	<u>\$33,529</u>	
FICA @ 7.65%	<u>\$2,565</u>	
Retirement @ 11.5%	<u>\$3,856</u>	
Insurance @ \$8,500	<u>\$8,500</u>	
Total		<u>\$48,450</u>
Related Equipment	\$ Amount	
Number		
Desk	<u>\$663</u>	
Furniture	<u>\$1,268</u>	
Computer	<u>\$1,025</u>	
Printer	<u>\$250</u>	
Network Cabling	<u> </u>	
Software	<u> </u>	
Vehicle	<u> </u>	
Travel	<u> </u>	
Pager	<u> </u>	
Cell Phone	<u> </u>	
Other	<u> </u>	
Total		<u>\$3,206</u>
Other Costs (describe)		
Special Training	<u>\$0</u>	
Consultant Fees	<u>\$0</u>	
Renovation/Space	<u>\$0</u>	
Total		<u>\$0</u>
Less Additional Revenue Source		<u>\$0</u>
Grand Total		<u>\$51,656.00</u>



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Clerk IV
Proposed Position Grade:	8
Department Name:	Health and Human Services
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Joey Stringer, General Laboratory Supervisor
Supervisor Phone:	972-692-2762
Supervisor Email:	jstringer@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to
Perform daily administration work for dallas county laboratory, both STD clinic and main lab, and establish a financial budget analysis for the entire laboratory.
This is accomplished by
Ordering and receiving supplies from vendors, retrieve results from various entities, process payments for services rendered. Establish weekly, bi-weekly and monthly reports. As well as aid in the annual preparation of the laboratory budget.
Other duties include
STD apps reporting, processing QF checks, budget reconciliation, issuance of gate cards,

C. Essential Functions of the New Position

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 D		
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: Daily laboratory reporting and business	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	35%	E
Perform administration duties to include retrieval of State health reports, order and retrieve supplies and process checks for all services rendered.		
2. Function: Weekly and monthly laboratory reporting and business	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	35%	E
Retrieve STD Medicaid reports and STD laboratory reports. Run Parkland and Laboratory combo reports for monthly distribution, perform billing and generate statements for generation of invoice. Compile packets for distribution to Submitters. Perform budget reconciliation from Oracle, print out expense reports, and total monthly expenditures.		
3. Function: Annual laboratory reporting and business	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Prepare and aid in the annual budget, prepare tables of previous fiscal year and upcoming fiscal year.		
4. Function: miscellaneous	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Perform other duties as assigned. Record Time and Attendance; distribute bar code labels to different sections of the laboratory.		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

D. 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
{	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	{	{	{
{	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	{	{	{
X	3.	Work requires regular mental and visual concentration most of the time.	{	{	X

E. 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
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	{	{	X
{	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	{	{	{
{	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	{	{	{
{	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	{	{	{

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.)

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)

Use of regular computers and software, Oracle, Kronos,

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
{	1.	Extreme temperature changes (heat, cold, extreme weather changes)	{	{	{	{
{	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	{	{	{	{
{	3.	Noise and vibration (sufficient to cause hearing loss)	{	{	{	{
{	4.	Physical hazards (high voltage, dangerous machinery)	{	{	{	{

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

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

{	1.	<i>Office Environment</i>	{	4.	Clinic	{	6.	Residential Facility (not secure)
{	2.	Shop or Warehouse	{	5.	Secured Facility	{	7.	Vehicle
	3.	Other (Specify) Laboratory						

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

None.	

F. 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).

{	1.	Less than high school education
×	2.	High school diploma or equivalent: Minimum
{	3.	One year college
{	4.	Two-year Associate's degree in:
{	5.	Four-year Bachelor's degree in:
{	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).

{	1.	<i>No previous experience required</i>
×	2.	Six months to one year experience in/as: Clerk
{	3.	Minimum of one year experience in/as:
{	4.	Minimum of two years experience in/as:
{	5.	Minimum of three years experience in/as:
{	6.	Minimum of four years experience in/as:
{	7.	Minimum of five years experience in/as:
{	8.	Minimum of six years experience in/as:
{	9.	Minimum of seven years experience in/as:
{	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.	None
2.	
3.	
4.	
5.	Valid Drivers License Required? {Yes {No If Yes, what type?

G. 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.

{	1.	Work tasks are usually identical, with simple rules and detailed instructions.
×	2.	Work tasks are routine, but not identical.
{	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
{	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
{	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.
{	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? { 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}
 If yes, please indicate the types of budgetary activities required.

{	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
×	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.
{	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.
{	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.

Total county amount \$1,900,000.00	Total grant amount \$
Additional comments:	

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

{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 (check one).

{	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
{	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.
{	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.
{	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.
{	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)

{	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
{	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
×	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.
×	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
{	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.
{	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.
{	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.
{	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.
{	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
{	1.	Work requires answering simple inquiries or referring inquiries to others.	{	{	{
∞	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	{	{	{
{	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	{	{	{
{	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	{	{	{

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Senior Secretary
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>HHS-Public Health Lab</u>	Budget No	<u>5212</u>
Brief Title of PIR	<u>Cepheid GeneXpert GXVI-16-8-D</u>		
Estimated Cost	<u>\$97,585</u>	Department Priority	<u> </u>
Brief Summary of Request			
Request for Cepheid GeneXpert GXVI-16-8-D to be utilized for Tuberculosis testing both for detection and confirmation of M. Tuberculosis organism and test for susceptibility as part of the required lab services.			
Discussion of Need			
<p>One of the primary functions of the Public Health Labo is to test submitted specimens for the presence of <i>M. tuberculosis</i>, the bacterial causative agent of the highly-infectious respiratory disease tuberculosis, and to identify the most efficient antibiotics to optimize patient treatment and care. Currently, the Lab utilizes a two-front approach: the GenProbe MTD system detects the microorganism in specimens collected from patients and the BACTEC MGIT 960 liquid culture system tests for antibiotic drug susceptibility. On average, the delay between the two diagnostic tests is approximately five (5) weeks, during which time the patient(s) may have a higher opportunity to infect otherwise healthy individuals. The requested Cepheid GeneXpert GXVI-16-8-D will perform both, detection and of <i>M. tuberculosis</i> organism and assess antibiotic drug susceptibility the same day of specimen collection. The vastly improved testing turn-around time will aid the lab to return results to the physician faster, who may then administer an optimized treatment regimen to the patient in a more timely matter. Ultimately, the implementation of the Cepheid GeneXpert system would help in TB prevention and spread of the disease. Furthermore, the proposed equipment is more vastly efficient than just the MTD and BACTEC systems alone, all the while reducing processing time for staff as well as more specific detection of <i>M. tuberculosis</i>.</p> <p>(Attached is detailed pricing quote and information)</p>			
Staff Review and Comment			



Sales Quote

CEPHEID
 904 Caribbean Drive
 Sunnyvale, CA 94089
 United States

Quote Number QA17491
 Quote Date 9/9/2013
 Quote Expire 12/31/2013
 Customer Tax ID
 Print Date 9/9/2013

Phone 1-888-838-3222

Contact
 ordermanagement@cepheid.com

Sold To 11000956

Ship To 11000956

Dallas County Health & Human Service
 Health & Human Svcs Lab
 2377 Stemmons Freeway
 Dallas, TX 75207
 United States

Dallas County Health & Human Service
 Health & Human Svcs Lab
 2377 Stemmons Freeway
 Dallas, TX 75207
 United States

Attention: Joey Stringer Ph: 972-692-2762

Account Representative: Damian Stutz

GPO: GSA

Line	Item Number	Due Date	Qty	Unit Price	Discount	Net Price	Extended Price
1	GXXVI-8-D GENEXPERT XVI R2 8 MODULE CONFIGURATION DESKTOP COMPUTER		1.0	113,400.00	17,010.00	96,390.00	96,390.00
	GeneXpert XVI, 8 Testing Site System w/ 6 Color Modules, Desktop Computer & Dx 4.3 Software, Dx-Discount applied						
2	PRINTER-B&W B&W PRINTER FOR GENEXPERT AND SMARTCYCLER SYSTEMS~		1.0	250.00	50.00	200.00	200.00
3	ABCE800-11 UNINTERRUPTIBLE POWER SUPPLY FOR UP TO GENEXPERT16 OR ONE SMARTCYCLER		1.0	995.00	0.00	995.00	995.00

YOUR PURCHASE ORDER MUST REFERENCE THIS QUOTE (#QA17491) TO RECEIVE THE ABOVE DISCOUNTS. PRICE ADJUSTMENTS MAY NOT BE ALLOWED AFTER SHIPMENT.

Standard orders ship prepaid by Cepheid via FedEx 2-Day. Freight charges will apply to overnight orders. Customer's preferred carrier and account number are required if shipped collect.

Submission of a Purchase Order requires Customer's acceptance of GSA's terms and conditions.

Please fax Purchase Orders to 408-716-2840, or email a PDF version of the Purchase Order to ordermanagement@cepheid.com



Sales Quote

CEPHEID
904 Caribbean Drive
Sunnyvale, CA 94089
United States

Quote Number QA17491
Quote Date 9/9/2013
Quote Expire 12/31/2013
Customer Tax ID
Print Date 9/9/2013

Phone 1-888-838-3222

Contact
ordermanagement@cepheid.com

Line	Item Number	Due Date	Qty	Unit Price	Discount	Net Price	Extended Price
						Subtotal	97,585.00
						Total (USD)	97,585.00

Payment Terms Net 30 Days
Freight Term PREPAID
FOB Term DEST
Ship Via FedEx 2 day

Salesperson StuD
Salesperson HochE

H&HS - PREVENTIVE HEALTH

Department #5213
Parkland Funded

Mission Statement

The mission of the Preventive Health program is to provide general public health services that motivate healthy lifestyles, encourage childhood vaccinations, and promote health education across Dallas County.

Description

The Preventive Health program operates clinics throughout Dallas County (excluding the City of Dallas) in the area of well-child care, low birth-weight, and childhood immunizations. One permanent clinic is located at the Health & Human Services building and mobile clinics are offered at community buildings. Typically 30-35 clinics are scheduled during the month with a nurse traveling from site to site each day for the clinic. In addition to these regularly scheduled clinics, the program began to offer specialized clinics to address specific health concerns such as Hepatitis B and senior citizen clinics. In addition, this program conducts a clinic where clients can receive the necessary vaccinations for foreign travel. This service is provided to the clients at cost, with the revenue received offsetting the cost of the vaccine and staff.

FY2015 Baseline Highlights

- The FY2015 Baseline Budget for the Preventive Health Department represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,284,269	\$1,256,294	\$1,673,951	\$1,666,074
Operations	829,510	860,598	931,500	1,086,450
Capital	0	0	0	0
Total	\$2,113,779	\$2,116,892	\$2,605,451	\$2,752,524

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	28	28	28	28
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

2 Field Nurse Supervisors (HM)	1 Nurse Practitioner (LM)
1 Nurse Educator (GM)	1 Clerk IV (8)
10 Public Health Nurse II (FM)	1 Clerk II (6)
1 Program Monitor (G)	2 Data Entry Clerk (5)
1 Medicaid Eligibility Specialist (12)	5 Clerk I (5)
1 Health Educator (EE)	1 Clerk I / Receptionist (5)
1 Licensed Vocational Nurse (9)	

REQUEST FOR EXTRA HELP BUDGET

Department	<u>HHS-Preventive Health</u>	Budget No.	<u>5213</u>
Description of Function	<u>Temp. RN for Preventive Health</u>		

Position Title, Grade And Number	Annual Hours	Hourly Rate	Total	Retirement Benefit	Comments/Justification
Temp. RN (Public Nursing) (Gr. EM) 00-E-UNCL. 8313	850	\$24.01	\$20,408.50	-	Additional support to handle the overload during Flu season and other outbreak events
Temp. RN (Public Nursing) (Gr. EM) 00-E-UNCL. 7829	850	\$24.01	\$20,408.50	-	Additional support to handle the back-to-school immunization and other outbreak events
Total	1,700	-	\$40,817.00	None	

Staff Review and Comment

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Preventive Health	Budget No.	5213
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/nursing services and clerk as additional support to handle the overload during the Flu-season & other immunization events	\$40,000	\$40,000
WM Healthcare Solutions, Inc.	Contract to pick up and dispose medical waste (FY2014 Budget in line item 2920)	\$5,000	\$5,000
Interlingua USA	Translation service	\$500	\$500
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation service for patients	\$250	\$250

Process Improvement Consulting Request

REPLACEMENT EQUIPMENT REQUEST

Department HHS-Preventive Health

Budget No. 5213

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacemen	Comments/Justification
1	Desktop Computer Optiplex GX 620	6	DCHHS08726 101942	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
2	Desktop Computer Optiplex GX 280	8	DCHHS08709 100201	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
3	Desktop Computer Optiplex GX 260	8	DCHHS00000 102039	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
4	Desktop Computer Optiplex GX270	6	DCHHS00000 101972	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
5	Desktop Computer Optiplex GN	16	DCHHS08708 101981	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
6	Desktop Computer Optiplex GX 620	8	DCHHS08708 101761	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
7	Desktop Computer Optiplex GX 280	8	DCHHS00000 101971	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
8	Desktop Computer Optiplex GX270	10	DCHHS08723 100409	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
9	esktop Computer Optiplex GX270	10	DCHHS08723 100433	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
10	Desktop Computer Optiplex GX 280	8	DCHHS08708 102209	\$700	Not compatible with Windows 7 OS which is the standard OS for Dallas County computers
11	HP Office Jet 6480 Printer	7	DCHHS08708 102578	\$250	Not compatible with replacement computer

REPLACEMENT EQUIPMENT REQUEST

Department HHS-Preventive Health

Budget No. 5213

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacemen	Comments/Justification
12	HP Deskjet 3940 Printer	7	DCHHS05213 102719	\$250	Not compatible with replacement computer
13	HP Deskjet 3940 Printer	7	DCHHS05213 102720	\$250	Not compatible with replacement computer
14	HP Deskjet 3940 Printer	7	DCHHS05213 102721	\$250	Not compatible with replacement computer
15	HP Laserjet 2500 printer	5	DCHHS08723 100375	\$250	Not compatible with replacement computer

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	HHS-Preventive Health	Budget No	5213
Brief Title of PIR	(1) Program Analyst/Grants Manager (Grade I)	Department Priority	
Approx. Net Cost	\$86,937		

Brief Summary of Request

One (1) Full-time Program Analyst/Grants Manager (Grade I) position to develop program goals and manage all health related grants.

Discussion of Need:

Currently, Dallas County Health and Human Services administers several health related grants received from the city, state and federal agencies. The requested position will required to facilitate development of program goals and management of these grants.

The Program Analyst/Grants Manager will ensure compliance of each grant program in accordance with grant contract as well as monitor that the programs are compliant with current city, state and federal guidelines. Additionally, the position will coordinate with programs staff to ensure service delivery and reporting requirements are met to ensure funding.

Discussion of Related Performance Measure:

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR HHS-Preventive Health- (1) Program Analyst/Grants Manager (Grade I)

Staff Cost

Grade	I	
Salary	\$63,140	
FICA @ 7.65%	\$4,830	
Retirement @ 11.5%	\$7,261	
Insurance @ \$8,500	\$8,500	
Total		\$83,731

Related Equipment

\$ Amount

Number

Desk	\$663	
Furniture	\$1,268	
Computer	\$1,025	
Printer	\$250	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total		\$3,206

Other Costs (describe)

Special Training	\$0	
Consultant Fees	\$0	
Renovation/Space	\$0	
Total		\$0

Less Additional Revenue Source \$0

Grand Total \$86,937.00



**DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE**

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the “Position Reclassification Summary Form”)

A. Identification / General Information

Proposed Position Title:	Program Analyst/Grants Manager
Proposed Position Grade:	I
Department Name:	Health and Human Services
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	Ganesh Shivaramaiyer, Asst. Director, Finance, Budget & Contracts
Supervisor Phone:	(214) 819-1865
Supervisor Email:	gshivara@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to Develop program goals, manage and monitor contracts for various health grants and funding.
This is accomplished by coordinating with programmatic staff the contractual requirements as well as compliances necessary to successfully meet program deliverable and goals.

Other duties include Developing budget to operate grant, reviewing expenditures and ensuring reporting requirements completion.

C. Essential Functions of the New Position

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 D		
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: Develop Program Goals	Time	E or NE
Tasks performed to accomplish this function:	15%	E
• Receive and review contracts from grantor for each program		
• Communicate required deliverables of the program to program staff		
• Establish necessary deadlines/benchmarks for meeting program goals in conjunction with grant contract		
2. Function: Manage and Monitor Grant Contracts	Time	E or NE
Tasks performed to accomplish this function:	10%	E
• Review necessary report from program staff and ensure correctness		
• Make necessary modifications or revision to program delivery in conjunction with program manager required by grant contract		
• Propose contract amendments during the program year as necessary		
3. Function: Meet Grant Reporting Requirements	Time	E or NE
Tasks performed to accomplish this function:	25%	E
• Prepare financial reporting monthly, quarterly and annually as required by grantor		
• Ensure programmatic staff submit required program reports after due review		
• Submit necessary funding drawdowns from grantor to meet program expenditure		
4. Function: Ensure Grant Compliance	Time	E or NE
Tasks performed to accomplish this function:	15%	E
• Monitor program continually to ensure grant compliances are being met		
• Implement procedures within each program to achieve compliances wherever necessary		
• Review, process and implement procedures to accommodate new and/or revised compliance requirements		
5. Function: Facilitate Monitoring Review and Audits	Time	E or NE
Tasks performed to accomplish this function:	10%	E
• Facilitate periodic monitoring reviews by grantor and provide responses to any questions, findings, corrective action or recommendations made		
• Facilitate single audit process for each grant program selected for audit and		

provide responses to questions, findings or corrective actions made.		

D. 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
{	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	{	{	{
{	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	{	{	{
*	3.	Work requires regular mental and visual concentration most of the time.	{	{	*

E. 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
*	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	*	{	{
{	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	{	{	{
{	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	{	{	{
{	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	{	{	{

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.)

Calculator

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)

Standard computer, Dallas County's Oracle/Kronos system, all Microsoft Office tools (Advanced Excel),

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
{	1.	Extreme temperature changes (heat, cold, extreme weather changes)	{	{	{	{
{	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	{	{	{	{
{	3.	Noise and vibration (sufficient to cause hearing loss)	{	{	{	{
{	4.	Physical hazards (high voltage, dangerous machinery)	{	{	{	{

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

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

*	1.	<i>Office Environment</i>		4.	Clinic	{	6.	Residential Facility (not secure)
{	2.	Shop or Warehouse	{	5.	Secured Facility	{	7.	Vehicle
{	3.	Other (Specify)						

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

F. 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).

{	1.	Less than high school education
{	2.	High school diploma or equivalent
{	3.	One year college
{	4.	Two-year Associate's degree in:
*	5.	Four-year Bachelor's degree in: Business or related field
{	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).

{	1.	<i>No previous experience required</i>
{	2.	Six months to one year experience in/as:
{	3.	Minimum of one year experience in/as:
{	4.	Minimum of two years experience in/as:
{	5.	Minimum of three years experience in/as:
{	6.	Minimum of four years experience in/as:
*	7.	Minimum of five years experience in/as: working with federal/state grants, financial admin., health
{	8.	Minimum of six years experience in/as:
{	9.	Minimum of seven years experience in/as:
{	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? *Yes {No If Yes, what type? Texas

G. 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.

{	1.	Work tasks are usually identical, with simple rules and detailed instructions.
{	2.	Work tasks are routine, but not identical.
{	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
{	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
*	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.
{	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.

Planning activities may include program goal setting, deliverables, establish timeline for meeting grant objectives, program activity timeline, establish method and process for data collection for reporting, staff meetings, manage and evaluate staff.

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

*	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
*	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.
{	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.
{	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.

Total county amount \$5,000,000	Total grant amount \$25,000,000
Additional comments:	

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>
Program Monitor (G)	1
Grants Analyst (E)	1

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 (check one).

{	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
{	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.
*	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.
{	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.
{	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)

{	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
{	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
{	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.
{	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
{	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.
{	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.
*	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.
{	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.
{	9.	Work is generally unguided.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
{	1.	Work requires answering simple inquiries or referring inquiries to others.	{	{	{
{	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	{	{	{
*	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	{	*	{
{	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	{	{	{

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Program Analyst/Grants Manager
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

H&HS - COMMUNICABLE DISEASE CONTROL

Department #5214

Mission Statement

The mission of the Communicable Disease Control program is to monitor the incidence of communicable diseases within the County and coordinate treatment programs and action plans in the event of an epidemic or centralized outbreak of disease.

Description

The Communicable Disease Control program coordinates the surveillance, investigation, and intervention in cases related to communicable diseases (except for AIDS, sexually transmitted diseases, and tuberculosis), for the entire County. State law requires that certain diseases be reported to the County for epidemiological purposes to track public health and identify potential health problems before they escalate. This program works hand-in-hand with the Environmental Health program to dispense rabies vaccinations when necessary, to investigate the possibility of lead poisoning in children when a lead-infested site is discovered, and to educate parents when a day care center inspection reveals the presence of disease. As a secondary function, this program consults with private physicians and clinics to identify rare diseases that could be of a concern to public health.

FY2015 Baseline Highlights

- The FY2015 Baseline for the Communicable Disease Control Department represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$463,838	\$513,544	\$506,249	\$476,289
Operations	13,263	13,810	63,289	67,950
Capital	0	0	0	0
Total	\$477,101	\$527,354	\$569,538	\$544,239

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	8	8	8	8

Authorized Position Detail (Grade)

1 Health Nurse Specialist (HM)
4 Registered Nurse II (FM)

2 Data Entry Clerk II (6)
1 Clerk II (6)

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Communicable Disease	Budget No.	5214
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Laboratory Corp of America	Testing contacts for Hepatitis A and B	\$8,633	\$8,633
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/nursing services and clerk as additional support to handle the overload during outbreaks or as additional support to ensure continuity of required duty of the division until vacant positions are filled	\$5,000	\$5,000
Interlingua USA	Translation service	\$500	\$500
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation service for patients	\$250	\$250

Process Improvement Consulting Request

H&HS - STD CLINIC

Department #5215
Parkland Funded

Mission Statement

The mission of the Sexually Transmitted Disease (STD) Clinic is to prevent the spread of STDs through treatment, education and prevention efforts.

Description

Located on the first floor of the Health & Human Services Building, the STD Clinic serves as the primary diagnostic and treatment center for STDs in Dallas County. The clinic is open during the day, five days a week and in the evenings four days a week. Test for all major STDs such as gonorrhea, syphilis, chlamydia, and AIDS are performed. If detected, the clinic also provides treatment and referrals. In addition, the clinic performs epidemiological activities such as partner identification, notification, and counseling. As a secondary function, the clinic offers consultation and training to private physicians, agencies and professional staff of smaller treatment centers.

FY2015 Baseline Highlights

- The FY2015 Baseline for the STD Clinic represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,205,029	\$1,174,044	\$1,477,020	\$1,506,244
Operations	118,786	97,930	173,319	150,680
Capital	0	0	0	0
Total	\$1,323,815	\$1,287,140	\$1,650,339	\$1,656,924

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	23	23	23	23

Authorized Position Detail (Grade)

- 1 Physician (D1)
- 3 Nurse Practitioner (LM)
- 8 Registered Nurses (FM)
- 1 Crisis Intervention Counselor (G)
- 1 Process Support Supervisor (A)
- 5 Clerk II (6)
- 2 Phlebotomist (5)
- 2 Clerk I (5)

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-STD Clinic	Budget No.	5215
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. RN/Nurse practitioners and clerk as additional support to ensure continuity of required duty of the division until vacant positions are filled.	\$20,000	\$20,000
Alridge Family Pharmacy/Howard Aldridge Jr.	Contract to dispose outdated, unusable, and or recalled drugs in a manner compliant with TX State Board of Pharmacy Rules & Regulations. Bottling and albeling of medication for various clinics and prescription filling services.	\$1,000	\$1,000
Laboratory Corp of America	Testing contacts for Comprehensive metabolic panel, HBsAg Screen, T-Helper (CD4 lymph), CBC with differential, and HVC Antibody	\$6,000	\$6,000
Interlingua USA	Translation service	\$500	\$500
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
Universe Technical Translation	Telephone interpretation service for patients	\$200	\$250
Process Improvement Consulting Request			

H&HS - TB CLINIC

Department #5216
Parkland Funded

Mission Statement

The mission of the Tuberculosis (TB) Clinic is to prevent the spread of tuberculosis by providing diagnostic treatment, prevention programming, and epidemiological services.

Description

The TB Clinic serves as the central intake point for services for individuals with tuberculosis. The clinic provides medical services such as confirmation skin tests, chest x-rays, and treatment plans. In addition, clinic staff conducts interviews with patients to determine other people who may be at risk of the disease from their contact with an infected individual. Clinic staff develops treatment plans which are implemented by nurses and outreach workers across the County. These treatments, education and follow-up activities are performed by a field staff funded through a State contract. The Clinic is responsible for maintaining a TB database for epidemiological purposes as well as for reporting disease incidence data to the Texas Department of Health.

FY2015 Baseline Highlights

- The FY2015 Baseline Budget represents a continuation of existing service levels.
- As part of the FY2007 Budget, Commissioners Court agreed to add a Registered Nurse and a Data Entry Clerk II to investigate, report and enter data to the Texas Department of State Health Services regarding the increasing number of Hepatitis C in the County.
- In FY2008 Budget process, Commissioners Court dedicated to providing a health community added three Disease Intervention Specialist responsible for interviewing and eliciting contacts on all TB suspects and cases in Dallas County.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$1,259,017	\$1,354,849	\$1,657,889	\$1,878,565
Operations	55,097	77,001	187,333	203,500
Capital	0	0	0	0
Total	\$1,314,115	\$1,431,850	\$1,845,232	\$2,082,065

Staffing Trends

Staff Category	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Baseline
Full Time Employees	22	22	22	22
Extra Help	\$2,288	0	0	0

Authorized Position Detail (Grade)

- | | |
|--|---|
| 1 Physician (D1) | 2 Licensed Vocational Nurse III/ Field (10) |
| 1 Assistant Director - Public Health/Comm (MM) | 3 Licensed Vocational Nurse II/ Clinic (9) |
| 1 Field Nurse Supervisor (HM) | 1 Clerk II (6) |
| 2 Registered Nurse II (FM) | 1 Outreach Worker (5) |
| 3 Disease Intervention Specialist III (EE) | 1 Clerk I/Receptionist (5) |
| 1 Disease Intervention Specialist II (DD) | 1 Community Service Aide (5) |
| 1 Disease Intervention Specialist I (CC) | 1 Clerical Assistant II (4) |
| 1 Diagnostic Radiologist Technician (BM) | |
| 1 Public Health Coordinator (IM) | |

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Tuberculosis Clinic	Budget No.	5216
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Excel Imaging Inc.	Maintenance and chemical service for x-ray machine	\$10,000	\$10,000
Interlingua USA	Translation service	\$500	\$500
Deaf Action Center	In-person interpretation services for clinic patients	\$500	\$500
GD Radiology	Service for reading x-rays	\$12,000	\$12,000
Add A Staff/P.I.E. Management/Maxim Staffing Solutions (Temp Staffing Dallas County contracted vendor)	Temp. X-ray technician when necessary to process TB testing	\$10,000	\$10,000
Mirion Technologies (GDS) Inc.	Dosimetry services radiation film body badge for x-ray technician	\$1,000	\$1,000
Process Improvement Consulting Request			

REQUEST FOR PROFESSIONAL SERVICES

Department	HHS-Tuberculosis Clinic	Budget No.	5216
Pay To	Description of Services	FY 2014 Budget	FY 2015 Amount Requested
Lab Corp, Inc.	Clinical laboratory blood testing services	\$60,000	\$60,000
Universe Technical Translation	Telephone interpretation services for clinic patients	\$10,000	\$10,000

Process Improvement Consulting Request

HUMAN RESOURCES/CIVIL SERVICE

Department #1040

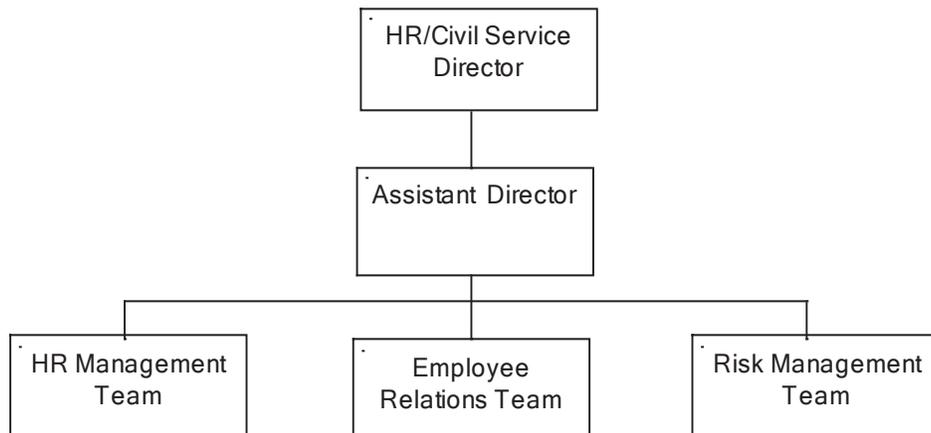
Mission Statement

The mission of the Human Resource (HR)/Civil Service department is to provide effective personnel services by developing and implementing policies, programs and services which contribute to the attainment of County and employee goals by assisting County departments in their effort to: 1) Hire qualified employees 2) Provide a safe, discrimination /harassment free work environment 3) Provide employee/staff development 4) Retain their valued employees.

Description

The HR/Civil Service Department is responsible for establishing policies related to hiring, evaluating, and retaining County employees, including training, orientation and grievance processes. In addition, the HR/Civil Service Department advises the Commissioners Court on appropriate classification of employees and salary levels. The risk management team is also under the management of the HR/Civil Service Department.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget represents a continuation of current service levels.
- During FY2014 the Human Resources/Civil Service was approved a reorganization by Court Order #2014-0730 resulting in the following:
 - Addition of three positions
 - Assistant Director of Program Grade K
 - Human Resources, Analyst Grade H
 - Human Resources, Technician Grade 10
 - Deletion of two positions
 - Human Resources, Manager Grade J
 - Human Resources, Technician Grade 8
- The FY2013 Budget for Human Resources/Civil Service included a reorganization approved by Court Order #2012-1820 resulting in the following:
 - Reclassification of three positions
 - Assistant Director Human Resources/Civil Service from a grade L to a grade M.
 - Risk Manager position from grade J to a grade I, Human Resources Analyst V
 - Human Resources Analyst IV grade H to a grade I, Human Resources Analyst V
 - Human Resources Analyst II grade E to a grade G, Human Resources Analyst III
- The FY2012 Budget for Human Resources/Civil Service included a reorganization approved by Court Order #2011-505 resulting in the following:
 - Deletion of four positions – Clerk I, grade 5, two Clerk II, grade 6, and one Trainer II, grade D.
 - Reclassification of eight positions
 - Assistant Director of Personnel/Civil Service, grade L to a Manager of Risk, grade J
 - Human Resources Administrator, grade 1 to Manager of Employee Services, grade J
 - Trainer III, grade F to Trainer II, grade E
 - Senior Compensation Analyst III, grade G to Human Resources Analyst II, grade E
 - Trainer IV, grade G to Trainer V, grade H
 - Employee Relations/Organization Specialist, grade I to Employee Relations/Organization, grade H
 - Personnel/Technician, grade 8 to Human Resources Technician, grade 10
- The FY2011 Budget for Human Resources/Civil Service included the elimination of a Human Resources Analyst I, grade 12. In addition, the DART supplement for employees was eliminated for a savings of \$222,682. Lastly, the Juvenile Human Resources function will be absorbed by the Human Resources/Civil Service Department.
- The FY2009 Budget for Human Resources eliminated the following positions:
 - 1 Human Resource Coordinator, Grade E (deleted midyear FY2008)
 - 1 Data Clerk II, Grade 6 (deleted midyear FY2008)

- The FY2009 Budget for Human Resources froze the following positions:
 - 1 HRIS/Compensation Coordinator, Grade J will be frozen four months.
 - 1 Risk Specialist, Grade I will be frozen four months.

- The Behavioral Personnel Assessment Devices (B-PAD) testing system is given twice per year to screen Sheriff Department deputies and ranking candidates. Use of this test in the screening process for Sheriff Deputy Candidates was eliminated, resulting in a savings to the County of approximately \$11,400.

- Human Resources ceased obtaining education verification from outside agencies and now require all applicants to provide it, resulting in a savings to the County of approximately \$15,000.

- Human Resources/Civil Service was reorganized resulting in the following changes providing a savings of \$15,105 to the County:
 - 1 Assistant Director, Grade M position was downgraded to an Assistant Director of Human Resources/Civil Service – Risk Management & Compensation, Grade L position.
 - 1 Risk Specialist/Coordinator, Grade L was re-titled as Assistant Director of Human Resources/Civil Service – Employment Services & Training/Staff Development.
 - 1 HRIS/Compensation Coordinator, Grade J was downgraded to a Risk Specialist, Grade I.
 - 1 HR Analyst III, Grade G will be downgraded to an HR Analyst II, Grade E.
 - 1 HR Analyst I, Grade 12 will be upgraded to an HR Analyst II, Grade E.

- Although Workers Comp is budgeted in this department, appropriations are periodically distributed to all departments to cover the workers comp “premiums” charged to departments going to Workers’ Comp Escrow Account where the actual program expenditures are charged. This bookkeeping procedure of charging premiums to all departments and all funds, allows the Auditor to charge grants and other funds their fair share of the Workers’ Comp cost.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$2,504,150	\$2,077,405	\$2,678,785	\$2,734,214
Workers Comp	2,005	1,625	2,300,000	2,300,000
Operations	\$347,502	\$410,602	\$481,339	\$540,347
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,853,657	\$2,488,007	\$5,460,124	\$5,574,561

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	24	24	24	25
Extra Help	\$13,273	\$14,402	<u>\$0</u>	<u>\$0</u>

Authorized Position Detail (Grade)

1 Director of Personnel/Civil Service (F2)	1 Trainer II (E)
1 Assistant Director Human Resources/Civil Service (M)	1 Trainer V (H)
1 Assistant Director of Programs (K)	
1 Safety Officer/Workers Comp Specialist (H)	
1 Employee Relations/Organization (H)	
3 Human Resources Analyst III (G)	
1 Human Resources Analyst IV (H)	
3 Human Resources Analyst V (I)	
1 Benefits Specialist (G)	
3 Human Resources Analyst II (E)	
2 Human Resources Technician III (10)	
1 Administrative Assistant (10)	
4 Personnel Technician II (8)	

OFFICE OF INFORMATION TECHNOLOGY

Department# 1090

Mission Statement

The mission of the Office of Information Technology is to provide high quality service to Dallas County relating to information technology (IT) while achieving total customer satisfaction and practicing the highest professional standards.

Description

The County employs a senior level executive the Chief Information Officer responsible for managing and overseeing development and implementation of applications supporting systems, databases, programming languages, design approaches, middleware/software packages and components and managing contracted services. The County IT Steering Committee acts in a top level advisory capacity to the Commissioners Court concerning the allocation of current resources and the development of a long-range Computer Services Master Plan.

FY2015 Baseline Budget Highlights

- The FY2015 Information Technology Baseline Budget reflects the addition of several positions that were added during FY2014 through a combination of position additions, reorganizations, and conversion of contractors to full-time employees.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$6,656,019	\$7,567,769	\$8,170,833	\$9,720,024
Operations	7,218,768	7,605,890	13,858,662	14,985,444
Capital	<u>161,554</u>	<u>240,723</u>	<u>21,707</u>	<u>0</u>
Total	\$14,939,261	\$15,414,472	\$22,051,202	\$24,705,468

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	82	80	80	92

Authorized Position Detail (Grade)

- 1 Chief Information Officer (H2)
- 1 Asst. Chief, IT App. Support/Dev. (PM)
- 1 Asst. Chief, IT Operations (PM)
- 1 Asst. Chief, IT Program Mgmt. (PM)
- 1 Manager of Server and Network Systems (OM)
- 3 Senior Oracle Database Admin. (OM)
- 1 Senior Security Analyst (OM)
- 1 IT Enterprise Security Officer (NM)
- 1 Java Programmer/Web Master (NM)
- 3 Senior Database Administrator (NM)
- 4 Senior Network Engineer (NM)
- 4 Senior Oracle Database Developer (NM)
- 5 Senior Project Manager, IT Services (NM)
- 2 Senior Unix/Linux Systems Admin. (NM)
- 5 Software Support Manager (NM)
- 1 Manager, IT Customer Service (MM)
- 3 Project Manager, IT Services (LM)
- 10 Senior Programmer (LM)
- 5 Senior Business Analyst (KM)
- 8 Senior Systems Analyst (KM)
- 1 Oracle System Admin. Programmer (KM)
- 1 Technical App. Support Analyst (KM)
- 1 Graphics Designer (JM)
- 2 Network Engineer (JM)
- 1 Programmer (JM)
- 5 Senior Server Admin. (JM)
- 4 Information Systems Coordinator (IM)
- 3 Server Admin. (IM)
- 1 System Administrator / Trainer (IM)
- 8 Technical Support Analyst/Trainer (GM)
- 1 IT Technology Buyer (E)
- 1 Asst. Technical Support Analyst/Trainer (DM)
- 1 Web Designer (BM)
- 1 Administrative Coordinator II (12)



Dallas County
Office of Budget and Evaluation

April 15, 2014

To: Commissioners Court
From: Ryan Brown, Budget Officer
Subject: Office of Information Technology FY2015 Budget Request

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Office of Information Technology has submitted the following requests:

1. reclassification of one (1) IT Customer Service Manager position;
2. reclassification of five (5) Senior Server Administrator positions;
3. reclassification of one (1) Web Designer position;
4. addition of two (2) Mainframe Developer positions;
5. addition of two (2) Senior Systems Analyst positions;
6. addition of two (2) Technical Analyst / Trainer positions;
7. addition of one (1) SharePoint Administrator position;
8. addition of one (1) Senior SQL Database Administrator position;
9. addition of one (1) Security Analyst position;
10. addition of one (1) Enterprise Server and Storage Architect position;
11. addition of one (1) IT Applications Architect;
12. purchase of Taleo software to replace iRecruitment;
13. and the replacement of twenty (20) chairs.

Information Technology requests the reclassification of one (1) IT Customer Service Manager position. This position develops the desktop computer standards, obtains the best desktop computer and printer values, manages the procurement and inventory of assets, and oversees the installation of computer equipment. The 2011 Tatum Report saw this position as primarily a contract management position.

The department also requests the reclassification of five (5) Senior Server Administrator positions. The information technology environment was much less complicated when the existing job descriptions were developed in 2007. Data rooms have increased from three to five and the County utilizes more than one hundred times the disk storage space.

Also, Information Technology requests the addition of two (2) Mainframe COBOL Developer positions. The department currently utilizes two contract Mainframe COBOL Developers to provide mainframe support and maintenance, resolve technical problems, and provide project support. The addition of the two positions will eliminate the need for the two contractors.

A reclassification of one (1) Web Designer position is also included in the department's request. This position is increasingly being asked to develop and maintain a more robust online presence for the County which requires more in depth experience with HTML, JavaScript, CSS, SQL, PHP, AJAX, as well as graphics creation with the Adobe Creative Suite.

The department also requests the addition of one (1) Technical Analyst / Trainer position. Information Technology is currently utilizing a contractor to fill these rolls providing support for the Microsoft CRM upgrade which is designed to convert Microsoft Access databases throughout the County to a common platform that is centrally supported by the department. Information Technology, with direction from the Information Technology Executive Governance Committee plans to increase the footprint of CRM in the future.

Also included with the Information Technology budget request is the addition of one (1) SharePoint Administrator. The County initially invested \$82,759 along with an annual licensing cost to deploy Microsoft SharePoint in May 2013. This only provided the County with basic portal functionality so that Information Technology could provide the County with project transparency. Full utilization of the SharePoint software requires an administrator dedicated to deploy and support full functionality of the software Countywide.

Information Technology also requests the addition of one (1) Senior SQL Database Administrator. The County has significantly increased the utilization of SQL databases which are critical infrastructure to the day-to-day operations of several County programs including Odyssey, TIS, AIS, and more recently the ACMS and JCMS packages.

The department also requests the addition of one (1) Security Analyst. Currently, the department has one position dedicated to network security. In recent years, the County has been required to become CJIS and PCI compliant. Multiple systems have been implemented and require support such as two-factor authentication, login management, IPS/IDS, network scanning, and wireless / mobile device management.

Also included with the Information Technology budget request is the addition of one (1) Enterprise Server and Storage Architect. The department requests this position to provide oversight to the overall information technology environment, planning for future changes, and ensuring consistency with the direction and goals of the County.

Information Technology also requests the addition of one (1) IT Applications Architect position. The County is currently transitioning the mainframe based applications to W/Intel-based platforms and to utilize more cloud-based infrastructure. The addition of this position will enhance the County's ability to deploy new applications, quickly expand infrastructure to accommodate growing business needs, and enhance the infrastructure maintenance program.

Also included in the department's budget request is the purchase of Taleo to replace iRecruitment. iRecruitment was implemented in FY2008 and offers a variety of features that Human Resources / Civil Service feels does not adequately meet current industry trends for recruiting and onboarding. Taleo would provide the County with the ability to utilize social media to improve the County's recruitment and also integrates with the

Oracle suite currently used by the County.

The department also requests the replacement of twenty (20) chairs that have either broken or have deteriorated to an unusable state.

FINANCIAL IMPACT

Figure 1 shows the FY2015 Major Technology Fund Budget is estimated to have an ending balance of -\$1,356,708. This is primarily due to an increase in transfers to other funds of \$1,843,363 for the repayment of ACMS Courts, ACMS Prosecutor, JCMS, and Sheriff Ticketing which were funded in the Major Capital Development Fund and the General Fund with future repayment by the Major Technology Fund.

The annual recurring cost of reclassifying the IT Customer Service Manager position is \$8,577. The annual recurring cost of reclassifying the five (5) Senior Server Administrator positions is \$28,790. The annual recurring cost of reclassifying one (1) Web Designer position is \$38,080. The annual recurring cost of adding two (2) Mainframe COBOL Developer positions is \$206,114 while eliminating two contractors with an annual recurring cost of \$257,280 for a total savings to the County of \$51,166. The annual recurring cost of adding the

Figure 1 FY2015 Revenues vs. Expenditures	
Beginning Balance	\$2,213,849
<u>Revenues</u>	<u>\$22,869,911</u>
Total Sources	\$25,083,760
IT Baseline Salaries	\$9,720,024
IT Operations Budget Request	\$14,985,444
Transfer to Other Funds	\$2,952,017
Hardware Refresh	\$800,000
<u>Microsoft Site License</u>	<u>\$935,000</u>
Total Expenditures	\$26,440,468
Ending Balance	-\$1,356,708
<u>Position Reclassifications</u>	
IT Customer Service Manager	\$8,577
Five Senior Server Administrators	\$28,790
Web Designer	\$38,080
<u>New Positions</u>	
Two Mainframe COBOL Developer	\$206,114
Technical Analyst / Trainer	\$75,568
SharePoint Administrator	\$98,115
Senior SQL Database Administrator	\$118,735
Security Analyst	\$118,735
Enterprise Server and Storage Architect	\$118,735
IT Applications Architect	\$118,735
<u>Projects</u>	
Taleo Software	\$600,000
<u>Furniture</u>	
Twenty Replacement Chairs	\$6,000
Total Cost of Budget Requests	\$1,536,184
FY2015 MTF Ending Balance	-\$2,892,892

Technical Analyst / Trainer position is \$75,568. The annual recurring cost of adding the SharePoint Administrator position is \$98,115. The annual recurring cost of adding the Senior SQL Database Administrator position is \$118,735. The annual recurring cost of adding the Security Analyst position is \$118,735. The annual recurring cost of adding the Enterprise Server and Storage Architect is \$118,735. The annual recurring cost of adding the IT Applications Architect position is \$118,735. The cost of purchasing the Taleo software package is \$600,000 with an ongoing license fee of \$155,000 per year. The one-time cost of replacing the twenty chairs is \$6,000.

RECOMMENDATION

The Office of Budget and Evaluation recommends the Information Technology Executive Governance Committee review the requests submitted by the department and make a recommendation on the use of funds for FY2015.

OPERATING EXPENDITURE DETAIL

<i>Department</i>	<u>Data Services</u>	<i>Budget No.</i>
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Expense Codes	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Request	Comments and Justification
<i>Salaries and Benefits</i>					Salaries reflect 5% increase
1010	\$177,349	\$180,336	\$180,336	\$189,353	Salaries - Official
1020	\$5,668,414	\$6,389,398	\$6,389,398	\$8,262,868	Salaries - Staff Add 6 for 2014; 7 for 2015; 6 reclass
1070	\$9,137	\$9,137	\$9,137	\$9,137	Automobile Allowance
1080	\$2,149		\$2,000	\$2,000	Milage Reimbursement
1090	(\$158,189)	(\$164,168)	(\$164,168)	(\$211,306)	Salary Lag 2.5% of Salaries
1111	\$337,872	\$407,704	\$407,324	\$524,038	FICA
1112	\$80,107	\$95,350	\$91,976	\$118,331	Medicare
1140	\$654,257	\$680,000	\$656,973	\$845,222	Insurance - Employer
1150	\$622,928	\$749,649	\$683,252	\$972,005	Retirement-Employer
1160	\$7,506		\$6,570	\$0	Unemployment Insurance
1190	\$8,049		\$19,709	\$0	Workers Compensation - Employer
	\$7,409,579	\$8,347,406	\$8,282,507	\$10,711,648	Total Salaries and Benefits
<i>Operating Expenses</i>					
2090	\$1,987			\$6,000	Property < \$5,000 See form D
2093				\$0	Hardware < \$5,000
2095	\$28,445	\$21,979	\$21,979	\$0	Software < \$5,000
2160	\$42,336	\$63,453	\$63,453	\$63,453	Office Supplies
2170	\$1,222	\$1,500	\$1,310	\$1,500	Postage
2180	\$45	\$719	\$719	\$719	Printing (business cards)
2230	\$128	\$8,942	\$8,942	\$8,942	DDA
2460	\$106,255	\$190,513	\$190,513	\$190,513	Training
2690	\$15,932	\$9,127	\$11,000	\$9,000	Hardware and Electrical Supp Reduced Tape Purchases
4010	\$25,285	\$9,446	\$25,000	\$20,000	Business Travel Reduced ACMS travel
5590	\$3,200,482	\$3,517,149	\$3,517,149	\$3,500,000	Professional Services
6520	\$3,556,920	\$4,429,589	\$3,865,000	\$4,100,000	Maintenance Remove MF maintenance; 4% increase
6540	\$618,258	\$4,200,000	\$4,200,000	\$3,800,000	Data Processing Contracts Reduced MF staffing
7020	\$1,371	\$3,142	\$3,142	\$3,142	Equipment Rental
7211		\$138,000	\$138,000	\$138,000	Internet Circuit / Fiberlight
7213	\$4,726	\$7,100		\$7,100	Cellular Phone
	\$7,603,392	\$12,600,659	\$12,046,207	\$11,848,369	Total Operating Expenses
<i>Repayments</i>					
7910		\$176,505	\$176,505	\$176,505	Repay General Fund
7996		\$932,149	\$932,149	\$932,149	Repay Capital Fund
	\$0	\$1,108,654	\$1,108,654	\$1,108,654	Total Repayments
<i>Capital Items</i>					
8630	\$179,534			\$460,000	Hardware > \$5,000 See PIR Forms
8640	\$61,189	\$21,707	\$22,000	\$0	Software > \$5,000
	\$240,723	\$21,707	\$22,000	\$460,000	Total Capital Items
	\$15,253,694	\$22,078,426	\$21,459,368	\$24,128,671	Total

Budget Office Review FY2015

New Positions for 2015

Grade	Salary	FICA	Retirement	Insurance	Staff Cost	Desk	Furniture	Computer Cabling	Equip Cost	Grand Total
OM	\$101,016	\$7,728	\$11,617	\$8,500	\$128,861	\$647	\$311	\$1,200	\$2,358	\$131,219
Applications Architect										
NM	\$92,585	\$7,083	\$10,647	\$8,500	\$118,815	\$647	\$311	\$1,200	\$2,358	\$121,173
Enterprise Server / Storage Architect										
NM	\$92,585	\$7,083	\$10,647	\$8,500	\$118,815	\$647	\$311	\$1,000	\$2,158	\$120,973
Security Analyst										
KM	\$75,269	\$5,758	\$8,656	\$8,500	\$98,183	\$647	\$311	\$1,200	\$2,358	\$100,541
SharePoint Administrator										
LM	\$79,462	\$6,079	\$9,138	\$8,500	\$103,179	\$647	\$311	\$1,200	\$2,358	\$105,537
Sr. Programmer										
LM	\$79,462	\$6,079	\$9,138	\$8,500	\$103,179	\$647	\$311	\$1,200	\$2,358	\$105,537
Sr. Programmer										
NM	\$92,585	\$7,083	\$10,647	\$8,500	\$118,815	\$647	\$311	\$1,200	\$2,358	\$121,173
SR. SQL DBA										
GM	\$56,331	\$4,309	\$6,478	\$8,500	\$75,618	\$647	\$311	\$1,200	\$2,358	\$77,976
Technical Analyst / Trainer										
CS										
										\$884,129

Current

Grade	Salary	FICA	Retirement	Grade	Salary	FICA	Retirement	Difference
JM	\$70,432	\$5,388	\$8,100	KM	\$75,268	\$5,758	\$8,656	\$5,762
Sr. Server Admin								
JM	\$70,432	\$5,388	\$8,100	KM	\$75,268	\$5,758	\$8,656	\$5,762
Sr. Server Admin								
JM	\$70,432	\$5,388	\$8,100	KM	\$75,268	\$5,758	\$8,656	\$5,762
Sr. Server Admin								
JM	\$70,432	\$5,388	\$8,100	KM	\$75,268	\$5,758	\$8,656	\$5,762
Sr. Server Admin								
JM	\$70,432	\$5,388	\$8,100	KM	\$75,268	\$5,758	\$8,656	\$5,762
Sr. Server Admin								
MM	\$85,381	\$6,532	\$9,819	NM	\$92,585	\$7,083	\$10,647	\$8,584
IT Customer Service Manager								
								\$37,394

Total Impact:

\$921,523

REPLACEMENT EQUIPMENT REQUEST

Department <u>1090</u>		Budget No. _____			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	20 Chairs	7 - 12	N/A	\$6,000	The chairs are breaking. Primarily the hydraulics fail; also broken / stripped bolts impacting safety; torn / dirty upholstery.
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Office of Information Technology	Budget No.	
Position Title	IT Customer Service Manager	Position No.	6641
Current Grade	MM	Job Code	7001400
		Department Priority	1

Description of Changes in Work Being Performed

This is more of a clarification of job duties than a change. In 2011, Tatum saw this position as primarily a contract management position. However, they did not take into account many of the responsibilities of this position. More than just managing a contract or two (worth \$1.4 MM), this position is key in preparing the requirements for the contracts, reviewing potential vendors as part of the selection process and monitoring the contract during its term to ensure compliance. Another key component of this position is the development of desktop computer standards for the County, obtaining the best desktop computer and printer values for the County, managing the procurement of assets, maintenance of inventory and overseeing the installation of computer equipment. Another area is the work with project teams to coordinate change notification and training with the Service Desk to ensure that issues can be responded to in an acceptable timeframe. This position is responsible for the desktop computer inventory, the value of which (including hardware, software and licenses) is in excess of \$8,000,000. Also provides guidance and management to an organization of 29 individuals.

Reason/Authority for Change (see Budget Manual)

I believe that Tatum understated the level of effort / work required for this position when they were here in 2011. Adding the additional, omitted tasks is the rational for this request.

Departmental Cost Worksheet

Current Grade	MM	Proposed Grade	NM
Salary	\$86,381	Salary	\$92,585
FICA (7.65%)	\$6,532	FICA (7.65%)	\$7,083
Retirement (11.5%)	\$9,819	Retirement (11.5%)	\$10,647
Total	\$101,731	Total	\$110,315
		Total Annual Impact	\$8,584

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Office of Information Technology	Budget No.	
Position Title	Sr. Server Administrator	Position No.	5 Positions
Current Grade	JM	Job Code	7020400
		Department Priority	1

Description of Changes in Work Being Performed

Because of demands that candidates interface with multiple levels of staff and involvement in projects requiring good teamwork, organizational skills, managerial skills, user interface, etc. please increase the education level to Bachelor's degree in Computer Science, Information Technology, Mathematics, Business or other job related studies.

Regularly supervises the activities of one to two server staff members.

At Dallas County, Sr. Server Administrators are asked to do more than their peers in other organizations. These positions are very often specialized. Our staff, however, handles the responsibilities of multiple roles. The individual that supports the County's Exchange e-mail system also supports the County's data back-up process. The individuals over the VMWare virtual server environment also support the NetApp SAN (storage), GPO, Active Directory and log-in scripts for the entire County. All of this, while also supporting project needs, addressing trouble tickets, and supporting equipment in 4 physical locations (Cyrus One, Records, FCCB, Elections).

An individual specializing in any one of these areas, will earn 20% - 30% more in many organizations.

Reason/Authority for Change (see Budget Manual)

The existing job descriptions are 7 years old. When initially drafted, the County's IT environment was much less complicated. We only had three (3) data centers / data rooms – we now have five (5); the current e-mail application is the industry standard (Exchange) – not an outdated one (Novell); we have replaced two (2) small storage arrays (SANs) with five (5) large SANs; our disk storage is hundreds of times greater than it was; Virtual server environments did not exist at Dallas County – now they account for the majority of the servers in the County; the GPO and log-in script that allows each desktop computer to connect to the network is now over 2,000 lines and managed by a Sr. Server Administrator; the Sr. Server Administrators are often called upon for the database and/or VBScript knowledge to automate processes and help solve County-related IT issues that go beyond the server environment.

Departmental Cost Worksheet

Current Grade	JM	Proposed Grade	KM
Salary	\$70,432	Salary	\$75,268
FICA (7.65%)	\$5,388	FICA (7.65%)	\$5,758
Retirement (11.5%)	\$8,100	Retirement (11.5%)	\$8,656

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Office of Information Technology	Budget No	2015
Brief Title of PIR	Mainframe Developers – Criminal and LEA Community x 2		
Approx. Net Cost	\$105,537 (each) = \$211,074	Department Priority	1

Brief Summary of Request

Request to convert the two contract Mainframe COBOL Developers to permanent Dallas County employees as part of the FY2014 budget for cost savings. The Mainframe COBOL Developers will continue to provide mainframe support and maintenance, resolve technical problems and provide project support for several key business initiatives, including the Mainframe Application Offload Project, the new JP Case Management System deployment and the Mainframe JPAS State-mandated Update. T

Discussion of Need

The need and/or ability to modify and support currently utilized mainframe programs will exist for the next several years as programs are gradually and strategically offloaded to non-mainframe centric applications. Currently two of the four available Mainframe COBOL Developers are providing technical services via a professional services agreement on a contract basis. If approved, the two Mainframe COBOL Developers will continue to provide support for the following items:

- Providing mainframe support and maintenance support
- Resolving technical problems
- Assist with the JP Mainframe conversion efforts
- Assist with the ACMS (Courts) Mainframe conversion efforts
- Assist with the mainframe relocation effort
- Assist with the offloading of programs on the mainframe to non-mainframe centric applications.

Contractor	Position	Community	Yearly Contract Cost	Yearly Perm Cost
Edward Patterson	Developer - Mainframe	Criminal	\$67/hour@ \$128,640	Job grade LM@ \$79,462
John Desanges	Developer - Mainframe	Criminal	\$67/hour@ \$128,640	Job grade LM@ \$79,462
			\$257,280	\$158,924
			With benefits and equipment:	\$211,074

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Office of Information Technology	Budget No	2015
Brief Title of PIR	Community Services IT Resource Request – Technical Analyst/Trainer		
Approx. Net Cost		Department Priority	2

Brief Summary of Request

Requesting the addition of two Senior Systems Analyst, and two Technical Analyst/Trainers to provide support for the Community Services Community within the IT Applications department. Contractors are currently being utilized for two of these roles (Sr., Systems Analyst & Technical Analyst/Trainer) over the last several months. Converting these two contract positions to full-time will reduce the recurring costs for having the contract positions.

Discussion of Need

The Community Services Community was established in October 2012 in order to provide its members (HHS, Juvenile, Elections, VA, Forensics & PW) with Dallas County IT support to address needs, issues, concerns and aid in strategic planning. Previous support activity for those departments within Community Services Community was sparse at best. Dedicated resources are needed to provide the aforementioned support which was previously not available in order to provide the appropriate level of support for the end-user Departments in this Community.

The IT Support Staff for this Community are also charged with the deployment and support of Microsoft CRM for the County as an enterprise. The primary goal of this initiative is to convert the 7000+ Microsoft Access databases to a common, centrally support IT platform as well as deploy Microsoft CRM for the County Departments in the other Business Communities to address their business unit needs using an enterprise-wide, centrally-supported tool.

Implementing the CRM work flow platform enterprise-wide is expected to reduce the County’s overall risk with the business units currently using in many cases individually-supported Access databases, MS Word files and Excel spreadsheets to perform critical business functions. Through the current implementation of CRM at County Juvenile, at the DCSO and at the County Tax Office, we have already reduced costs, work efforts and risks in key areas and with the approved additional IT Staffing, plan to extend the enterprise CRM footprint through FY2014 to FY2018.

Application	Community	Department	Positions Requested	Job Grade

MS CRM	Community Services	County wide	Technical Analyst/Trainer	GM
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Position	Salary	Benefits per HR	Total Cost
Technical Analyst/Trainer	\$56,331	\$19,287	\$75,618

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Office of Information Technology	Budget No	2015
Brief Title of PIR	SharePoint Administrator		
Approx. Net Cost	\$100,541	Department Priority	1

Brief Summary of Request

SharePoint 2010 was deployed in May 2013 to provide the basic portal functionality for project transparency. Full utilization of SharePoint (workflow, full collaboration, etc.) will require a SharePoint administrator in order to subsequently deploy and support the aforementioned SharePoint functionality throughout Dallas County for its business users that have made requests for access.

Discussion of Need:

Dallas County will be providing its currently supported business partners with access to SharePoint for project transparency as of August 2013. Requests for streamlining business processes as well as automated workflow and collaboration through SharePoint have been received from various Dallas County Departments.. Support for the existing project portal and for the further expansion of the Sharepoint asset to meet other needs in the County as an enterprise will require a full time SharePoint Staff resource to ensure consistent delivery of the requested solutions and ensure sustainability or maintenance of those solutions upon which Dallas County business units will heavily rely. Additional development and deployment efforts that could optimize and supplement current business practices to create additional efficiencies have been placed on hold at this time.

Requestor	
Sheriff DSO	Dash boarding
Tax Assessor's Office	Utilization of SharePoint Workspace
Forensics	Dash boarding

Having a contract Staff resource to provide what is deemed a recurring, long-term operational support need would be typically more costly than hiring a full-time Staff person to perform this function.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Office of Information Technology	Budget No	2015
Brief Title of PIR	Sr. SQL DBA		
Approx. Net Cost	\$121,173	Department Priority	1

Brief Summary of Request

A total of 3 SQL DBA's support all of the SQL Databases (100+ instances) to the applications that are being utilized within Dallas County. Due to the amount of databases that are business-unit critical, an additional Sr. SQL DBA resource is needed in order ensure proper support and maintenance of the various SQL databases and to support the Dallas County business units.

Discussion of Need:

This was initially submitted for briefing to the Commissioners Court on 7/2/13; however, it was pulled in favor of submitting it as an IT PIR for FY13-14. For the justification and discussion of need, please refer to attached 07/02/2013 Court Briefing for details.

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Department of Information Technology	Budget No	2015
Brief Title of PIR	Security Analyst for Security Team		
Approx. Net Cost	\$120,973	Department Priority	2

Brief Summary of Request; additional staff due to increased IT Security, audit and compliance requirements.

Discussion of Need
 Dallas County is required to be CJIS and PCI compliant; in addition, the annual external financial audit requires IT to meet and follow IT “best practices”. Multiple systems (2-Factor Authentication, Log Management, IPS/IDS, Network Scanning, Identity, wireless and mobile device Management) along with the development of supporting processes and procedures are required. This position is crucial to implement and maintain the IT Security platforms and supporting processes required for Dallas County to be compliant with Federal and regulatory guidelines.

Dallas County may not be able to meet or maintain compliance for new CJIS requirements and additional PCI requirements without additional staff, which will put the LEAs and County Judicial agencies at risk of having access to TCIC/NCIC terminated; the County may also receive financial penalties from the credit card brands and possibly not allow Dallas County to accept credit cards.

In surveying other similarly-sized Texas Counties, learned that Tarrant County has nine (9) IT Security positions while Travis County has five (5) such positions. Dallas County has 2 such positions.

Discussion of Related Performance Measure
 This person will be evaluated on technical and nontechnical skills:
 Technical - manage audits (working with auditors as well as coordinating resolution efforts), project participation and manage security applications.
 Nontechnical - ability to develop/document process and procedures, communication and customer service.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Office of Information Technology</u>	Budget No	<u>2015</u>
Brief Title of PIR	<u>Enterprise Server and Storage Architect</u>		
Approx. Net Cost	<u>\$118,074</u>	Department Priority	<u>1</u>

Brief Summary of Request

Requesting a new position for an Enterprise Server and Storage Architect.

Discussion of Need

When the Server team was insourced 7 years ago, the County's IT environment was much less complicated. There were only three (3) data centers / data rooms – now there are five (5); the current e-mail application is the industry standard (Exchange) – not an outdated one (Novell); the County's data storage needs have grown from two (2) small storage arrays (SANs) – to five (5) large SANs; disk storage is hundreds of times greater than it was; Virtual server environments did not exist at Dallas County – now they account for the majority of the servers in the County; the GPO and log-in script that allows each desktop computer to connect to the network is now contains over 2,000 lines of code. and managed by a Sr. Server Administrator; the Sr. Server Administrators are often called upon for the database and/or VBScript knowledge to automate processes and help solve County-related IT issues that go beyond the server environment. The majority of the County's critical applications now process on server-based computing and within a few years it is expected that all will be on server hardware.

At Dallas County, the Server Team is asked to do more than their peers in other organizations – where these positions are very often specialized. Our staff, however, handles the responsibilities of multiple roles. The individual that supports the County's Exchange e-mail system also supports the County's data back-up process. The individuals over the VMWare virtual server environment also support the NetApp SAN (storage), GPO, Active Directory and log-in scripts for the entire County. All of this, while also supporting project needs, addressing trouble tickets, and supporting equipment in 5 physical locations (Cyrus One, Records, FCCB, Elections, JJC).

The Enterprise Server and Storage Architect will provide oversight to the overall environment; planning for future changes in the environment to keep current with industry trends and ensuring projects and other change efforts to this server and storage environment are consistent with the direction and goals of IT and the County.

Discussion of Related Performance Measure

Expectations will be to have senior, lead position that has the education, knowledge, and skills to provide an overall perspective of the server and storage environment at Dallas County as well as an understanding of the industry as a whole. This will provide better support of the environment and the ability to respond more quickly to changes and updates, project requests and issues as they arise.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Office of Information Technology</u>	Budget No	<u>2015</u>
Brief Title of PIR	<u>IT Applications Architect</u>		
Approx. Net Cost	<u>\$131,219</u>	Department Priority	<u>2</u>

Brief Summary of Request

Requesting the addition of an Applications Architect. The Dallas County IT infrastructure has grown over the last several years in terms of its IT hardware complexity, applications diversity and applications integration requirements. The County is currently transitioning its mainframe-based applications to W/Intel-based platforms. It is the County’s long-term plan to leverage to the degree possible vendor-hosted or “Cloud-based” IT infrastructure to enhance the County’s ability to deploy new applications, to more quickly expand infrastructure to accommodate growing business needs, to enhance the IT infrastructure maintenance program and to improve its business continuity of operations. Having an Applications Architect would greatly facilitate realizing this plan and with sustaining the plan long into the future. The IT Applications Architect would do this by developing these plans for the County IT Leadership’s review and consideration and by overseeing the implementation of the approved plans. The IT Applications Architect would ensure the associated plans and work activities link the business mission, strategy, and processes of Dallas County to its IT strategy. This position would also document this model through multiple architectural views that show how the current and future needs of Dallas County will be met in an efficient, sustainable, agile and adaptable manner. An Enterprise Architect position was previously utilized, but later on frozen due to budget constraints.

Discussion of Need

Responsibility of the Applications Architect and benefits to Dallas County are:

- Alignment of IT strategy and planning with Dallas County business unit goals.
- Optimization of information management approaches through an understanding of evolving business needs and technology capabilities.
- Long-term strategic responsibility for the Dallas County IT systems and infrastructure.
- Promotion of shared infrastructure and applications to reduce costs and improve information flows. Ensure that technologies do not duplicate functionality or diverge from each other and business and IT strategies.

- Work with across IT and with business units to provide a consensus based enterprise solution that is scalable, adaptable and in synchronization with ever changing business needs.
- Management of the risks associated with information and IT assets through appropriate standards and security policies.
- Direct or indirect involvement in the development of policies, standards and guidelines that direct the selection, development, implementation and use of Information Technology within the enterprise.

Position	Salary	Benefits per HR	Total Cost
Enterprise Architect	\$101,016	\$27,845	\$128,861

Discussion of Related Performance Measure

Staff Review and Comment

Form F

FY2014

INSTITUTE OF FORENSIC SCIENCES

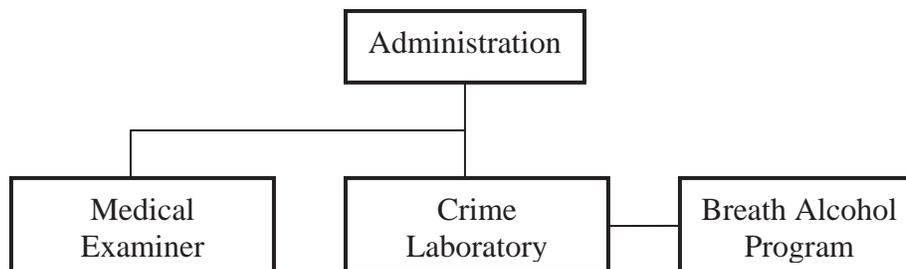
Mission Statement

The Dallas County Southwestern Institute of Forensic Sciences is committed to serving the needs of Dallas County residents and other governmental agencies by providing a broad spectrum of forensic services that are performed in an accurate, impartial and timely manner.

Description

The Institute is comprised of two County Departments: the Medical Examiner's Office and the Crime Laboratory. The Institute offers its services in support of law enforcement, prosecution, private agencies and individuals which operate in Dallas County and the surrounding areas. In addition, the Institute operates the Breath Alcohol Program within the Crime Lab. The Institute is a teaching facility which offers medical students an opportunity to learn and study forensic and laboratory analysis.

Organizational Chart



INSTITUTE OF FORENSIC SCIENCES: BREATH ALCOHOL PROGRAM

Department #3313

Mission Statement

The mission of the Breath Alcohol Program is to support breath alcohol testing programs operated by local police departments through qualified supervision and training of instrument operators, maintenance and certification of breath test instruments and testifying in legal proceedings.

Description

This program oversees breath alcohol testing equipment and operators and provides applicable testimony. The activities of the program are regulated by the Texas Department of Public Safety (DPS). Currently, the Dallas County program contracts with twenty-one agencies on a fee for service basis for supervision of local breath test programs.

FY2015 Baseline Budget Highlights

- The FY2015 Breath Alcohol Baseline Budget represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$269,869	\$283,349	\$294,730	\$278,272
Operations	6,024	6,810	16,289	11,220
Capital	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>0</u>
Total	\$275,893	\$290,159	\$351,019	\$289,492

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	4	4	4	4

Authorized Position Detail (Grade)

3 Intoxilyzer Tech Supervisor (HM)
1 Secretary (6)

**INSTITUTE OF FORENSIC SCIENCES:
CRIMINAL INVESTIGATION LABORATORY**

Department #3311

Mission Statement

The mission of the Criminal Investigation Laboratory is to provide the best scientific, technical and analytical expertise and information possible to its consumers.

Description

The accomplishment of this mission requires that Crime Lab employees have excellent knowledge and skills in the various areas of analysis, identification and assessment of drugs, environmental hazards, firearms and fingerprints. The Crime Lab provides analysis of biological specimens for presence of drugs and/or other toxic substances to the Medical Examiner and other municipal and County agencies.

FY2015 Baseline Budget Highlights

- The FY2015 Criminal Investigation Laboratory Budget represents the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$3,822,998	\$3,992,034	\$3,888,206	\$4,355,105
Operations	1,444,383	987,995	1,137,050	1,068,035
Capital	<u>0</u>	<u>0</u>	<u>210,000</u>	<u>0</u>
Total	\$5,267,381	\$4,980,029	\$5,235,256	\$5,423,140

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	60	58	61	61

Authorized Position Detail (Grade)

1 Chief of Forensic Chemistry (PM)	3 Firearms Examiner (GM)
1 Chief of Physical Evidence (PM)	2 Trace Evidence Examiner (FM)
1 Deputy Chief of Forensic Chemistry (MM)	7 Drug Chemist II (FM)
1 Deputy Chief of Physical Evidence (MM)	8 Toxicology Chemist II (FM)
1 Controlled Substance Supervisor (IM)	5 Evidence Registrar (8)
1 Firearms Supervisor (IM)	1 Senior Secretary (8)
1 Toxicology Supervisor (IM)	1 Accounting Clerk II (7)
1 Quality Manager (IM)	1 Secretary (6)
4 Forensic Biologist III (HM)	1 Data Entry Operator III (6)
2 Toxicology Chemist III (GM)	1 Clerk I (Typist) (5)
4 Drug Chemist III (GM)	1 Laboratory Aide (4)
11 Forensic Biologist II (GM)	

INSTITUTE OF FORENSIC SCIENCES: MEDICAL EXAMINER

Department #3312

Mission Statement

The mission of the Medical Examiner is to properly determine and certify the cause and manner of death of all individuals within its jurisdiction, focusing on those persons dying suddenly, violently or unexpectedly in Dallas County.

Description

The accomplishment of this mission involves meticulous investigation and documentation (written/photographic) of scenes of death, collection of physical evidence, application of appropriate identification techniques, autopsies and analysis as needed. The Medical Examiner has responsibility for the disposition of indigent and unclaimed/unidentified bodies to the State Anatomical Board or by interment within the County.

The Chief Medical Examiner/Institute of Forensic Sciences Director is appointed by the Commissioners Court.

FY2015 Baseline Budget Highlights

- The FY2015 Medical Examiner Baseline Budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$4,376,022	\$4,824,641	\$4,787,167	\$5,144,255
Operations	587,418	697,393	1,160,768	710,000
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$4,963,438	\$5,522,034	\$5,947,935	\$5,854,255

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	49	49	49	49
Extra Help	\$42,141	\$15,389	\$21,387	\$32,126

Authorized Position Detail (Grade)

1 Director – Institute of Forensic Sciences (N2)
 1 Chief Deputy Medical Examiner (G1)
 9 Medical Examiner (F1)
 2 Pathologist (B1)
 1 Forensic Operations Administrator (K)
 1 Chief Medicolegal Death Investigator (I)
 1 Deputy Chief Medicolegal Death Invest. (G)
 1 Autopsy Room Supervisor (F)
 1 Assistant Autopsy Room Supervisor (C)
 12 Medicolegal Death Invest. (14)
 1 Administrative Assistant (10)
 1 Senior Medical Transcriptionist (9)
 9 Autopsy Technician (9)
 3 Medical Transcriptionist (8)
 1 Clerk IV (8)
 2 Secretary (6)
 1 Clerk I (Typist) (5)
 1 Clerical Assistant (3)



Dallas County
Office of Budget and Evaluation

May 15, 2014

To: Commissioners Court

From: Ryan Brown, Budget Officer

Subject: Southwestern Institute of Forensic Sciences FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Southwestern Institute of Forensic Sciences (SWIFS) has submitted the following requests:

1. addition of one (1) Medical Examiner position;
2. addition of one (1) Senior Forensic Chemist position;
3. reclassification of one (1) Biologist II position;
4. purchase of one (1) GC/MS/FID used for drug analysis;
5. replacement of one (1) SEM / EDX System;
6. replacement of one (1) compound microscope with hostage;
7. replacement of five (5) analytical balances;
8. replacement of one (1) LC/MS/MS machine;
9. replacement of one (1) centrifuge and rotor with buckets;
10. replacement of eleven (11) heat sealers;
11. replacement of five (5) autopsy saws;
12. replacement of nine (9) task chairs;

FY2007 was the last time the County increased the staffing to the Medical Examiner's Office. In that year, two Medical Examiners were added to bring the autopsy caseload within the National Association of Medical Examiners, the department's accreditation agency, standards. It is anticipated that the Medical Examiners will exceed the maximum caseload of 325 autopsies per year per medical examiner. As such, the department requests the addition of one (1) Medical Examiner position. The department is currently examining the possibility of raising fees to offset the cost of the additional position.

Likewise, the department also requests the addition of one (1) Senior Forensic Chemist position. The department is currently examining the possibility of raising fees to offset the cost of the additional position.

SWIFS also requests the reclassification of one (1) Biologist II position. This position has seen an increased volume and complexity of work along with the additional quality management requirements associated with the mandatory accreditation.

The department also requests the purchase of one (1) GC/MS/FID machine. These machines are used to identify suspected controlled substances. The current sample volume has increased to a level that the current machines are frequently at capacity which impacts productivity of analysts. The department is currently seeking grant funding to purchase this machine.

Also requested is the replacement of one (1) SEM / EDX System. This system is used to perform gunshot residue analysis as well as other microscopic chemical analysis. The current machine is becoming harder to find replacement parts for and is significantly slower than newer models.

SWIFS also requests the replacement of one (1) compound microscope with a hotstage. The current machine being used was purchased in 1995 and is beginning to hinder productivity due to its age. A compound microscope with a hotstage is used to find the melting point measurements of fibers which are used to determine if a fiber found at the scene of a crime is the same fiber found on the suspect.

The department also requests the replacement of five (5) analytical balances. These instruments are used routinely to weigh drug evidence to determine penalty group and to make standard solutions for testing.

Also requested is the replacement of one (1) LC/MS/MS machine. This machine is used for quantitation of benzodiazepines, cannabinoids, and other drugs in the Toxicology Lab. The current instrument has frequent communication problems with computer equipment which limits unattended operations.

SWIFS also requests the replacement of one (1) centrifuge and rotor with buckets. This instrument is used by the Toxicology lab for routine specimen processing and has become unreliable due to the age.

The department also requests the replacement of eleven (11) heat sealers. These instruments are used to seal medical specimens and other evidence processed by both the Crime Lab and the Medical Examiner. The current instruments have deteriorated beyond repair.

Also requested is the replacement of five (5) autopsy saws. The current saws receive frequent use and the units are repaired multiple times before the replacement is requested.

SWIFS also requests the replacement of nine (9) task chairs. The current chairs range from ten to fourteen years old and have become increasingly unstable.

FINANCIAL IMPACT

The cost to add one (1) Grade F1 Medical Examiner position is \$222,865. The cost to add one (1) Grade KM Senior Forensic Chemist position is \$98,115. The cost to reclassify one (1) Biologist II position is \$4,871. The cost to purchase one (1) GC/MS/FID machine is \$110,000. The cost to replace one (1) SEM / EDX System is \$180,000. The cost to

replace one (1) compound microscope with a hotstage is \$18,000. The cost to replace one (1) LC/MS/MS machine is \$260,000. The cost to replace one (1) centrifuge and rotor with buckets is \$5,000. The cost to replace eleven (11) heat sealers is \$1,520. The cost to replace five (5) autopsy saws is \$6,250. The cost to replace nine (9) task chairs is \$3,945.

The total cost of the SWIFS FY2015 Budget Request is \$910,566.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. authorize the addition of one (1) Medical Examiner position assuming the associated fees are increased to offset the cost;
2. authorize the addition of one (1) Senior Forensic Chemist position assuming the associated fees are increased to offset the cost;
3. authorize the reclassification of one (1) Biologist II position;
4. authorize the purchase of one (1) GC/MS/FID used for drug analysis assuming the department is able to secure grant funding;
5. not authorize replacement of one (1) SEM / EDX System as the current machine is still functional;
6. authorize the replacement of one (1) compound microscope with hot stage;
7. authorize the replacement of five (5) analytical balances;
8. not authorize replacement of one (1) LC/MS/MS machine as the machine can still function while being attended;
9. authorize the replacement of one (1) centrifuge and rotor with buckets;
10. authorize the replacement of eleven (11) heat sealers;
11. authorize the replacement of five (5) autopsy saws;
12. authorize the replacement of nine (9) task chairs.

These recommendations have a total cost of \$470,566 with a revenue offset of \$430,980 for a net cost of \$39,586.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	CONSTABLE'S OFFICE PRECINCT 1	Budget No 3312
Brief Title of PIR	DEPUTY CONSTABLE II GRADE 67	
Approx. Net Cost	pending net calculation	Department Priority 1

Brief Summary of Request

Processing the OME caseload within National Association of Medical Examiners (NAME) accreditation standards requires the addition of a full-time Medical Examiners (Gr. F1). Failure to add the Medical Examiner positions will result in the loss of NAME accreditation.

Discussion of Need

The last increase in Medical Examiner staffing was made in FY2007, when two Medical Examiners were added to bring the autopsy caseload within NAME standards. Prior to that, the most recent Medical Examiner position additions were made during FY2000 and FY91, also to decrease the average per physician caseload.

NAME standards rank performance criteria as Phase I (important) or Phase II (essential). To receive full accreditation, no Phase IIs are permitted. The updated standards assign a Phase I deficiency to offices where MEs are required to perform more than 250 autopsies per year, and a Phase II deficiency if more than 325 autopsies per year are performed. To calculate the "number of autopsies", Pathology Fellows "count" as ½ a position and residents may not be counted. External examination workload also must be factored in, with 3-5 externals counting as 1 autopsy (we count 1/5). The administrative duties of the Chief and Deputy Chief Medical Examiner should be considered (i.e., their caseload allocation should appropriate recognize administrative responsibilities*).

*In large and complex offices, the chief may spend almost all of his or her time in non-autopsy activities; in such instances, that position should be eliminated from the fractional denominator. By contrast in a small office or in an office organized so that administrative duties are not a substantial burden, it may be appropriate to make only a modest reduction of the fractional denominator.

Discussion of Related Performance Measure

The OME currently reports autopsy numbers and total case turnaround time in the performance measures quarterly report. The numbers in this report are generated using NAME standards (i.e., limiting "credit" for cases performed by Fellows and adding a portion (1/5) of external examinations to the autopsy case count).

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	CONSTABLE'S OFFICE PRECINCT 1	Budget No	3312
Brief Title of PIR	DEPUTY CONSTABLE II GRADE 67		
Approx. Net Cost	pending net calculation	Department Priority	1

Brief Summary of Request

Processing the OME caseload within National Association of Medical Examiners (NAME) accreditation standards requires the addition of a full-time Medical Examiners (Gr. F1). Failure to add the Medical Examiner positions will result in the loss of NAME accreditation.

Discussion of Need

The last increase in Medical Examiner staffing was made in FY2007, when two Medical Examiners were added to bring the autopsy caseload within NAME standards. Prior to that, the most recent Medical Examiner position additions were made during FY2000 and FY91, also to decrease the average per physician caseload.

NAME standards rank performance criteria as Phase I (important) or Phase II (essential). To receive full accreditation, no Phase IIs are permitted. The updated standards assign a Phase I deficiency to offices where MEs are required to perform more than 250 autopsies per year, and a Phase II deficiency if more than 325 autopsies per year are performed. To calculate the "number of autopsies", Pathology Fellows "count" as ½ a position and residents may not be counted. External examination workload also must be factored in, with 3-5 externals counting as 1 autopsy (we count 1/5). The administrative duties of the Chief and Deputy Chief Medical Examiner should be considered (i.e., their caseload allocation should appropriate recognize administrative responsibilities*).

*In large and complex offices, the chief may spend almost all of his or her time in non-autopsy activities; in such instances, that position should be eliminated from the fractional denominator. By contrast in a small office or in an office organized so that administrative duties are not a substantial burden, it may be appropriate to make only a modest reduction of the fractional denominator.

Discussion of Related Performance Measure

The OME currently reports autopsy numbers and total case turnaround time in the performance measures quarterly report. The numbers in this report are generated using NAME standards (i.e., limiting "credit" for cases performed by Fellows and adding a portion (1/5) of external examinations to the autopsy case count).

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	SWIFS: Criminal Investigation Laboratory: Forensic Biology	Budget No.	3210
Position Title	Upgrade Forensic Biologist II to Forensic Biologist III	Position No.	1014
Current Grade	GM	Job Code	3019300
		Department Priority	9010000

Description of Changes in Work Being Performed

See attached job descriptions for Forensic Biologist II (Job Code 3019200) and Forensic Biologist III (Job Code 3019300).

Reason/Authority for Change (see Budget Manual)

The cost incurred with this request will only impact changes in salary for one current deputy I grade 66 position. No additional equipment/vehicle will be required, and there is no impact to medical insurance costs.

Departmental Cost Worksheet

Current Grade	GM	Proposed Grade	HM	
Salary	\$261,250	Salary	63,838.20	
FICA (7.65%)	4309.31	FICA (7.65%)	4883.62	
Retirement (11.5%)	6478.05	Retirement (11.5%)	7341.39	
Total	\$353,780	Total	76063.22	
			Total Annual Impact	\$8,945

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Crime Lab/Forensic Chemistry	Budget No	3210
Brief Title of PIR	Additional GC/MS/FID for Drug Analysis Lab		
Estimated Cost	\$588	Department Priority	9010000
Brief Summary of Request			
<p>NOTE: The Department plans to seek grant funding for this equipment; however, if grant funding is not available, SWIFS will request purchase of the equipment from Dallas County.</p> <p>The Department is requesting purchase of a new GC/MS/FID for the Drug Analysis Laboratory. The Drug Lab currently has 4 GC/MS/FIDs with a fifth being purchased as replacement equipment in FY14. However, sample volume is such that instrumentation is often at capacity impacting analyst productivity. Annual charges resulting from analysis by GC/MS/FID was \$528,710 in 2013 for the Drug Lab. Expected equipment life is 5-7 years.</p>			
Discussion of Need			
<p>The GC/MS/FID provides conclusive identification of suspected controlled substances. In 2013, the GC/MS was used to identify suspected controlled substances in 6246 drug (non-marihuana) exhibits. 5609 of these exhibits contained one item and required one GC/MS analysis. However, 313 exhibits required GC/MS analysis of 2-5 items for each exhibit; 142 exhibits required analysis of 6-10 items per exhibit; 120 exhibits required analysis of 11-25 items per exhibit; 30 exhibits required analysis of 26-50 items per exhibit; and 23 exhibits required analysis of >50 items per exhibit. Each item takes about 30 minutes per analytical run plus sample preparation and evaluation time; therefore, large samples can tie up an instrument for several days. In addition, instrument maintenance and repair activities and new assay validations must also be performed. Analysts must routinely work around limited instrument capacity. The Lab will receive some relief with the purchase of the replacement GC/MS this year. However, based upon the current number of chemists and the current case load, we believe that additional capacity is needed.</p>			
Staff Review and Comment			

Form G

FY2015

REPLACEMENT EQUIPMENT REQUEST

Department	SWIFS: Medical Examiner			Budget No.	3312
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair Leticia Flores-Rojas	over 5 years	IFS Nos: 672 673	\$6,250 (5 @ \$1,250/ea.)	Autopsy saws receive frequent use and the units are repaired multiple times or (until the vendor advises that the unit cannot be repaired) before replacement is requested.
2	Chair Roquel Mayhorn	over 5 years	1509 1511 1512		
3	Chair Tracy Dotson	over 5 years	No DC/IFS tag	\$500	Heat sealer is used with Kapak bags containing medical specimens and other evidence processed by morgue
4	Chair Michelle Baptiste	over 5 years			staff. Current sealer is not working properly (multiple efforts required to completely seal bags) and needs to be replaced.
5	Chair Jason Bonham	over 5 years	No DC/IFS tags	\$2,520 (5 @ \$504/ea.)	Chairs shared by shift staff (heavy use)
6			No DC/IFS tags	\$1,425 (3 @ \$339/ea. 1 @ \$408/ea.)	Manager and administrative task chairs need replacement due to wear/condition
7			No DC/IFS tags	\$40,000 (3 @ \$9,716/ea. + "adders")	Door mechanisms on body cooler doors do not work properly and doors get "stuck" in the open position or cannot be opened. Facilities unable to repair.
8					Vendor states that current mechanisms are obsolete and that they cannot be properly repaired.
9					
10					

Form D

FY2015

REPLACEMENT EQUIPMENT REQUEST

	Department	Crime Lab/Forensic Chemistry	Budget No.	3312	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair Leticia Flores-Rojas	over 5 years	none/IFS-0139 none/IFS-0086 84838/IFS-0102 85976/IFS-0104 none/IFS-0087	\$23,500 (4 @ \$5,000 and 1 @ \$3,500)	Equipment is old and beginning to drift. The Lab requests replacement with 4 analytical balances and one small top loading balance. Balances are used routinely to weigh drug evidence to determine penalty group and to make standard solutions.
2	Chair Roquel Mayhorn	over 5 years	95372 IFS-0930	\$80,000	The current system is used as part of the general drug screening process for 4500 cases annually in the Toxicology Lab resulting in charges of \$293,801 in 2013. The current system is aging and requiring more maintenance; we have no backup for this critical equipment.
3	Chair Tracy Dotson	over 5 years	94505/ IFS-0783	\$260,000	Technology is currently used for quantitation of benzodiazepines, cannabinoids, and other drugs in the Toxicology Lab. Current instrument has communications problem between LC and MS which limits unattended (i.e. overnight) operation.
4	Chair Michelle Baptiste	over 5 years	75277/ IFS-0141	\$5,000	This centrifuge is used by the Toxicology Lab for routine specimen processing. It is becoming unreliable due to age.
5	Chair Jason Bonham	over 5 years	No DC/IFS tags	\$2,520 (5 @ \$504/ea.)	Chairs shared by shift staff (heavy use)
6			No DC/IFS tags	\$1,425 (3 @ \$339/ea. 1 @ \$408/ea.)	Manager and administrative task chairs need replacement due to wear/condition
7			No DC/IFS tags	\$40,000 (3 @ \$9,716/ea. + "adders")	Door mechanisms on body cooler doors do not work properly and doors get "stuck" in the open position or cannot be opened. Facilities unable to repair.
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10					

Form D

FY2015

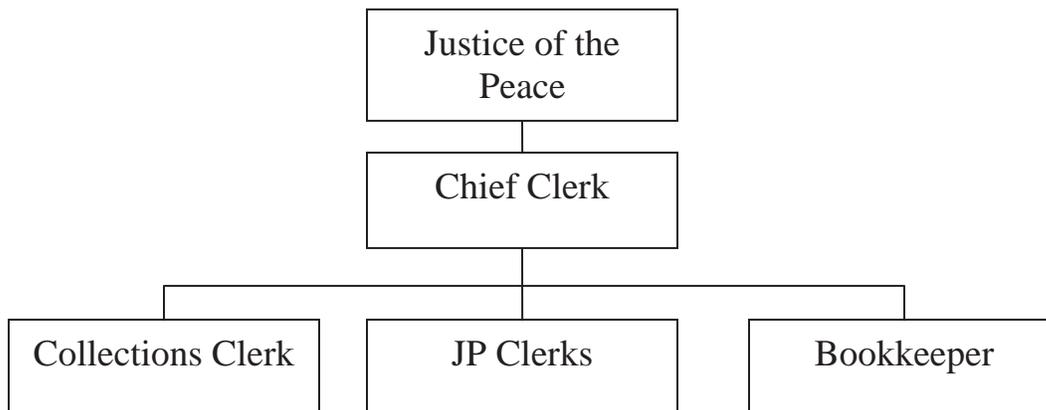
JUSTICES OF THE PEACE

Dallas County has eleven elected justices of the peace, each presiding over their respective precincts within Dallas County. The sworn oath of office for each Dallas County justice of the peace is to faithfully execute the duties of their office and to the best of their ability preserve, protect, and defend the Constitution and laws of the United States and of this State.

Description

Justice of the Peace Courts have original jurisdiction in criminal cases where the fine does not exceed \$500, and civil matters when the amount in controversy does not exceed \$10,000. A Justice of the Peace may issue warrants of search and arrest, conduct preliminary hearings, and perform marriages. Any justice precinct that includes a city of 8,000 or more residents may elect one additional Justice of the Peace. Each Justice Court in Dallas County is headed by a judge who is elected to a four-year term.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 baseline budgets for Justice of the Peace Courts represent a net decrease of nine clerk positions in all of the Justice of the Peace courts with a FY2015 net budget impact of \$332,783 including salary and fringe benefits.
- During FY2014 Justice of the Peace Chief Clerk positions were upgraded from Grade C to a Grade E.
- During FY2009 Dallas County began implementing the Scofflaw Vehicle Registration Block. The scofflaw project matches the information in the Dallas County Wanted (DCW) against the Texas Department of Transportation's data bases to flag vehicle registration renewal notices.
- The District Attorney's Office continues to coordinate their Hot Check Program with the Justice of the Peace offices. Effective September 1, 2005, all issuance of bad checks will be required by law to be filed with the District Attorney's Office. The change in the law affects all of the Justice of the Peace courts.
- During FY2004 the Dallas County Commissioners Court entered an Interlocal Contract with the Texas Department of Public Safety. Dallas County will provide information necessary to the department to deny the renewal of the driver license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine or court costs.
- Linebarger Goggan Blair & Sampson entered into an agreement with Dallas County Commissioners Court for the purpose of providing collections services for the Justice of the Peace Courts. The implementation of the program began the weekend of January 15, 2005.
- SB 1863 passed during the 79th Legislature and Article 10 requires cities with population of 50,000 or more, and counties with populations of 100,000 or more to implement collections improvement programs based in part on Office of Court Administration (OCA) Model Court Collection Program. Effective date for compliance, April 1, 2006. Implementation of the program resulted in deletion of two clerk grade five positions and the addition of one grade seven clerk position and one grade six position in each court.
- July 2006 a grade 5 clerk was added to each Justice of the Peace Court to address the additional workload resulting from SB 1863.
- During FY2012 an award was approved for a Justice of the Peace Case Management System.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$6,322,139	\$6,238,991	\$6,480,398	\$6,247,196
Operations	377,947	332,061	285,163	284,699
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$6,700,086	\$6,571,052	\$6,765,561	\$6,531,895

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	136	128	121	112

Authorized Position Detail (Grade)

11 Justice of the Peace (Official)	10 Clerk III – Bookkeeper (7)
10 Chief Clerks	10 Clerk III – Collections (7)
2 Clerk V (9)	20 Clerk II – Back up Collections (6)
1 Clerk IV (8)	48 Clerk II (6)

JUSTICE OF THE PEACE JONES

Department #4811

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Jones court represents one less clerk due to workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$903,034	\$918,379	\$990,084	\$936,293
Operations	67,495	52,242	49,102	\$47,435
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$970,529	\$970,621	\$1,039,186	\$983,728

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	21	20	19	18

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III – Collections (7)
2 Clerk V (A)	1 Clerk II – Back up Bookkeeper (6)
1 Clerk IV (8)	1 Clerk II - Back-up Collections (6)
1 Clerk III - Bookkeeper (7)	10 Clerk II (6)

JUSTICE OF THE PEACE NASH

Department #4812

FY2015 Baseline Budget Highlights

The FY2015 Baseline Budget for Justice of the Peace Nash's court represents a continuation of existing staffing as a result of the approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$480,134	\$498,314	\$472,897	\$533,274
Operations	36,881	42,476	35,063	36,935
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$514,141	\$540,790	\$507,960	\$570,209

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	11	11	10	10

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk III – Collections (7)
1 Chief Clerk	1 Back up Collections (6)
1 Clerk III - Bookkeeper (7)	5 Clerk II (6)

JUSTICE OF THE PEACE COOPER

Department #4821

FY2015 Baseline Budget Highlights

The FY2015 Baseline Budget for Justice of the Peace Cooper's court represents one less clerk as a result of the approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$598,503	\$593,374	\$661,475	\$561,992
Operations	27,180	22,921	16,925	27,021
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$625,683	\$616,295	\$678,400	\$589,013

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2014 Budget
Full Time Employees	11	10	10	9

Authorized Position Detail (Grade)

1 Justice of the Peace (Official) 1 Chief Clerk 1 Clerk III - Bookkeeper (7) 1 Clerk III- Collections (7)	1 Clerk II – Back-up Bookkeeper (6) 1 Clerk II – Back-up Collections (6) 3 Clerk II (6)
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JUSTICE OF THE PEACE WINDHAM

Department #4822

FY2015 Baseline Budget Highlights

- The FY2015 Budget for Justice of the Peace Windham court represents two less clerks based on the approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$750,718	\$661,475	\$620,988	\$591,902
Operations	23,289	16,925	22,944	\$21,596
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$774,007	\$678,400	\$643,982	\$613,498

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	18	16	13	11

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)
1 Chief Clerk
1 Clerk III – Bookkeeper (7)
1 Clerk III – Collections (7)
1 Clerk II – Back-up Bookkeeper (6)
1 Clerk II – Back-up Collections (6)
5 Clerk I (6)

JUSTICE OF THE PEACE CERCONE

Department #4831

FY2015 Baseline Budget Highlights

- The FY2014 Budget for Justice of the Peace Cercone's court represents one less clerk based on the approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$693,340	\$710,488	\$733,612	\$705,105
Operations	35,786	37,026	28,344	27,498
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$719,126	\$747,514	\$761,956	\$732,603

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	15	14	14	13

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II - Back-up Bookkeeper (6)
1 Chief Clerk	1 Clerk II – Back-up Collections (6)
1 Clerk III – Bookkeeper (7)	7 Clerk II (6)
1 Clerk III – Collections (7)	

JUSTICE OF THE PEACE SEIDER

Department #4832

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Seider’s court represents continuous service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$565,326	\$591,446	\$640,162	\$586,933
Operations	28,035	29,250	28,990	26,434
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$593,361	\$620,696	\$669,152	\$613,367

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	13	12	11	11

Authorized Position Detail (Grade)

- 1 Justice of the Peace (Official)
- 1 Chief Clerk
- 1 Clerk III – Bookkeeper (7)
- 1 Clerk III – Collections (7)
- 1 Clerk II – Back-up Bookkeeper (6)
- 1 Clerk II – Back-up Collections (6)
- 5 Clerk II (6)

JUSTICE OF THE PEACE ELLIS

Department #4833

FY2015 Baseline Budget Highlights

- Judge Ellis' term expires December 31, 2014. The FY2015 Budget represents three months of salary and benefits budgeted.
- One precinct was deleted in precinct 3 as part of the FY2012 redistricting. Judge Ellis will continue to serve as visiting judge until the end of her term.
- During FY2012 Judge Ellis' deleted the Chief Clerk position as part of a DDA initiative.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$514,063	\$135,199	\$141,895	\$58,105
Operations	18,990	1,465	0	0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$533,053	\$136,664	\$141,895	\$58,105

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	2	1	1	1

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)

JUSTICE OF THE PEACE RIDEAUX

Department #4841

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Rideaux's court represents one less clerk due to approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$626,737	\$650,487	\$552,142	\$622,101
Operations	52,710	52,961	27,293	27,461
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$679,447	\$703,448	\$579,435	\$649,562

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	12	11	11	10

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II – Back-up Collections (6)
1 Chief Clerk	3 Clerk II (6)
2 Clerk III – Bookkeeper (7)	
1 Clerk III – Collections (7)	
1 Clerk II – Back-up Bookkeeper (6)	

JUSTICE OF THE PEACE HUBENER

Department #4842

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Hubener's court represents one less clerk due to approved workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$514,668	\$528,747	\$545,496	\$479,113
Operations	26,265	22,294	20,446	21,297
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$542,107	\$551,041	\$565,962	\$500,410

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	11	10	10	9

Authorized Position Detail (Grade)

- 1 Justice of the Peace (Official)
- 1 Chief Clerk
- 1 Clerk III – Bookkeeper (7)
- 1 Clerk III – Collections (7)
- 1 Clerk II – Back-up Bookkeeper (6)
- 1 Clerk II – Back-up Collections (6)
- 3 Clerk II (6)

JUSTICE OF THE PEACE

Department #4851

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Precinct 5-1 court represents one less clerk due to the workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$489,804	\$409,785	\$592,732	\$541,541
Operations	41,520	27,350	24,366	24,746
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$531,324	\$437,135	\$617,098	\$566,287

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	11	13	12	11

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II (6)
1 Chief Clerk	5 Clerk II (6)
1 Clerk III - Bookkeeper (7)	
1 Clerk III- Collections (7)	
1 Clerk II – Bookkeeper (6)	

JUSTICE OF THE PEACE JASSO

Department #4852

FY2015 Baseline Budget Highlights

The FY2015 Budget for Justice of the Peace Jasso's court represents one less clerk due to the workload standard.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$488,657	\$541,297	\$623,263	\$546,570
Operations	29,513	27,151	23,861	24,276
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$	\$568,448	\$647,124	\$570,846

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	8	11	11	10

Authorized Position Detail (Grade)

1 Justice of the Peace (Official)	1 Clerk II – Back-up Bookkeeper (6)
1 Chief Clerk	1 Clerk II – Back-up Collections (6)
1 Clerk III – Bookkeeper (7)	4 Clerk II (6)
1 Clerk III – Collections (7)	

JUVENILE DISTRICT COURTS

Department # 4310, 4320

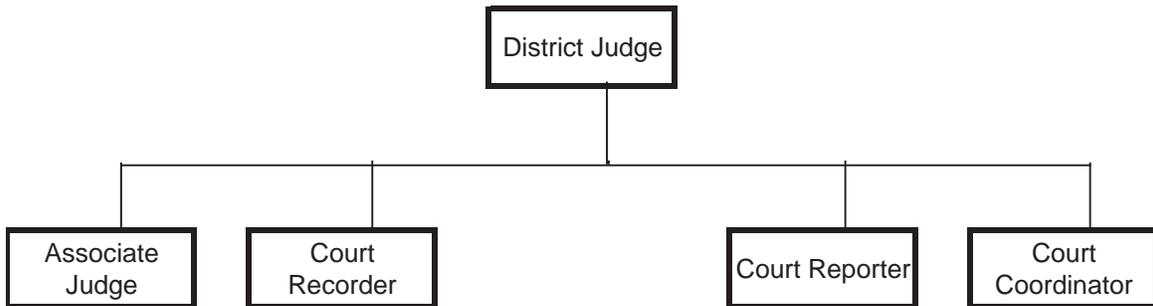
Mission Statement

The mission of the two Juvenile District Courts is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved.

Description

Each of the two Juvenile District Courts has a presiding Judge elected from the County at large every four years. These courts have original jurisdiction over juvenile delinquency cases, any subsequent legal actions in the same case, and any child abuse case when the child has not been involved in a Family District Court case. Each court has an Associate Judge and is assigned two Bailiffs from the Sheriff's Department. The courts also require support from the District Clerk, the District Attorney, the Public Defender's Office (in some courts), and the Juvenile Department. The Juvenile District Courts are located in the Henry Wade Juvenile Justice Center.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for the Juvenile District Courts represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$793,799	\$822,986	\$830,084	\$872,476
Operations	4,901,955	5,611,799	6,586,155	3,579,314
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$5,695,754	\$6,434,765	\$7,416,239	\$4,451,790

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	10	10	10	10

Authorized Position Detail (Grade)

2 District Judge (Official)	2 Court Reporter (CR)
2 Associate Judge (00)	2 Court Recorder (D)
2 Court Coordinator (00)	

OFFICE OF BUDGET AND EVALUATION

Department #1060

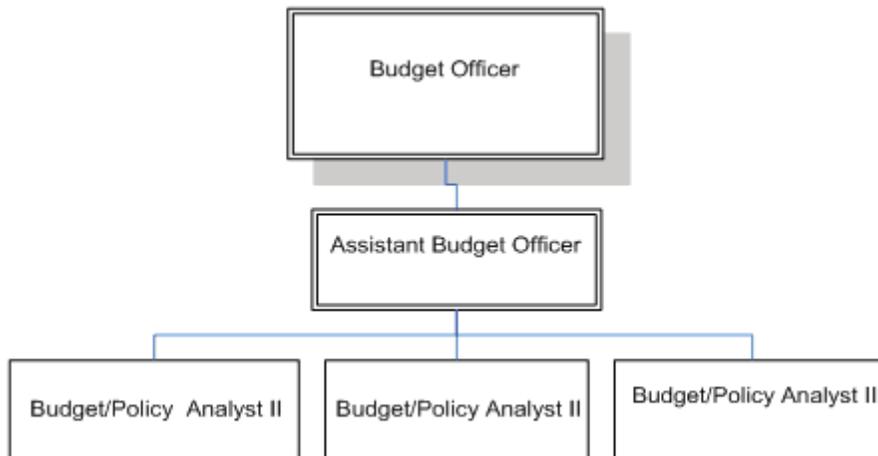
Mission Statement

The mission of the Office of Budget and Evaluation is to assist the Dallas County Commissioners Court with the task of wisely, effectively, and efficiently deploying and monitoring the financial resources available for the benefit of all citizens of the County.

Description

The Office of Budget and Evaluation coordinates a five-month budget process that includes the evaluation of all departments' requests with recommendations to the Commissioner's Court. The Office of Budget and Evaluation also coordinates the submission of all grant requests and manages certain social services contracts with other agencies. During the year, the Office of Budget and Evaluation prepares interim budget reports, performance reports, staffing studies, offers transfer recommendations, and generally serves as an early warning of financial stress.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for the Office of Budget and Evaluation represents a continuation of current service levels

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$417,856	\$487,474	\$514,946	\$528,231
Operations	4,371	6,943	9,175	10,325
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$422,227	\$494,417	\$524,121	\$538,556

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	7	5	5	5
Extra Help	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Budget Officer (G2)

3 Budget/Policy Analysts II (H)

1 Assistant Budget Officer (N)

OFFICE OF EMERGENCY MANAGEMENT

Department #3341

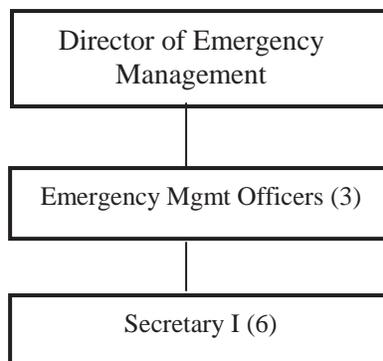
Mission Statement

The mission of the Dallas County Office of Emergency Management is to protect the lives, environment and property of the citizens of Dallas County through an incident management system of mitigation, preparedness, and response/recovery. The Department will use its resources for the protection of the health, welfare and property of the citizens of Dallas County through a cost effective, cost efficient and highly trained team of professionals proficient in the specialties of emergency/contingency planning and response.

Description

The Office of Emergency Management will coordinate emergency management planning.

Organizational Chart



FY2015 Budget Highlights

- The FY2015 Baseline Budget represents a continuation of current service levels.
- The FY2011 Budget included the deletion of the Assistant Director of Emergency Management and the down-grading of the Director from a grade N to a grade L based on the Fire Marshal Office and Building Security functions being broken out as stand alone Departments.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	F2015 Baseline
Personnel	\$257,219	\$380,922	\$341,810	\$396,541
Operations	443,967	12,469	11,219	37,000
Capital	<u>0</u>	<u>0</u>	58,808	<u>0</u>
Total	701,187	\$393,391	\$411,837	\$433,541

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	5	5	5	5

Authorized Position Detail (Grade)

- 1 Director of Emergency Management (A2)
- 1 Emergency Management Officer-Operations (H)
- 1 Emergency Management Officer-Planning (H)
- 1 Emergency Management Officer-Training (G)
- 1 Secretary I (6)



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

May 26, 2014

TO: Commissioners Court
THROUGH: Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: Homeland Security and Emergency Management PIR Analysis – FY2015

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The department of Homeland Security and Emergency Management (HSEM) has submitted the following request for consideration by the Commissioners Court:

1. Continue partially funding the Recovery and Mitigation Planning Chief, to be titled Emergency Planning and Volunteer Coordinator

The current full time staff of HSEM is composed of a Chief of Emergency Services, and Administrative Assistant, and three Assistant Chiefs for Planning, Logistics, and Operations and the full-time, partially grant-funded Mitigation Planner. The Mitigation Planner was made full-time during the FY2014 Budget with an approved cash match.

The grant funding for the position will change from North Central Texas Council of Governments (NCTCOG) Mitigation Grant to the FY2014 Urban Area Security Initiative (UASI) grant. As such, he position will work with HSEM volunteers and recruit additional volunteers to assist with the LEPC program and the Animal Rescue Team. This Emergency Planning and Volunteer Coordinator will also partner with other County agencies to assist them in the management and recruitment of volunteers used in various County programs associated with Public Safety.

HSEM is also requesting additional equipment in the approximate amount of \$19,628 for items such as wireless hotspot cards, cellphones, uniforms, travel/training/conference, professional development and other items due to grant funds no longer being available for the purchase of these items.

FINANCIAL IMPACT

The cash-match would impact the County annually at an approximate cash match of \$16,070, while UASI grant funding is available.

RECOMMENDATION

Currently, the Recovery and Mitigation Planning Chief is fulfilling duties based on grant requirements, and will continue to do so as Emergency Planning and Volunteer Coordinator under UASI requirements. The Office of Budget and Evaluation recommends continuing the cash match of approximately \$16,070 for the position as well as fund items previously covered by grants in the amount of \$19,628 for the Department of Homeland Security.

OPERATIONAL SERVICES: AUTOMOTIVE SERVICE CENTER

Department #1027

Mission Statement

The mission of the Automotive Service Center Section of the Communications and Central Services Division is to efficiently maintain the County's fleet of vehicles.

Description

The Automotive Service Center provides fuel, preventive maintenance, and routine maintenance at the County-operated service center. Non-routine repairs are made through contracts with outside vendors.

FY2015 Baseline Budget Highlights

- The FY2015 Auto Service Center Baseline Budget reflects a continuation of current service levels.
- The FY2014 Projection includes \$1.6 million of projected capital expenses which include replacement vehicles and automotive repair equipment.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$862,808	\$843,002	\$853,622	\$903,450
Operations	70,788	98,973	283,186	235,175
Capital	<u>115,237</u>	<u>1,965,562</u>	<u>1,613,002</u>	<u>0</u>
Total	\$1,048,833	\$2,907,537	\$2,749,810	\$1,138,625

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	16	16	16	16

Authorized Position Detail (Grade)

- 1 Fleet Coordinator (F)
- 2 Shop Foreman (D)
- 7 Automotive Technician (10)
- 2 Mechanic (10)
- 1 Administrative Coordinator I (9)
- 1 Senior Secretary (8)
- 1 Shop Assistant/Safety Coordinator (8)
- 1 Mechanic Assistant (6)



Dallas County
Office of Budget and Evaluation

April 7, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Charles Reed, Budget and Policy Analyst
Subject: Auto Service Center FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Auto Service Center has submitted the following requests:

1. online training class for Fleet Management Certification;
2. automotive software scanner upgrade;
3. and various equipment replacements.

Auto Service Center's request for an online training class so that the County's Fleet Manager is a Certified Automotive Fleet Manager. The County has not traditionally paid for this certification for the employee since it is not a requirement of the job description. The previous incumbent paid for the certification out of personal funds.

The automotive software scanner upgrade is part of a recurring cost for the department. The upgrades are required so the software used to troubleshoot vehicles in our fleet can recognize new vehicles added as we replace older models.

Equipment submitted includes five (5) three-ton floor jacks, four (4) jack stands, one (1) coolant pressure tester, two (2) air impacts, one (1) portable batter booster, and three (3) floor creepers. These items have been requested to replace current tools that are no longer working properly. All items will be able to be moved to the new Auto Service Center upon its completion.

FINANCIAL IMPACT

The estimated one-time cost of the online training class is \$1,600. The estimated one-time cost of the software scanner upgrade is \$5,000. The estimated one-time cost of the requested equipment is \$2,950.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. authorizing the online training class for the Fleet Management Certification;
2. authorizing the upgrade of the automotive software scanners as they will be needed for the department to service the new fleet additions;

3. authorizing the replacement of the requested equipment as they are needed for the department to continue maintenance on the County's fleet.

These recommendations have an estimated annual cost of \$9,550.

AUTOMOTIVE SERVICE CENTER

1027

**Form G PIR – Online Class, Fleet Management Certification
(Fleet Manager)**

Form G PIR – Automotive Software Scanner Upgrades

Form D PIR – Replacement Equipment Request

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Automotive Service Center	Budget No	1027
Brief Title of PIR	Online class to obtain fleet management certification		
Estimated Cost	\$1,600	Department Priority	
Brief Summary of Request			
<p>The Dallas County Fleet Manager requests to participate in an online class to become a Certified Automotive Fleet Manager and to obtain attendant certificate.</p>			
Discussion of Need			
<p>Participation and certification through this process will improve the overall knowledge of the Fleet Manager as related to various fleet issues and concerns. Dallas County's fleet currently consists of 1,100 vehicles.</p>			
Staff Review and Comment			
Empty space for staff review and comment			

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Automotive Service Center</u>	Budget No <u>1027</u>
Brief Title of PIR	<u>Automotive Software scanner upgrades</u>	
Estimated Cost	<u>5,000</u>	Department Priority _____
Brief Summary of Request		
<ul style="list-style-type: none"> - software upgrades for automotive scanners(pro-link,vcm,and snap-on) - Alignment machine repair and upgrade - Tire pressure monitor software upgrade 		
Discussion of Need		
<p>To upgrade software needed for upcoming new vehicles in Dallas County Fleet. To repair and upgrade Alignment machine needed for new vehicles in Fleet.</p>		
Staff Review and Comment		
Form G		FY2015

REPLACEMENT EQUIPMENT REQUEST

Department <u>Automotive Service Center</u>		Budget No. <u>1027</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	5= 3 ton floor jacks	10		1400	not working properly and safe
2	4= jack stands			250	for extra use
3	coolant pressure tester	10		250	to replace old broken one
4	2= 1/2 air impacts	5		600	to replace old not working properly impacts
5	portable battery booster			300	to replace old ones
6	3= floor creepers			150	to replace old ones
7					
8					
9					
10					

Form D

FY2015

OPERATIONAL SERVICES: COMMUNICATIONS & CENTRAL SERVICES

Department #1023

Mission Statement

The mission of the Communications section of the Communications and Central Services division is to provide communication services in an effective and efficient manner.

Description

The Communications section is responsible for all telecommunications contracts/services and radio purchases and installations in County vehicles.

FY2015 Baseline Budget Highlights

- The FY2015 Communications & Central Services budget reflects a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$471,658	\$500,674	\$495,415	\$505,762
Operations	2,167,485	2,166,410	2,699,709	2,374,300
Capital	<u>0</u>	<u>187</u>	<u>417,347</u>	<u>0</u>
Total	\$2,639,143	\$2,667,271	\$3,612,471	\$2,880,062

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	6	6	6	6

Authorized Position Detail (Grade)

1 Director of Operational Services (P)	1 Telecommunications Specialist (GM)
1 Radio Communications Manager (HM)	1 Administrative Assistant (10)
1 Telecommunications Manager (HM)	1 Clerk II (6)



Dallas County
Office of Budget and Evaluation

April 7, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Charles Reed, Budget and Policy Analyst
Subject: Communications FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Communications has submitted the following requests:

1. continuing education courses for Cisco technology;
2. reclassification of the Radio Communications Manager;
3. reclassification of an Administrative Assistant.

The County is currently upgrading the entire telecommunications infrastructure to a Cisco based communications platform that consolidates voice, data, and video. This platform is entirely new to the organization and, as such, requires a new scope of knowledge. As a result, the department has requested continuing education courses for Cisco Technology for the County's Telecommunication Manager.

Also requested is a reclassification of the Radio Communications Manager. Communications is also currently upgrading the \$150 million radio communication system upgrade, of which, the County's portion is \$57 million. This is a significant increase in the scope of work on the position.

Communications has also requested the reclassification of an Administrative Assistant. This position's scope of work has increased since the position was last reviewed and currently supports six departments with over sixty employees, monitors the status of work projects, and monitors budgets.

FINANCIAL IMPACT

The estimated one-time cost of the continuing education classes is \$1,312. The estimated recurring cost of the Radio Communications Manager reclassification is \$22,669. The estimated recurring cost of the Administrative Assistant reclassification is \$5,126.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. authorizing the continuing education for Cisco technology;

2. directing Human Resources / Civil Service to review the Radio Communications Manager position for proper classification;
3. and directing Human Resources / Civil Service to review the Administrative Assistant position for proper classification.

These recommendations have an estimated one-time cost of \$1,312 and recurring annual cost of \$27,795 for a total cost of \$29,107.

OPERATIONS/COMMUNICATIONS

1023

- Form G PIR – Continuing Education for Cisco Technology**
- Form F PIR – Reclassification – Radio Communications Manager**
- Form F PIR – Reclassification – Administrative Assistant**

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Operations - Telecommunications</u>	Budget No <u>120-1023</u>
Brief Title of PIR	<u>Continuing Education for Cisco Technology</u>	
Estimated Cost	<u>\$1312</u>	Department Priority _____
Brief Summary of Request		
<p>To have funds provided for continued education for the Telecommunications Manager. The continuing education courses requesting are under the CISCO CCNA and CCNP CISCO Academy program. The program and courses are offered at El Centro Community College. Each of the programs consists of four courses for a total of eight each at a cost of \$164. Classes will be taken on employees own time and classes begin the summer of 2014 with the knowledge that FY15 begins October.</p>		
Discussion of Need		
<p>The replacement of the telecommunications infrastructure with the CISCO based communications platform that consolidates voice, data, and video onto one platform is a new venture for Dallas County. This integrates the County's Information Technology and Telecommunications network into a combined effort thereby offering a united communications system. With the introduction of this open network infrastructure, where networks can be programmatically accessed and business applications better integrated, the way IT and Telecommunications professionals operate and design architectures will change. The new technology brings tremendous benefits in terms of applications and infrastructure integration adding flexibility, simplification and cost-effectiveness. As this evolution takes place, it is having a major effect on network and switch jobs roles. The focus is more on complex services and architectures rather than systems. With this shift, it is important that management have the skillsets available for this technology.</p> <p>ITCC 1401 Cisco Exploration 1– Network Fundamentals ITCC 1404 Cisco Exploration 2 – Routing Protocols and Concepts ITCC 2408 Cisco Exploration 3 – LAN Switching and Wireless ITCC 2410 Cisco Exploration 4 – Accessing the WAN ITCC 2450 Building Scalable Internetworks ITCC 2451 Implementing Secure Converged Wide-area Networks ITCC 2452 Building Multilayer Switched Networks ITCC 2453 Optimizing Converged Networks</p>		
Staff Review and Comment		
Form G		FY2015

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Operations/Radio Communications</u>	Budget No. <u>1023</u>
Position Title	<u>Radio Communications Manager</u>	Position No. <u>5489</u>
Current Grade	<u>HM</u>	Job Code <u>8120031</u>
		Department Priority

Description of Changes in Work Being Performed

The Radio Communications Manager now manages, supplies, programs, and troubleshoots all iPhones and wireless modems assigned to County officials and employees in addition to handling all radio communications. Also represents the County at meetings with area cities and other government entities, working with them through interlocal agreements and other means to improve and integrate communications technology between all agencies.

Reason/Authority for Change (see Budget Manual)

Over the past several years there has been an overwhelming increase in the use of technology in business and government, and Dallas County is no exception. In order to meet the growing demands for more sophisticated communications integration, the Radio Communications Manager has moved into a major role of providing direction and vision as well as hands-on management of this area. This position has not been evaluated since 2008.

Departmental Cost Worksheet

Current Grade	HM	Proposed Grade	LM	
Salary		Salary		
FICA (7.65%)		FICA (7.65%)		
Retirement (11.5%)		Retirement (11.5%)		
Total		Total		Total Annual Impact

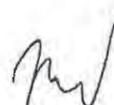
Staff Review and Comment



DALLAS COUNTY
COMMUNICATIONS AND CENTRAL SERVICES

February 25, 2014

TO: Chris Thompson, Director
Communications and Central Services

FROM: Mark Weathersby, Radio Communications Manager 
Communications and Central Services

SUBJECT: **FY015 Budget for Countywide Radio Communications**

The following outlines my line item budget needs for FY015:

<u>Line item</u>	<u>Description</u>	<u>FY015 Amount</u>
2150	License and Permit Fees	\$ 0
2170	Postage	400
2630	Installation and Removals/Parts and Supplies	125,000
2640	Non-contract maintenance	30,000
2690	Hardware and Electrical (batteries)	20,000
5590	Professional Services	8,000
6522	Radio Maintenance (City of Carrollton ILA)	96,000
7010	Building Rental (Green Building and Cedar Hill)	15,000
7030	City of Dallas Infrastructure Lease	103,000

Note: Equipment and labor required for make ready of new/replacement vehicles is not included in the above amounts

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Operations</u>	Budget No. <u>1023</u>
Position Title	<u>Administrative Assistant</u>	Position No. <u>1223</u>
Current Grade	<u>10</u>	Job Code <u>6030600</u> Department Priority

Description of Changes in Work Being Performed

More complex administrative tasks for the Director of 6 divisions with 62 employees, including serving as liaison between staff and department heads as related to departmental services, monitoring status of work projects ensuring departmental goals and objectives are communicated to staff, monitoring budgets and providing monthly reports to director and staff, managing cell phone activation, replacement, and distribution to all departments, managing state grant program including all invoicing and reports, human resources coordinator for all divisions including time and attendance approval, all employee leave, benefits, network access and personnel actions; researching, gathering material and completing a variety of assigned projects and reports to include communication with other departments and external sources; managing and coordinating of all briefings and court orders for all divisions, ensuring all contracts are properly reviewed, approved, and signed by all parties including Civil Section of the District Attorney's Office.

Reason/Authority for Change (see Budget Manual)

This position has not been reviewed in several years. The scope of the department has changed and increased due to evolving needs and more intricate technology. The Director's duties and responsibilities have grown as well, and the functions now performed by this support position more closely align with those of an Administrative Assistant II.

Departmental Cost Worksheet

Current Grade	10	Proposed Grade	C	
Salary		Salary		
FICA (7.65%)		FICA (7.65%)		
Retirement (11.5%)		Retirement (11.5%)		
Total		Total		Total Annual Impact

Staff Review and Comment



Dallas County
Office of Budget and Evaluation

May 8, 2014

To: Commissioners Court
From: Ryan Brown, Budget Officer
Subject: Engineering & Project Mgmt. FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Engineering & Project Mgmt. has submitted the following requests:

1. addition of one Planner / Estimator position Grade F;
2. addition of one Senior Secretary position Grade 8;
3. update of the AutoCAD software;
4. and additional professional elevator consulting services.

Due to the increase in the number and complexity of small to medium building improvement projects assigned to Engineering & Project Mgmt., the department has requested an additional Planner / Estimator. This position would assist in the preparation of project drawings and specifications and the maintenance of the department's catalogue of completed project and record drawings. As projects are added to the department's workload others are completed. This position was requested as part of the FY2014 Budget Process. Since then, the number of projects assigned to the department has remained relatively stable. The addition of a Planner / Estimator would increase the project capacity of Engineering & Project Mgmt. However, this would add more workload to the Facilities department which is already at capacity on current projects.

Likewise, the number of projects assigned to the department has increased the administrative workload of the Contracts Coordinator position. Due to this, the department has requested an additional Senior Secretary to support the Contracts Coordinator position by performing secretarial tasks. Adding the Planner / Estimator position will increase the capacity of Engineering & Project Mgmt. and result in the need of a Senior Secretary.

Engineering & Project Mgmt. also requests an update to the AutoCAD software the department is currently using. The last update to the software was in FY2009. Since then, the software has had several updates. The Department is now experiencing compatibility issues when sharing information between the County and contractors working on buildings.

The Department also requests additional professional elevator consulting services to monitor overall maintenance of the equipment, performance of the maintenance contractor, provide a recommendation for modernizing existing equipment, prepare contract documents for modernization, bid evaluation, construction administration, and other elevator consulting services as needed.

FINANCIAL IMPACT

The estimated recurring annual cost of adding one Planner / Estimator position Grade F is \$67,169. The estimated recurring annual cost of adding one Senior Secretary position Grade 8 is \$47,625. The estimated annual cost of updating the AutoCAD software is \$6,000. The estimated annual cost of the additional professional elevator consulting services is \$15,000.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

- 1) not authorizing the addition of one (1) Planner / Estimator position as the project workload is not anticipated to increase above the current level;
- 2) not authorizing the addition of one (1) Senior Secretary position since there is not an anticipated workload increase from adding the additional Planner / Estimator position;
- 3) authorizing the update of the AutoCAD software;
- 4) and authorizing the additional professional elevator consulting services.

These recommendations have an estimated annual cost of \$21,300.

ENGINEERING AND PROJECT MANAGEMENT

1021

Form E PIR Request for Additional Staff – Planner/Estimator

Form E PIR Request for Additional Staff – Senior Secretary

Form H PIR Request for Computer Hardware and Software – Autocad Update

Form C Request for Professional Services

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Operations - Engineering	Budget No 1021
Brief Title of PIR	Additional Staff - Planner/Estimator	
Approx. Net Cost	\$92,413	Department Priority 1

Brief Summary of Request

One Planner/Estimator position for projects management team, plus associated furniture, computer/monitor, etc.

Discussion of Need

Due to the increase in the number and complexity of small to medium building improvement/renovation projects assigned to the department, there is a need for a planner/estimator to assist the three current project managers on staff with estimating, planning and coordination of projects. This position would assist in the preparation of project drawings and specifications and the maintenance of the County's catalogue of completed project/record drawings. Additionally, this position would manage/maintain the existing asbestos/hazardous materials records, train County employees in the operation and maintenance of facilities containing asbestos and other hazardous materials and coordinate the abatement/removal of same.

Discussion of Related Performance Measure

Planner/Estimator would assist the departments requesting modifications/alterations to office space. This position would optimize projects to insure best value and cost effectiveness under budgetary constraints. These tasks are currently performed by the Lead Project Manager and therefore diverts resources and time from other project management duties.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Planner/Estimator	
Staff Cost		
Grade	F	
Salary	\$ 50,267	
FICA @ 7.65%	\$ 3,845	
Retirement @ 11.5%	\$ 5,781	
Insurance @ \$8,500	\$ 8,500	
Total		\$ 68,393
Related Equipment		
	\$ Amount	
Number		
Desk	\$ 1,079	
Furniture	\$ 315	
Computer	\$ 1,025	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	\$ 20,761	
Travel	_____	
Pager	_____	
Cell Phone	\$ 840	
Other	_____	
Total		\$ 24,020
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		_____
Less Additional Revenue Source		
	Grand Total	\$ 92,413

Position Description Questionnaire (New Positions)
Dallas County

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Date prepared: . . .

Proposed Position Title:	Planner/Estimator
Proposed Position Grade:	F
Department Name:	Operations – Engineering
Position Number:	N/A
Supervisor's <u>Name, Position Title, and Grade</u> ("Reports To"):	John Clark,
Supervisor Phone:	(214) 653-6242
Supervisor Email:	John.clark@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to plan, schedule and coordinate construction projects for County building renovations.
This is accomplished by designing building alterations/renovations using existing drawings and documentation, estimating cost of construction for projects, and assisting project managers in the coordination and scheduling of County forces and/or outside contractors to complete projects.
Other duties include maintenance/organization of Engineering Department Plan Room drawings and specifications.

C. Essential Functions of the New Position

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		

Position Description Questionnaire (New Positions)
Dallas County

Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Design, Estimate and Coordinate Building Alterations Projects	Time	E or NE
Tasks performed to accomplish this function:	60	E
Designs alterations projects using existing plans. Estimate cost of construction. Define Labor and materials required to accomplish project for requisitioning of materials and Services. Coordinate and schedule with User Group, County forces and/or outside construction and service providers for construction projects. Track progress and report status of assigned projects to project managers.		
2. Function: Environmental Management Planner	Time	E or NE
Tasks performed to accomplish this function:	20	E
Manages and maintains existing asbestos records; trains employees in the operation and maintenance of facilities containing asbestos; and coordinates and oversees asbestos removal projects.		
3. Function: Operations – Engineering Building Plans Management	Time	E or NE
Tasks performed to accomplish this function:	15	E
Organizes, updates and manages all building plans.		
4. Function: Other	Time	E or NE
Tasks performed to accomplish this function:	5	NE
Performs other duties as assigned.		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

Position Description Questionnaire (New Positions)
Dallas County

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D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" 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 checked="" 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.)

HP Design Jet Plotter

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)

CAD software (preferably AutoCad)

Position Description Questionnaire (New Positions)
Dallas County

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.

Environmental Condition			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 checked="" type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input checked="" 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"/>

Health and Safety Conditions			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 checked="" 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.

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F. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: Engineering, Architecture or in a job related field of study

Position Description Questionnaire (New Positions)
Dallas County

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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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 checked="" type="radio"/>	3.	Minimum of one year experience in/as: Work related experience required
<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.	Must be able to pass security clearance check.
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas Driver's License

G. 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 checked="" 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.

Position Description Questionnaire (New Positions)
Dallas County

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.

Designs alterations using existing plans, estimating cost of construction projects, and sources and requisitions materials and supplies.
Coordinates and schedules all construction projects, tracks progress and reports status.

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>

Position Description Questionnaire (New Positions)
Dallas County

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 (check 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 checked="" 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.

H. Human Relations

Position Description Questionnaire (New Positions)
Dallas County

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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

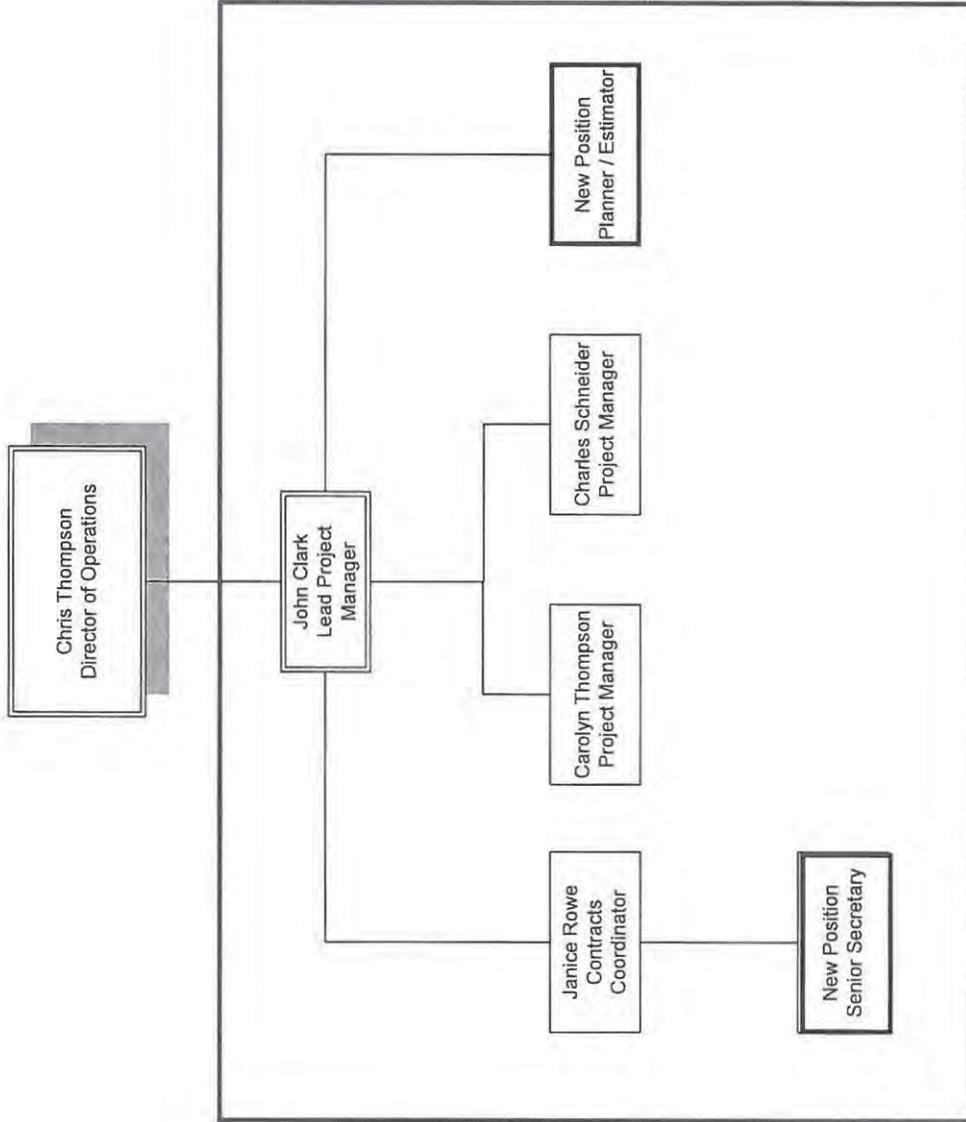
Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Dallas County Operations Department Engineering & Project Management Division



PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Operations - Engineering</u>	Budget No <u>1021</u>
Brief Title of PIR	<u>Additional Staff - Senior Secretary</u>	
Approx. Net Cost	<u>\$49,814</u>	Department Priority <u>2</u>

Brief Summary of Request

One Senior Secretary position for project management team, plus associated computer, monitor and task chair.

Discussion of Need

Due to the increase in the number and complexity of small to medium building improvement projects assigned to the department, ongoing elevator/escalator maintenance contracts, elevator/escalator modernization project, A/E IDIQ contract, Energy Performance Contracting, MCIP and Permanent Improvement projects, and asbestos/hazardous material abatement/removal projects there is a need for additional support staff to the three project managers and requested planner/estimator. This position would support the Contracts Coordinator position by performing a variety of moderately complex secretarial tasks to support the daily operations of the department (typing, filing, compiling routine data in established formats, operating a personal computer and other related tasks). Maintenance of project documentation is necessary for optimal department function.

Discussion of Related Performance Measure

Currently the basic administrative support tasks of the Engineering Department are performed by the Contracts Coordinator. As the scope of the duties/projects assigned to Engineering has increased, more is required of the contract coordination/administrative function of the project management team. The addition of this position will improve overall efficiency and response to other County departments, while improving function within the department.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Senior Secretary	
Staff Cost		
Grade	08	
Salary	\$ 33,529	
FICA @ 7.65%	\$ 2,565	
Retirement @ 11.5%	\$ 3,856	
Insurance @ \$8,500	\$ 8,500	
	Total	\$ 48,450
Related Equipment	\$ Amount	
Number		
Desk	\$	
Furniture	339	
Computer	\$ 1,025	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	\$	
Travel	_____	
Pager	_____	
Cell Phone	\$	
Other	_____	
	Total	\$ 1,364
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	_____
Less Additional Revenue Source		
	Grand Total	\$ 49,814

Form E1

FY2015

Position Description Questionnaire (New Positions)
Dallas County

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Date prepared: _____

Proposed Position Title:	Senior Secretary
Proposed Position Grade:	08
Department Name:	Operations – Engineering
Position Number:	N/A
Supervisor's Name, Position Title, and Grade ("Reports To"):	John Clark, Lead Project Manager,
Supervisor Phone:	(214) 653-6242
Supervisor Email:	John.clark@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to provide secretarial/clerical support to department project management staff.
This is accomplished by performing various moderately complex secretarial and administrative tasks to support the daily operations of the department. Duties include: typing, filing, preparation of regular reports, maintenance of construction project data, ordering office supplies, distributing mail, creating requisitions for services and materials. Other duties include assisting with document management of the department drawings catalogue.

C. Essential Functions of the New Position

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: By picking up and removing litter and debris from grounds, sweeping and edging	30%	E

Position Description Questionnaire (New Positions)
Dallas County

Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Administrative support to project management team.	Time	E or NE
Tasks performed to accomplish this function: greets visitors, answers routine inquiries, handles matter of a routine nature (researching, gathering and preparing information as as directed, and other department routine tasks as directed by the supervisor).	50	E
Types various routine correspondence, documents as requested by department staff.		
Makes copies as requested of project documents. Processes incoming/outgoing department mail.		
Monitors and maintains office supplies.		
2. Function: Data Entry/Report Generation	Time	E or NE
Tasks performed to accomplish this function:	20	E
Creates/submits requisitions for approval for services and materials as required for projects. Compiles data and generates reports from financial/purchasing system.		
3. Function: Maintenance of Department Documentation	Time	E or NE
Tasks performed to accomplish this function:	25	E
Maintains filing systems for projects		
4. Function: Other	Time	E or NE
Tasks performed to accomplish this function: Other duties as assigned to assist Contracts Coordinator and project management staff.	5	
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

Position Description Questionnaire (New Positions)
Dallas County

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" 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 checked="" 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.)

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)

Position Description Questionnaire (New Positions)
Dallas County

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.

Environmental Condition			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"/>

Health and Safety Conditions			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 checked="" 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.

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F. 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 checked="" 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:

Position Description Questionnaire (New Positions)
Dallas County

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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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 checked="" type="radio"/>	5.	Minimum of three years experience in/as: Job related experience or 45 hrs college or combination
<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?

G. 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 checked="" 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.

Position Description Questionnaire (New Positions)
Dallas County

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>

Position Description Questionnaire (New Positions)
Dallas County

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 (check 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 checked="" 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.

H. Human Relations

Position Description Questionnaire (New Positions)
Dallas County

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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Secretary I
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

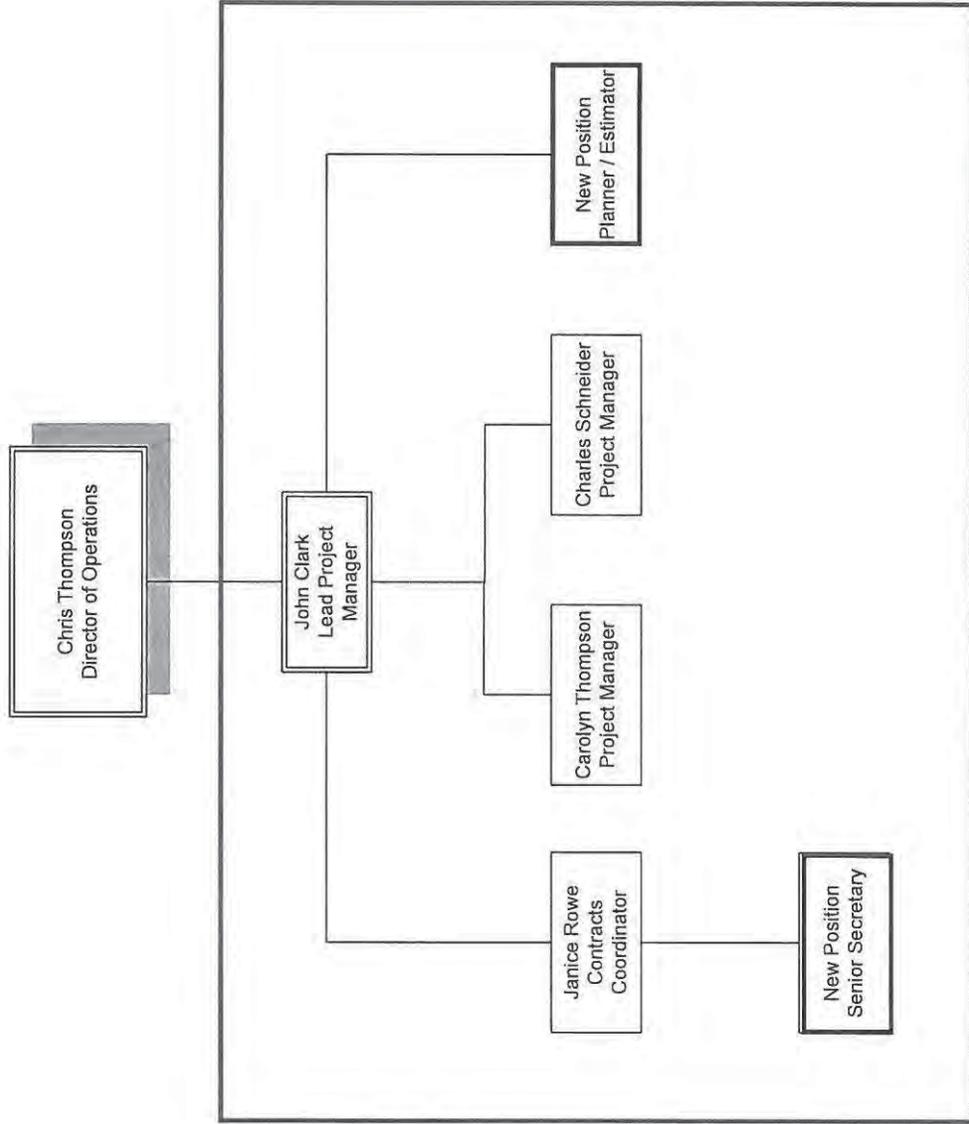
Comments:

Department Head/Elected Official Signature

Date

Comments:

Dallas County Operations Department Engineering & Project Management Division



REQUEST FOR PROFESSIONAL SERVICES

Department OPERATIONS - ENGINEERING Budget No. 1021

Pay To	Description of Services	FY2014 Budget	FY2015 Amount Requested
BOCA Group Central LLC	<p>Professional Elevator Consulting Services. The consultant provides to Dallas County professional services for all 128 elevators and escalators serving 22 County facilities.</p> <p>Services include, but are not limited to, monitoring overall maintenance of the equipment, performance of the maintenance contractor, recommendation for modernization of existing equipment, preparation of contract documents for modernization, bid evaluation, construction administration services and other services as needed.</p>	\$25,000.00	\$15,000.00

Process Improvement Consulting Request

**OPERATIONAL SERVICES:
FACILITIES MANAGEMENT - WILMER MAINTENANCE
PROPERTY**

Department #5340

Mission and Description

The Wilmer Maintenance section of Facilities Management is required to maintain the campus of the Wilmer Substance Abuse Center. The staff members for this campus are permanently assigned to the site and are supervised by the maintenance manager of Facilities Management.

FY2015 Baseline Budget Highlights

- The FY2015 Wilmer Maintenance Baseline Budget represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$159,786	\$164,811	\$162,053	\$174,233
Operations	53,249	0	46,008	33,300
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$213,035	\$164,811	\$208,061	\$207,533

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	3	3	3	3

Authorized Position Detail (Grade)

- 1 Lead A/C Mechanic (AM)
- 2 Building Mechanic (9)

OPERATIONAL SERVICES: FACILITIES MANAGEMENT

Department #1022

Mission Statement

The mission of the Facilities Management division of Operational Services is to provide excellent, professional, efficient, and cost-effective services for the maintenance of the County's facilities and infrastructure including facilities maintenance, in-house construction, contract and property management.

Description

The primary responsibility of Facilities Management is the maintenance of Dallas County facilities. Maintenance of Dallas County facilities includes preventive maintenance as well as various skilled trades such as carpentry, electrical, painting, HVAC and plumbing. Facilities Management supervises various contracts including janitorial, window cleaning, trash and dumpster pick up, and parking. The department is also responsible for the Wilmer Substance Abuse Facility maintenance (under contract with Community Supervision and Corrections).

FY2015 Baseline Budget Highlights

- The FY2015 Facilities Management Baseline Budget reflects the continuation of current service levels.
- The FY2014 Facilities Management projection shows a \$9 million reduction in operations expenditures due to the movement of utilities costs to the Major Capital Development Fund.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$6,770,027	\$6,997,111	\$6,905,477	\$7,442,016
Operations	16,759,660	17,322,435	8,399,576	\$5,366,500
Capital	<u>0</u>	<u>12,871</u>	<u>0</u>	<u>0</u>
Total	\$23,529,687	\$24,332,417	\$15,305,053	\$12,808,516

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Full Time Employees	149	129	129	134

Authorized Position Detail (Grade)

- 1 Director of Facilities Management (N)
- 2 Maintenance Manager (J)
- 6 Maintenance Supervisor (F)
- 1 Contracts Manager II (F)
- 2 Facilities Inspection Supervisor (E)
- 6 A/C Lead Mechanic (AM)
- 1 Inventory Control Specialist (AM)
- 10 Lead Building Mechanic (AM)
- 6 Lead Electrician (AM)
- 3 Lead Electronic Mechanic (AM)
- 1 Lead Kitchen Equipment Mechanic (AM)
- 1 Lead Locksmith (AM)
- 9 Lead Plumber (AM)
- 1 Lead Welder (AM)
- 1 Contracts Support Assistant II (11)
- 1 Administrative Assistant (10)
- 2 Contract Compliance Inspector (10)1
- 3 A/C Mechanic (9)
- 51 Building Mechanic (9)
- 1 Carpenter (9)
- 3 Electrician (9)
- 5 Electronic Technician (9)
- 2 Plumber (9)
- 2 Welder (9)
- 1 Clerk (8)
- 9 Maintenance Technician (7)
- 2 Shipping / Receiving Clerk (7)
- 1 Maintenance Dispatch Clerk (6)



Dallas County
Office of Budget and Evaluation

May 12, 2014

To: Commissioners Court

From: Ryan Brown, Budget Officer

Subject: Facilities Management FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Facilities Management has submitted the following requests:

1. reclassification of all Maintenance Technician positions;
2. reclassification of one (1) Welder position;
3. reclassification of five (5) Building Mechanic positions;
4. addition of four (4) Shift Foreman positions;
5. addition of one (1) Lead Electrician position;
6. addition of eight (8) Maintenance Technician position;
7. addition of one (1) Welder position;
8. addition of eleven (11) Building Mechanic positions;
9. addition of one (1) Office Manager position;
10. addition of one (1) Clerk IV position;
11. addition of one (1) Supervisor for Training and Safety position;
12. addition of two (2) A/C Mechanic positions;
13. addition of one (1) A/V Technician;
14. purchase of one (1) crew cab pickup truck;
15. purchase of tools including one (1) turret lathe, one (1) sewer line camera, two (2) electric lifts, and one (1) boom lift;
16. and additional funding for training and licensing;

Facilities Management has seen an increase in square footage the department is required to maintain as well as increased responsibilities. This has forced to the department to assign supervisory duties to non-supervisory positions, rotate employee shifts to accommodate repairs, and the maintenance and repair of new equipment added through the Energy Management Project. As such, the department has requested reclassification all Maintenance Technician positions, one (1) Welder position, and five (5) Building Mechanic positions.

Likewise, the department has also requested the addition of four (4) Shift Foreman positions, one (1) Lead Electrician position, eight (8) Maintenance Technician positions, one (1) Welder position, eleven (11) Building Mechanic positions, one (1) Office Manager position, one (1) Clerk IV position, one (1) Supervisor for Training and Safety position, two (2) A/C Mechanic positions, and one (1) A/V Mechanic position.

Facilities Management also requests the purchase of one (1) crew cab pickup truck with a tailgate lift to transport employees and equipment between complexes. Currently, the department does not have enough vehicles to provide for the amount of employees and heavy equipment needed to be transferred between buildings on a day-to-day basis.

The department also requests the purchase of tools including one (1) turret lathe, one (1) sewer line camera, two (2) electric lifts, and one (1) boom lift. The turret lathe is needed to facilitate the in-house fabrication of limited quantities of small detention door parts that are needed in the jails. The sewer line camera system is needed to replace an old and outdated machine that constantly requires repairs and would allow plumbers to make better informed diagnosis of sewer line problems. The two electric lifts are needed for the department to access equipment in locations that a ladder will not reach and would allow personnel to service out of reach equipment more efficiently instead of waiting for a rental. The boom lift is needed to replace a current model that has become expensive to repair and is needed to access parking lot lighting, CCTV pole mounted cameras, and high building repairs on the exterior of buildings.

Facilities Management also requests additional funding for training and licensing. If approved, the department plans to send employees to continuing education and technical licensing classes, purchase in-house training materials and supplies, and schedule vendor provided on-site training classes on selected equipment.

The department also requests several large building repairs including retrofitting key switches in West Tower, retrofitting existing outside air return and relief dampers in West Tower, replacing the ceiling in the Frank Crowley first floor lobby, replacing tube bundles on hot water generators, replacing the hot water line from North Tower to West Tower, replacing the door controls and intercom system in the jails, and replacing several air handler units throughout the County. These requests will be handled through the normal Permanent Improvement and Major Capital Development Fund project requests.

FINANCIAL IMPACT

The estimated annual cost of reclassifying all Maintenance Technician positions is \$26,523. The estimated annual cost of reclassifying the Welder position is \$5,720. The estimated annual cost of reclassifying five Building Mechanic positions is \$14,740.

The estimated annual cost of adding four Grade D Shift Foreman positions is \$251,120. The estimated annual cost of adding one Grade AM Lead Electrician is \$57,261. The estimated annual cost of adding eight Grade 7 Maintenance Technician positions is \$363,784. The estimated annual cost of adding one Grade 9 Welder is \$51,541. The estimated annual cost of adding eleven Grade 9 Building Mechanic positions is \$566,951. The estimated annual cost of adding one Grade E Human Resources Generalist position is \$65,320. The estimated annual cost of adding one Grade 8 Clerk IV position is \$48,420. The estimated annual cost of adding one Grade F Supervisor for Training and Safety position is \$68,347. The estimated annual cost of adding two grade 9 A/C

Mechanic positions is \$103,082. The estimated annual cost of adding one Grade AM A/V Mechanic is \$57,261.

The estimated one-time cost of purchasing a crew cab pickup truck with a tailgate lift is \$40,000.

The estimated one-time cost of purchasing a turret lathe is \$20,000. The estimated one-time cost of purchasing a sewer line camera system is \$8,500. The estimated one-time cost of purchasing two electric lifts is \$30,000. The estimated one-time cost of purchasing the boom lift is \$70,000.

The department request for training and licensing is \$100,000.

The total recurring cost of all requests is \$1,571,282 and a one-time cost of \$268,500 for a total cost of \$1,839,782.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. authorizing Human Resources / Civil Service to review the Maintenance Technician positions, Welder position, and five (5) Building Mechanic positions for proper classification;
2. authorizing the addition of one (1) Safety and Training Officer position;
3. authorizing the addition of five (5) Building Mechanic positions;
4. authorizing the addition of two (2) A/C Mechanic positions;
5. authorizing the addition of one (1) A/V Mechanic position;
6. authorizing the addition of one (1) Human Resources Generalist position;
7. authorizing the purchase of one (1) crew cab pickup truck;
8. authorizing the purchase of one turret lathe and sewer line camera system;
9. and authorizing \$75,000 for efficiency training with the expectation that further training and licensing will be submitted during FY2015 on an as needed basis.

These recommendations have an estimated annual recurring cost of \$598,698 and a one-time cost of \$143,500 for a total cost to the FY2015 Budget of \$742,198.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Facilities Dept	Budget No.	FY 2015
Position Title	MAINT TECH	Position No.	
Current Grade	7	Job Code	
		Department Priority	

Description of Changes in Work Being Performed
 Additional Shift work & maint. on increased SG footage.

Reason/Authority for Change (see Budget Manual)
 Current department understaffing as a result of previous budget cuts have forced the Grade 7s to stand a rotation schedule that has been shortened and they have been tasked with more responsibilities

Departmental Cost Worksheet

Current Grade	7	Proposed Grade	8
Salary	428 31054	Salary	456 33529
FICA (7.65%)	2375	FICA (7.65%)	2564
Retirement (11.5%)	3571	Retirement (11.5%)	3855
Total	\$ 37000 -	Total	\$ 39948
		Total Annual Impact	
		\$ 2948 -	

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities Dept</u>	Budget No.	<u>FY2015</u>
Position Title	<u>Welder - JAIL</u>	Position No.	<u>1096</u>
Current Grade	<u>9</u>	Job Code	Department Priority

Description of Changes in Work Being Performed
 Mr. Austin has taken on the role of Millwright at the County. He manufactures parts needed to repair Jail doors, feeder parts and machinery needed to operate the jails. His ability to manufacture parts has reduced repair time + costs significantly.

Reason/Authority for Change (see Budget Manual)
 Additional duties of making parts, working + repairing equipment in all jails in the complex.

Departmental Cost Worksheet

Current Grade	<u>9</u>	Proposed Grade	<u>AM</u>
Salary	37586 <u>37586</u>	Salary	450 <u>40,955</u>
FICA (7.65%)	<u>2875</u>	FICA (7.65%)	<u>3133</u>
Retirement (11.5%)	<u>4322</u>	Retirement (11.5%)	<u>4709</u>
Total	<u>44783</u>	Total	<u>48797</u>
		Total Annual Impact	<u>\$4014</u>

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Facilities Department</u>	Budget No.	<u>FY2015</u>
Position Title	<u>Bldg Mech</u>	Position No.	
Current Grade	<u>9.1</u>	Job Code	
		Department Priority	

Description of Changes in Work Being Performed

Assist lead Bldg Mechanic w/ work scheduling, PM scheduling
 Fill in for lead Bldg in his absence
 Assist on projects as needed
 Train new employees when they are hired, will work w/ Training Supervisor to develop curriculum.

Reason/Authority for Change (see Budget Manual)

- Position allows for promotion opportunity within Dept
- Facilities has always had position.

Departmental Cost Worksheet

Current Grade	<u>9.1</u>	Proposed Grade	<u>10</u>
Salary	36150 <u>36150</u>	Salary	38626 <u>38626</u>
FICA (7.65%)	<u>2765</u>	FICA (7.65%)	<u>2954</u>
Retirement (11.5%)	<u>4157</u>	Retirement (11.5%)	<u>4441</u>
Total	<u>\$43072</u>	Total	<u>\$46021</u>
		Total Annual Impact <u>\$ 2949</u>	

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities Management</u>	Budget No <u>2015</u>
Brief Title of PIR	<u>SHIFT FOREMAN (x4)</u>	
Approx. Net Cost	<u>\$ 247,330 ⁵⁶</u>	Department Priority _____

Brief Summary of Request

D Current Facilities operations include the preventative and corrective maintenance on over 6.7 million square feet of useable building space. This includes jail space, county courthouses, tax offices, the kitchen facility for the jail inmates and the state of the art forensics facility. The county is currently adding a 300 bed hospital in the North Tower jail to treat sick inmates.

Facilities Department maintains a staff presence 24 hours a day, 365 days a year. During after hour shifts, there is a need for a senior building mechanic to supervise the shift workers in the course of their shift. This individual would assign tasks, respond to emergencies in county owned buildings after hours and be available to keep the facilities director up to date with any after hour issues.

These additional staffing requests are consistent with Dallas County Strategic Plan, Vision 1 "Dallas County is a model interagency partner" & Vision 5 "Dallas County is the destination of choice for residents and businesses".

Discussion of Related Performance Measure

Performance Measures: The Facilities Department is on track to complete well over 100,000 work orders in 2014. The filling of these new assistant supervisory positions will allow the after hour shift to run more efficiently by being able to track what the shift workers are doing, assign appropriate tasks and step in and assist in situations where a greater knowledge base is needed.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		<u>ADDITION OF (4) SHIFT FIREMAN</u>
Staff Cost		
Grade	<u>D</u>	
Salary	<u>45,591.00</u>	
FICA @ 7.65%	<u>3,457.00</u>	
Retirement @ 11.5%	<u>5,242.00</u>	
Insurance @ \$8,500	<u>3,500.00</u>	
Total		<u>63,120.00</u>
Related Equipment		\$ Amount
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	<u>340.00</u>	
Other	_____	
Total		<u>63,960</u>
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		<u>63,960</u>
Less Additional Revenue Source		
Grand Total		<u>63,960 x 4 = \$ 255,840</u>

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities Management</u>	Budget No	<u>FY 2015</u>
Brief Title of PIR	<u>Electrician (1) LEAD</u>		
Approx. Net Cost		Department Priority	

Brief Summary of Request
Grade AM Electrician plus associated pager, uniforms, and special tools (FLUKE METER)

Discussion of Need

Current Facilities operations include the preventative and corrective maintenance on over 6.7 Million square feet of useable building space. This square footage is made up of jail space, county courthouses and sub-courthouses, tax offices and historical buildings such as Old Red and the 6th Floor Museum building.

Facilities Department is also scheduled to increase its useable square footage space with the opening of the Grand Prairie Sub Courthouse (150,000 sq ft), the new records storage building (150,000 sq ft). Both of these buildings will add considerable amounts of equipment including life safety equipment, access control equipment, lighting and security equipment. Along with this new equipment, the demand for preventative and corrective maintenance will increase proportionately.

These additional staffing requests are consistent with the Dallas County Strategic Plan; Vision 1 "Dallas County is a model interagency partner" & Vision 5 "Dallas County is the destination of choice for residents and businesses"

Discussion of Related Performance Measure

Performance Measures - The public division of Facilities Department is on course to complete 50,000 work orders in 2014. The public division is currently backlogged in the performance of preventive maintenance. We believe we can be more effective with the addition of Electrician. This should help remedy the PM backlog and correct maintenance turnaround time.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		<u>LEAD ELECTRICIAN</u>
Staff Cost		
Grade		<u>AM</u>
Salary		<u>40,955.00</u>
FICA @ 7.65%		<u>3,133.00</u>
Retirement @ 11.5%		<u>4,709.00</u>
Insurance @ \$8,500		<u>8,500.00</u>
	Total	<u>57,297.00</u>
Related Equipment		\$ Amount
Number		
Desk		_____
Furniture		_____
Computer		_____
Printer		_____
Network Cabling		_____
Software		_____
Vehicle		<u>23,195.00</u> <i>MINI CARGO VAN</i>
Travel		_____
Pager		<u>35.00</u>
Cell Phone		_____
Other (<i>UNIFORMS</i>)		<u>172.50</u>
	Total	<u>30,699.50</u>
Other Costs (describe)		
Special Training		_____
Consultant Fees		_____
Renovation/Space		_____
	Total	<u>50,699.50</u>
Less Additional Revenue Source		
	Grand Total	<u>50,699.50</u>

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>FACILITIES MANAGEMENT</u>	Budget No. <u>FY2015</u>
Brief Title of PIR	<u>MAINTENANCE TECH. (3)</u>	
Approx. Net Cost	<u>45,707.50 x 3 = \$137,122.50</u>	Department Priority <u>1</u>

Brief Summary of Request GRADE 7 MAINTENANCE TECH PLUS ASSOCIATED PAGER AND UNIFORMS.

Discussion of Need

Current Facilities operations include the preventative and corrective maintenance on over 6.7 Million square feet of useable building space. This square footage is made up of jail space, county courthouses and sub-courthouses, tax offices and historical buildings such as Old Red and the 6th Floor Museum building.

Facilities Department is also scheduled to increase its useable square footage space with the opening of the 150,000 sq ft of useable square footage in the North Tower Jail with the addition of the Parkland Medical facilities. This will increase the jail beds in that tower by 300. Along with this, there will be additional chillers, boilers, air handlers and life safety equipment installed. Due to budget constraints in the past few years, Facilities eliminated approximately 25 maintenance positions which had a major impact on our ability to perform preventative and corrective maintenance in a timely manner.

These additional staffing requests are consistent with the Dallas County Strategic Plan; Vision 1 "Dallas County is a model interagency partner" & Vision 5 "Dallas County is the destination of choice for residents and businesses"

Discussion of Related Performance Measure

Performance Measures – The jail division of Facilities Department is on course to complete 100,000 work orders in FY 14. The jail division is currently backlogged in the performance of preventive maintenance. We believe we can be more effective with the addition of a Maintenance Technician which would aid other maintenance personnel to perform these maintenance duties. These duties include the completion of preventative and corrective maintenance as assigned and after hour's shiftwork. The filling of the Maintenance Technician position in this division should help remedy the PM backlog, correct maintenance turnaround time and reduce the cycle time of shift work.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		<u>MAINTENANCE TECH.</u>
Staff Cost		
Grade	<u>7</u>	
Salary	<u>31,054.00</u>	
FICA @ 7.65%	<u>2,375.00</u>	
Retirement @ 11.5%	<u>3,571.00</u>	
Insurance @ \$8.500	<u>8,500.00</u>	
Total		<u>45,500</u>
Related Equipment		\$ Amount
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	<u>35.00</u>	
Cell Phone	_____	
Other (UNIFORMS)	<u>172.50</u>	
Total		<u>45,707.50</u>
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		<u>45,707.50</u> * 8 = <u>365,660.00</u>
Less Additional Revenue Source		
Grand Total		

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>FACILITIES MANAGEMENT</u>	Budget No <u>FY2015</u>
Brief Title of PIR	<u>WELDER (1)</u>	
Approx. Net Cost	<u>50,313.01</u>	Department Priority <u>1</u>

Brief Summary of Request
GRADE 9 WELDER PLUS ASSOCIATED PAPER
 AND UNIFORMS

Discussion of Need

Current Facilities operations include the preventative and corrective maintenance on over 6.7 Million square feet of useable building space. This square footage is made up of jail space, county courthouses and sub-courthouses, tax offices and historical buildings such as Old Red and the 6th Floor Museum building.

Facilities Department currently occupies numerous buildings that are over 40 years old. The age of the buildings demands constant preventative maintenance to extend the life cycle of the aging equipment. The original infrastructure of these buildings is showing its age and frequently requires repairs, many of which included parts fabrication or welding. Also, there are plans to add additional HVAC equipment to maintain vital IT spaces. This would be additional equipment to assist the HVAC equipment that is already in place.

These additional staffing requests are consistent with the Dallas County Strategic Plan; Vision 1 "Dallas County is a model interagency partner" & Vision 5 "Dallas County is the destination of choice for residents and businesses"

Discussion of Related Performance Measure

Performance Measures – The public division of Facilities Department is on course to complete 50,000 work orders in FY14. The public division is currently backlogged in the performance of corrective maintenance because a welder is not on staff to make immediate repairs. We believe we can be more effective with the addition of a Welder. This should help reduce maintenance turnaround time and keep vital equipment operational.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>WELDER</u>		
Staff Cost			
Grade	<u>9</u>		
Salary	<u>36,150.00</u>		
FICA @ 7.65%	<u>2,765.00</u>		
Retirement @ 11.5%	<u>4,157.00</u>		
Insurance @ \$8,500	<u>8,500.00</u>		
	Total		<u>51,572.00</u>
Related Equipment		\$ Amount	
Number			
Desk			
Furniture			
Computer			
Printer			
Network Cabling			
Software			
Vehicle			
Travel			
Pager		<u>35.00</u>	
Cell Phone			
Other (UNIFORMS)		<u>239.50</u>	
	Total		<u>51,845.50</u>
Other Costs (describe)			
Special Training			
Consultant Fees			
Renovation/Space			
	Total		<u>51,845.50</u>
Less Additional Revenue Source			
	Grand Total		<u>51,845.50</u>

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities Management</u>	Budget No <u>FY2015</u>
Brief Title of PIR	<u>Building Mechanic (11)</u>	
Approx. Net Cost	<u>\$51,572 x (11)</u>	Department Priority _____

Brief Summary of Request

Grade 9 Building Mechanic plus associated pager and uniforms.

Discussion of Need

Current Facilities operations include the preventative and corrective maintenance on over 6.7 Million SQ Ft of useable building space over 871 sq miles of Dallas County. This square footage is made up of jail space, county courthouses/sub-courthouses, tax offices and historical buildings such as Old Red and the 6th Floor Museum building. With the addition of MedMod and the records storage bldg at Panoramic Circle, Facilities Dept will take on an additional 300,000 sq ft of useable space that will need to be maintained. All of these buildings require preventative & corrective maintenance on a varied selection of equipment ranging from chillers, boilers, fire alarm & security systems, jail controls, plumbing, electrical, carpentry, locksmithing, lighting and EMS controls. Additionally, filters in all buildings need to be changed on a quarterly basis; smoke detectors in all of the jails need to be cleaned on a quarterly basis in order to ensure that detection occurs IAW with state standards. There are numerous buildings that are over 40 years old that demand constant preventative maintenance to extend the life cycle of the aging eqpt. Several of these buildings are jails, juvenile facilities and medical buildings (SWIFS) that require a 24 hour, 7 day a week maintenance staff in order to stay compliant with state standards. These buildings require not only maintenance but periodic rounds are required to take readings to ensure all equipment is operating to optimal standards. Because of the shortage of personnel, there is often not enough time for the employee to make more than one round in an 8 hour shift. In case of an emergency, buildings may go unchecked during a shift. Due to budget constraints in the past few years, Facilities eliminated approximately 25 maintenance positions which had a major impact on our ability to perform PM's, corrective maintenance and rounds in a timely manner. With an estimated \$70 million in future repairs to county buildings, facilities staff will be expected to provide escort services and our current staffing does not allow us to maintain the buildings in such a state that the tax payers of Dallas County should expect.

Discussion of Related Performance Measure

The Facilities Department is on course to complete 120,000 work orders in FY2014. The department is currently backlogged in the performance of preventative maintenance. We believe we can be more effective with the addition of 11 Building Mechanics. The filling of these positions would help remedy the PM backlog, correct maintenance turnaround time and reduce the cycle time of shift work.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR		<u>BUILDING MECHANIC</u>
Staff Cost		
Grade	<u>9</u>	
Salary	<u>30,150.00</u>	
FICA @ 7.65%	<u>2,765.00</u>	
Retirement @ 11.5%	<u>4,157.00</u>	
Insurance @ \$8,500	<u>8,500.00</u>	
Total		<u>51,572</u>
Related Equipment		\$ Amount
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	<u>25,935.00</u>	(1) CARGO VAN
Travel	_____	
Pager	<u>35.00</u>	
Cell Phone	_____	
Other (UNIFORMS)	<u>179.50</u>	
Total		<u>51,779.50</u>
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		<u>51,779.50</u>
Less Additional Revenue Source		<u>\$ 569,594</u>
Grand Total		<u>595,509.50</u>

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities</u>	Budget No	<u>FY 15</u>
Brief Title of PIR	<u>Det HR Rep / CLERK</u>		
Approx. Net Cost	<u>\$ 61741 -</u>	Department Priority	

Brief Summary of Request
Clerk position to handle HR functions +
input reqs, assist w/ RMR's etc.

Discussion of Need
There is a need for a dedicated
HR rep in the department.
To include:
- New hires
- FMLA
- Disciplinary paperwork
- KRONOS
-

Discussion of Related Performance Measure

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>Departmental HR Rep / CLERK</u>	
Staff Cost		
Grade	<u>C</u>	
Salary	<u>42,931</u>	
FICA @ 7.65%	<u>3,284.</u>	
Retirement @ 11.5%	<u>4722</u>	
Insurance @ \$8,500	<u>8,500</u>	
Total		<u>59437-</u>
Related Equipment	\$ Amount	
Number		
Desk		
Furniture		
Computer	<u>@ 1025 -</u>	
Printer	<u># 500 -</u>	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone Shredder	<u># 380 -</u>	
Other - FAX	<u># 399 -</u>	
Total		<u># 2304 -</u>
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		<u># 61741 -</u>

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Management <u>CLERK IV</u>	Budget No	<u>FY2015</u>
Brief Title of PIR	grade 8 clerical position plus associated desk and computer		
Approx. Net Cost	<u>\$ 49,934</u>	Department Priority	

Brief Summary of Request: (1) grade 8 clerk plus associated desk and computer.

Discussion of Need:

Facilities Management is responsible for the operations and maintenance of over ~~6,700,000~~ square feet of County facilities with an operating and permanent improvement budget in excess of \$27,000,000. The department processes over 4000 purchase orders per year with expenditures exceeding \$15,000,000.00. Direct labor technicians will perform over 100,000 maintenance work orders per year.

Currently we have a staff of 2 in the support function handling over 100 daily request ranging from dispatch work order to follow up on pickup purchase orders and/or requisition request and auditing issues. The staff members are supporting these additional requirements on top of their regular assigned job duties. The additional clerical person would help to support the facilities staff with basic computer knowledge and skill for day to day operations. This would include processing, research, reconciling and follow through on incoming and outgoing paperwork to other departments such as the input of requisitions into Oracle, handling inquires such as RMR and Auditing. This person would allow for a better sharing of the work load between the clerical staff.

County Strategic Plan: STRATEGY 1.5-Maintain a Strong, Motivated Dallas County Workforce by; Assess ability of workforce to meet changes in systems, technology, and demographic make-up of Dallas County & maintain a diverse, talented, and capable workforce to execute core Dallas County functions and utilizing employee development programs for Dallas County staff.

Discussion of Related Performance Measure

Workload Measure –measuring level of activity of department will change with the new resources by better logging and detailing of information.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>GRADE \$ CLERK</u>		
Staff Cost			
Grade	<u>\$</u>		
Salary	<u>33,579.00</u>		
FICA @ 7.65%	<u>2,565.00</u>		
Retirement @ 11.5%	<u>3,855.00</u>		
Insurance @ \$8,500	<u>3,500.00</u>		
Total		<u>44,449</u>	
Related Equipment	\$ Amount		
Number			
Desk	_____		
Furniture	_____		
Computer	<u>1,025.00</u>		
Printer	<u>250.00</u>		
Network Cabling	_____		
Software	_____		
Vehicle	_____		
Travel	_____		
Pager	_____		
Cell Phone	_____		
Other (FAX RATED)	<u>200.00</u>		
Total		<u>1,475.00</u>	
Other Costs (describe)			
Special Training	_____		
Consultant Fees	_____		
Renovation/Space	_____		
Total		<u>49,924</u>	
Less Additional Revenue Source			
Grand Total			

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Facilities Department	Budget No	FY2015
Brief Title of PIR	New Supervisor for Training/Safety		
Approx. Net Cost	\$70507	Department Priority	

Brief Summary of Request
 New Facilities Supervisor in charge of Safety, Training + Facilities Supply. GRADE "F"

Discussion of Need
 Facilities Department is going to impliment a full time safety + training program. Supervisor will develop training curriculum, safety program and supervise the supply work center.
 Will train current 9-1 Bldg Mechs about new hire training, safety issues + ~~Eqpt~~ training. Investigator for all safety discrepancies + accidents in the Dept.

Discussion of Related Performance Measure
 Will better prepare new hires; reduce safety issues + train employees on equipment in order to maintain + service them.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	<u>New Safety + Training Supervisor -</u>		
Staff Cost			
Grade	<u>F</u>		
Salary	<u>50267</u>		
FICA @ 7.65%	<u>3845.43</u>		
Retirement @ 11.5%	<u>5780</u>		
Insurance @ \$8,500	<u>8500</u>		
	Total	<u>68,392</u>	⁰⁰
Related Equipment	\$ Amount		
Number			
Desk			
Furniture			
Computer	<u>1025 -</u>		
Printer	<u>250 -</u>		
Network Cabling			
Software			
Vehicle	<u>20,761</u>		
Travel			
Pager			
Cell Phone	<u>840</u>		
Other			
	Total	<u>\$ 91,268</u>	- First Year
Other Costs (describe)			
Special Training			
Consultant Fees			
Renovation/Space			
	Total		
Less Additional Revenue Source			
	Grand Total	<u>\$ 91,268</u>	- First Yr
		<u>\$ 69,232</u>	AFTER 1st Yr.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>2015</u>
Brief Title of PIR	<u>Crew Cab Pickup Truck with Tailgate Lift</u>	
Estimated Cost	<u>\$ 40,000.00</u>	Department Priority _____
Brief Summary of Request		
Request one Crew Cab Pickup Truck with tailgate lift to transport employees and equipment between complexes.		
Discussion of Need		
Need to transport several employees and heavy equipment between complexes. Current vehicles can't handle the capacity needed to do the job.		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

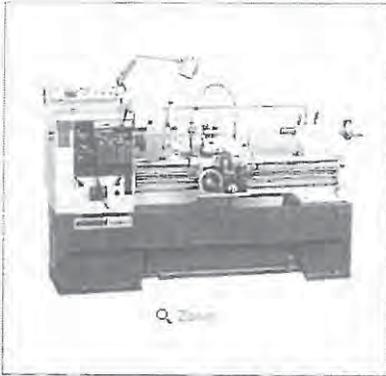
Department	<u>FACILITIES MANAGEMENT</u>	Budget No	<u>FY 15</u>
Brief Title of PIR	<u>TURRET LATHE</u>		
Estimated Cost	<u>\$20,000</u>	Department Priority	
<p>Brief Summary of Request A full feature Industrial, metal lathe is NEEDED to aid in maintaining the detention door hardware use) in the George Allen, Suzanne Keys, Lew Sterrett North & West Tower jails.</p>			
<p>Discussion of Need IN 2010 a modest, 'hobby style' lathe was purchased to facilitate the in house fabrication of limited quantities of small detention door parts. Johnny Austin, staff welder, has fabricated many detention door parts and parts for plant equipment. The savings realized by the in house fabrication has equalled or surpassed the \$5000.00 cost of the lathe. A full featured Industrial lathe will permit Johnny Austin to fabricate & repair many more items that currently must be purchased or sent out to local machine shops.</p>			
<p>Staff Review and Comment</p>			



Save up to 30% on orders over \$299. ENTER CODE: **SPRING30H** SEE DETAILS ►

HOME / MACHINERY / LATHES / BENCH, ENGINE & TOOLROOM LATHES / #06917868

<< Return to Product Browse



Bench, Engine & Toolroom Lathes | Machine Type: Engine Lathe | Spindle Speed Control: Frequency

MSC Part #: 06917868
 Big Book Page #: 1535
 Brand: Vectrax
 Mfr Part #: 1210000101

[View Alternate Items](#)

[Write the first review](#)

In Stock: 8
 Price: \$19,997.00 ea.
 Quantity:

TOTAL: \$19997.00

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Item Notes

These conditions may affect your order:



Customers Also Viewed

Page 1 of 4



Vectrax
 MSC #06917918
 Bench, Engine & Toolroom Lathes
 Machine Type: Engine Lathe Spindle
 Speed Control: Frequency
 \$29,494.00 ea.

[ADD TO CART](#)



Jet
 MSC #06012829
 Bench, Engine & Toolroom Lathes
 Machine Type: Engine Lathe Spindle
 Speed Control: Geared Head
 \$17,509.00 ea.

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Vectrax
 MSC #06917975
 Bench, Engine & Toolroom Lathes
 Machine Type: Engine Lathe Spindle
 Speed Control: Frequency
 \$33,461.00 ea.

[ADD TO CART](#)



Vectrax
 MSC #09519299
 Bench, Engine & Toolroom Lathes
 Machine Type: Engine Lathe Spindle
 Speed Control: Geared Head
 \$24,243.00 ea.

[ADD TO CART](#)

Description Alternate Items Item Notes Reviews

Bench, Engine & Toolroom Lathes | Machine Type: Engine Lathe | Spindle Speed Control: Frequency | Phase: 3 | Swing (Inch): 14 | Swing (Decimal Inch): 14.0000 | Swing (mm): 355.60

Product Specifications

Machine Type	Engine Lathe
Spindle Speed Control	Frequency
Phase	3
Swing (Inch)	14
Swing (Decimal Inch)	14.0000
Swing (mm)	355.60
Distance Between Centers (mm)	998.22
Distance Between Centers (Decimal Inch)	39.3000
Spindle Bore Diameter (mm)	50.80
Spindle Bore Diameter (Decimal Inch)	2.0000
Swing Over Gap (mm)	533.40

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>2015</u>
Brief Title of PIR	<u>Sewer Line Camera</u>	
Estimated Cost	<u>8,500.00</u>	Department Priority _____
Brief Summary of Request		
<p>Skilled Support is requesting (1) Sewer Line Camera system to replace existing old and outdated machine.</p>		
Discussion of Need		
<p>New machine would eliminate costly and frequent repairs to old/obsolete current machine. New unit would allow Plumbers to make a much more informed diagnosis of sewer line problems. New unit includes color monitor making view more efficient and clear. With this machine, technicians could more easily and definitely identify problems and cut down on the need for outside vendors to be needed.</p>		
Staff Review and Comment		
Empty space for staff review and comment		

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No 2015
Brief Title of PIR	Genie Electric Lift (x2)	
Estimated Cost	15,000.00	Department Priority
Brief Summary of Request		
Skilled Support is requesting (1) Genie Model GR-20 Electric one-man lift.		
Discussion of Need		
Unit is needed to access equipment in locations that a ladder is not feasible or will not reach. Unit would allow personnel to service equipment in an efficient and timely manner.		
Staff Review and Comment		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>2015</u>
Brief Title of PIR	<u>Genie Man Lift</u>	
Estimated Cost	<u>\$ 13,000.00</u>	Department Priority _____
Brief Summary of Request		
Request one Genie Lift model #GR-20 for the CC/HW/HHS/SWIFS Complexes		
Discussion of Need		
Electric man lift is needed to access equipment in locations that a ladder will not reach. Will greatly improve efficiency.		
Staff Review and Comment		

Form G

FY2015



EQUIPMENT SALE
QUOTE

117886535

Job Site

DALLAS COUNT FACILITIES MGT
2121 FRENCH SETTLEMENT RD
DALLAS TX 75212-6002

Office: 214-653-7689 Cell: 214-698-4207

DALLAS COUNTY
509 MAIN ST RM 623
DALLAS TX 75202

Customer #	: 291565
Quote Date	: 03/03/14
UR Job Loc	: 2121 FRENCH SETTLEME
UR Job #	: 5
Customer Job ID:	5
P.O. #	: QUOTE
Ordered By	: CHARLES EDWARDS
Written By	: JAMES PETRUZZI
Salesperson	: JAMES PETRUZZI

This is not an invoice
Please do not pay from this document

Qty	Equipment #	Price	Amount
1	3001520 CC: 300-1520 VERTICAL LIFT 20' ELEC SELF PROPELLED (1) NEW GENIE GR-20 "RUNABOUT" SELF- PROPELLED VERTICAL LIFT WITHOUT EXTENDABLE PLATFORM.	13000.00	13000.00
Sub-total:			13000.00
Estimated Total:			13000.00

AVAILABILITY: 1 WEEK UPON RECEIPT OF ORDER.

Customer is hereby notified that United Rentals has assigned its rights (but not its obligations) in the agreement to sell all or any of the used equipment described herein to United Rentals Exchange, LLC., a qualified intermediary, as part of a Section 1031 like-kind exchange program.

Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>FACILITIES</u>	Budget No	<u>2015</u>
Brief Title of PIR	<u>REPAIR REPLACE BOOM LIFT</u>		
Estimated Cost	<u>\$ 70,000</u>	Department Priority	
Brief Summary of Request			
<u>PURCHASE (1) SNORKEL MODEL # AUGUST TO REPLACE NON-REPAIRABLE LIFT.</u>			
Discussion of Need			
<u>NEEDED TO ACCESS PARKING LOT LIGHTING, CCTV POLE MOUNTED CAMERAS, OTHER HIGH LOCATION BUILDING REPAIRS.</u>			
Staff Review and Comment			

Form G

FY2015



P. O. Box 1160, St Joseph, MO 64502
 Ph: (785)989-3000 Fax: (785)989-3070
 Email: sales.usa@snorkellifts.com

Date: 2/26/14
 Account #:

Sold To: Name: Dallas County Address: City/State: Dallas, TX Contact: Stephen Thompson Phone #: 214-912-5620 Email: Stephen.thompson@dallascounty.org	Ship To: Name: Same Address: City/State: Contact: Phone #: Email:
--	--

Lead Time	Terms	F.O.B Point & Shipping Instructions	Salesman
	Net30	Elwood, KS	Stevenson

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ITEM TOTAL</u>
1	Snorkel AB46JRT Standard Equipment		\$68,005.00
		Approx	
		Freight	\$1,300.00
		Total	

Trade Package – attach worksheet

Conditions of Sale

Acceptance: All orders are subject to acceptance by an officer of the company. All orders and deliveries are subject to the company's regular credit policy.

Price Policy: The pricing and delivery contained on the quotation or sales order is firm, subject to acceptance within 30 days. Otherwise, actual invoiced price will be in effect at time of shipment. Our prices do not contain local, state, or federal taxes.

Credit Approval: A completed and approved credit application will be required before any shipments on open account can be made. Our credit department will not ship to an account that has an unpaid past due balance.

Freight: Rates are based on the information provided, to include dimensions, weight and service requested. All rates are subject to equipment availability. Freight rates valid for 30 days.

A46JE/A46JRT

ARTICULATED BOOM LIFTS



- Class-leading articulated boom lifts
- Choose from electric or rough terrain diesel models
- Highly manoeuvrable with tight turning radius
- Superb working envelope with zero tailswing
- Robust, reliable and easy to operate

snorkel
www.snorkellifts.com

ARTICULATED BOOM LIFTS

A46JE/A46JRT

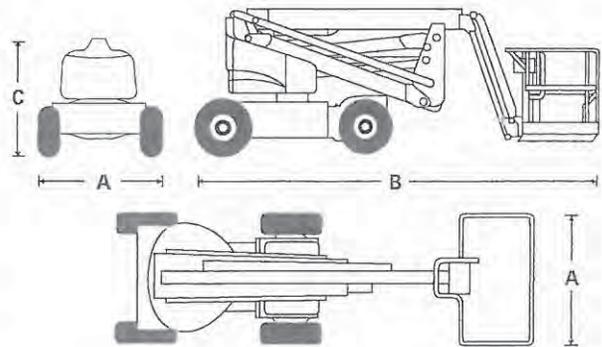
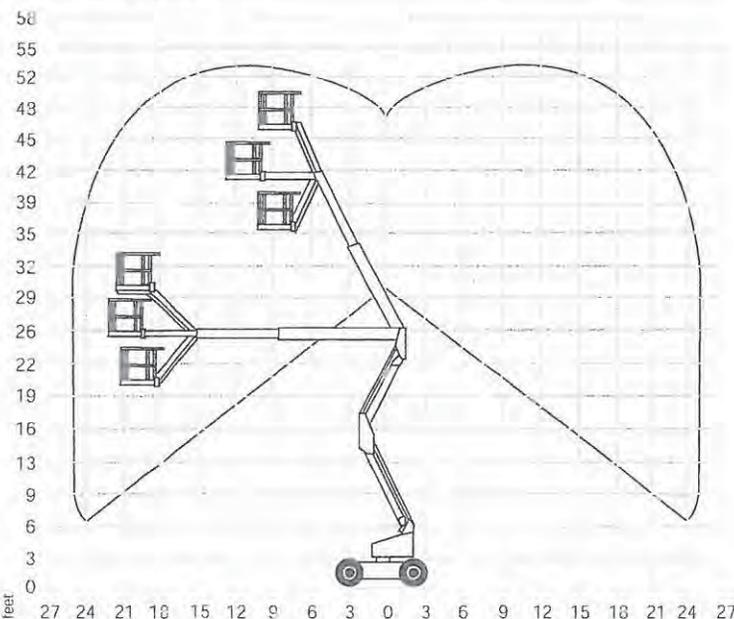
DIMENSIONS	A46JE	A46JRT
Max. working height	52 ft 3 in	52 ft 11 in
Max. platform height	46 ft 3 in	46 ft 11 in
Max. horizontal reach	24 ft 11 in	24 ft 11 in
Platform size	39 in x 72 in	39 in x 72 in
Chassis width (A)	5 ft 8 in	6 ft 10 in
Overall length (B)	18 ft 4 in	18 ft 4 in
Stowed height (C)	6 ft 6 in	7 ft 2 in
Ground clearance	6 in	13 in

PERFORMANCE	A46JE	A46JRT
Platform capacity (SWL)	500 lbs	500 lbs
Max. drive height	46 ft 3 in	46 ft 11 in
Max. drive speed (stowed)	3.2 mph	4.5 mph
Max. drive speed (elevated)	0.5 mph	0.8 mph
Jib length	5 ft	5 ft
Jib arc	140°	140°
Platform rotation	160°	160°
Superstructure rotation	360° non-continuous	360° non-continuous
Gradeability	17%/ 30%	22%/ 40%
Inside turning radius	23 in	32 in
Outside turning radius	9 ft 10 in	10 ft 5 in
Tires	non-marking IN240/55D 17.5	high grip Pneumatic
Controls	proportional	proportional
Drive system	2 wheel drive	4 wheel drive

POWER	A46JE	A46JRT
Power source	8 x 6V 360Ah batteries	Kubota V1505 Turbo Diesel

WEIGHT	A46JE	A46JRT
Weight	14,300 lbs	14,600 lbs

WORKING ENVELOPE



STANDARD FEATURES

- Multi-function, variable speed platform controls
- Proportional controls
- Tilt alarm
- Zero tailswing
- Hour meter
- Non marking tires (A46JE)
- Flashing amber light
- Horn
- Power line to platform
- Drive motion alarm
- ANSI compliant

OPTIONS

- Special paint colors
- AC generator 110/2kw (A46JRT)
- Airline to platform (A46JRT)
- Cold weather package (A46JRT)
- Light package (A46JRT)
- Extreme environment package (A46JRT)
- Environmental green oil
- Aircraft package
- Deluxe aircraft package
- Extreme cold weather package (A46JRT)
- Protection package (A46JRT)
- CSA compliant

snorkel www.snorkellifts.com

P.O. Box 1160
 St. Joseph, MO 64502-1160, USA
 Tel: 1 (785) 989-3000
 Toll-free: 1 (800) 255-0317
 Fax: 1 (785) 989-3070
 Email: sales.usa@snorkellifts.com

Specifications subject to change without notice. Photos and diagrams in the brochure are for promotional purposes only. Refer to appropriate Snorkel operators manual for detailed instructions on the proper use and maintenance.

REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

Department <u>FACILITIES</u>	Budget No. <u>FY2015</u>
Description of Function <u>SHIFT DIFFERENTIAL</u>	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
WT/ST GRADE 9	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	} SHIFT DIFFERENTIAL PAY
MT GRADE 7	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	
NT GRADE 9	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	
GA GRADE 9	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	
CC/HW/SWIPS GRADE 9	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	
CC/HW/SWIPS GRADE 9	\$ 128/WK	\$ 2.00 PER HR	\$ 256/WK	
Total			\$ 1536/WK	

Staff Review and Comment	\$ 3072/PAY PERIOD \$ 79872/ANNUAL

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No. FY2015
Brief Title of PIR	Training + Licensing Budget	
Estimated Cost	\$ 100,000 -	Department Priority
<p>Brief Summary of Request Funds will be used for.</p> <ul style="list-style-type: none"> - Continuing Education Class + Technical Licensing. - In House Training Materials + Supplies - Formal Training (College Class, BOMA etc that Re-Imbursement are relevant to Department) - Vendor on site training classes on selected equipment. 		
<p>Discussion of Need</p> <ul style="list-style-type: none"> - Ability to maintain + increase technician knowledge base in order to increase + improve customer service. - Aid in retention of quality technicians - Process Improvement Project. 		
<p>Staff Review and Comment</p> 		

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Facilities</u>	Budget No <u>FY2015</u>
Brief Title of PIR	<u>DDA FUND</u>	
Estimated Cost	<u>\$ 5,000.</u>	Department Priority _____
Brief Summary of Request		
<p>DDA FUND that would be used for employee recognition program.</p>		
Discussion of Need		
<p>Department will develop program + requirements for an employee recognition program; will include:</p> <ul style="list-style-type: none"> - Attendance Award - Safety Award - Employee of the Month Award - Innovative Ideas that would benefit Department and produce Savings - End of Year Employee Recognition Program. 		
Staff Review and Comment		

PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No FY2015
Brief Title of PIR	Replace I/C in USA	
Estimated Cost	113000.00	Department Priority
Brief Summary of Request		
Replace Command Brand I/c Located in the jail. Cust would replace all Command I/c's on 1 floor.		
Discussion of Need		
Replacing old style I/c's would give facilities enough spares to repair rest of the jail. New I/c's would integrate w/ s/daptic system already installed.		
Staff Review and Comment		

Greg Gray

From: Greg Gray
Sent: Wednesday, November 06, 2013 3:16 PM
To: Dale Lilley
Subject: RE: Door-jamb Intercom Replacement for 3rd floor West Tower

Dale,

We have the quotes from Sydaptic to convert the Commend equipment. There are 3 options:

- 1) Replace the intercoms in the dayroom and the adjacent hallway of twelve (12) tanks. Cost per floor is \$ 38,283.00. This would give us spares for the Commend system on the remaining floors.
- 2) Replace the door control/intercoms (these are in the jamb of each cell) in 1 tank. Cost per tank is \$7,363.00.
- 3) Replace an entire floor (96 door controls/intercoms). Cost is \$73,775.90. This is a savings of \$14,500 over doing one tank at a time.

Greg

From: Greg Gray
Sent: Wednesday, October 30, 2013 3:46 PM
To: Dale Lilley
Subject: FW: Door-jamb Intercom Replacement for 3rd floor West Tower

Dale,

This is a proposal to replace the Commend intercoms in Sterrett. The cost per floor is \$73,775. They would do the entire bldg. for a discounted price of \$560,207.

Currently we do not have any spares for the intercom units in the cells. We can buy a generic intercom but it will not fit in the dayroom without major modification. Can we bring this up as a need with Mr. Martin?

Thanks

From: Joe J Flores
Sent: Wednesday, October 30, 2013 3:39 PM
To: Greg Gray
Subject: FW: Door-jamb Intercom Replacement for 3rd floor West Tower

Greg,
Enclosed is the proposal from Sydaptic .

From: Steve Scott [mailto:sscott@sydaptic.com]
Sent: Friday, August 30, 2013 3:08 PM
To: Joe J Flores
Subject: Door-jamb Intercom Replacement for 3rd floor West Tower

Joe-
Attached is what we sent you for the 2nd floor. We will honor the same price.



217 Schroeder Drive, P. O. Box 8883, Waco, Texas, 76710/14 Voice: (254) 776-7994 FAX: (254) 776-7995
World Wide Web: www.jailcontrols.com www.sydaptic.com

CISV# 1-74-2898394-800
Texas Master Bidder's List

Members of:

American Correctional Association Texas Jail Association National Systems Contractors Association American Society for Industrial Security

Wednesday, September 05, 2012

Joe Flores
Supervisor for Quality Assurance Department
Dallas County
Re: Costing for additional replacement intercoms and installation for LS-A building

Joe Flores-

Thank you for allowing Sydaptic, Inc. the opportunity to provide you with a quote regarding the replacement of your cell intercoms for one floor in West Tower. In our conversations Dallas County would like Sydaptic to design 96 intercoms that will fit in the door jamb located in the single cells for tanks 1 through 12. The intercoms will have the ability to call main control as well as open the cell doors if door control is given to the inmates. It is our understanding that when the inmates are "racked up" the jailers use an all call to talk to the inmates. For this reason we have included a power amplifier in the cost. If Dallas County would like Sydaptic to remove the cost of the power amplifier please let us know. The cost to replace the dayroom intercoms and the hallway intercoms are not included in this price.

The cost to replace the 96 door-frame intercoms, install intercom boards for the control system, install a power amp and re-wire would be \$73,775.90 per floor. Should Dallas desire to replace the entire tower, we would discount the cost to \$560,207.00. The cost also carries a setup charge as we have to design the metal plates and brackets, enclosure and assembly for the unique door-jamb intercoms.

As soon as we have a Purchase Order, we will order the materials and start the process. There is significant metal fab and machining to do in preparation for this addition and a lead time is necessary. Thank you and have a good day.

Very Sincerely,

Patrick Scott
Sydaptic, Inc.
254-7767994 ext.111
pscott@jailcontrols.com

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>FACILITIES MANAGEMENT</u>	Budget No	<u>FY15</u>
Brief Title of PIR	_____		
Estimated Cost	<u>\$57,000</u>	Department Priority	_____
Brief Summary of Request <u>Retrofit mechanical keyswitches with digital keyswitch in the L.S.W.T. jail Behavioral observation detention tanks</u>			
Discussion of Need <u>The existing arrangement of mechanical keyswitch can compromise the Sydnaptic Door control system. The solution is to retrofit the mechanical switches with a Digital keyswitch. The digital keyswitches were installed in the Infirmary medical wards 10-14. This proposal will retrofit the Behavioral observation tanks in the L.S.W.T. jail. Third floor tanks 1-14, 4th floor tanks 11,12,1,2,3&4. Similarly floors 5,8 & 9. These Behavioral observation or B.O. tanks</u>			
Staff Review and Comment			



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World Wide Web: www.jailcontrols.com www.sydaptic.com

Texas Master Bidder's List

Members of:

American Correctional Association Texas Jail Association National Systems Contractors Association American Society for Industrial Security

Thursday, March 20, 2014

Joe Flores

Dallas County

Re: Costing for installation of Key switches

Joe-

After researching your request, I can provide the following information. This document outlines the cost for as well as any required labor to replace and install new key switches for 96 doors. Additionally, there are 8 additional key switches to be used as spares.

Your request for 96 doors requires 192 key switch assemblies as there are 2 per door. Breakdown is as follows:

- 200 key switch assemblies (184 Southern Steel for 92 doors + 6 spares, 8 Folger Adams for 4 doors + 2 spares)
- Labor to install 192 key switch assemblies
- 200 key switch assemblies @ \$189.00 each - \$37,800.00
- Labor to install 192 assemblies - \$19,035.00
- Total \$56,835.00

As soon as we receive a Purchase Order, we will order the materials and start the process. We need time to produce the key switch boards, test, and burn in. Projected time for delivery is 6 or so weeks to produce the quantity required with spares.

Regards,

Steve Scott, as President
Sydaptic, Inc.

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities Management	Budget No	FY15
Brief Title of PIR	1547 AHU #2 Control Dampers		
Estimated Cost	\$ 30,000 -	Department Priority	
Brief Summary of Request			
Retrofit existing minimum outside air, RETURN & RELIEF Dampers in AHU 152			
Discussion of Need			
The minimum outside AIR, RETURN & RELIEF Dampers are original with the building construction in 1981. The dampers are at the end of service life & obsolete.			
Staff Review and Comment			

Form G

FY2015



NATIVE SOLUTIONS

3/24/2014

Dallas County
111 West Commerce
Dallas, Texas 75202

Attention: Joe Flores

Reference: West Tower Dampers

Dear Mr. Flores:

Native Solutions Inc. is pleased to submit the following Bid Proposal for your consideration on above referenced project. We hope you find the "Scope of Work", to be clear and complete in defining the pricing proposed on this project. This proposal includes all labor, material, equipment, and supervision required to provide a complete and professional HVAC system as follows:

SCOPE OF WORK – HVAC:

1. Remove existing Relief/Return Dampers in the West Tower serving AHU-1 and AHU-2. This includes six damper sets consisting of the following:
 - (2) 192"x90"
 - (2) 227"x119"
 - (2) 24"x120"
2. This shall include all necessary hangers, supports and brackets as required.
3. This pricing reflects work performed during normal business hours. No overtime or weekend work is included.
4. No Sales Tax has been included in this proposal. We have assumed Dallas County to be tax exempt.
5. No Electrical or Controls (Actuators or control wiring) are included in the proposal.
6. This proposal is valid for 45 days following the date submitted. After 45 days Native Solutions Inc. reserves the right to revise this proposal in part or in its entirety.

Total Proposed Pricing: \$29,865.00

NATIVE SOLUTIONS
15056 FM 3133
Anna, TX 75409

Cell Phone: (214) 608-2344
Office Phone: (214)329-0408

Email: nativesolutions@mypbmail.com

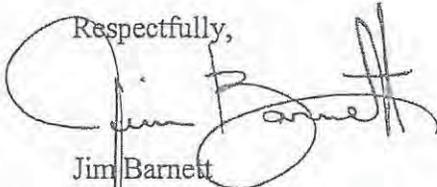


NATIVE SOLUTIONS

Native Solutions Inc. appreciates the opportunity to quote this project and looks forward to being part of the project team.

If you need any additional information, please do not hesitate to call me at (214) 608-2344

Respectfully,



Jim Barnett
President

NATIVE SOLUTIONS
15056 FM 3133
Anna, TX 75409

Cell Phone: (214) 608-2344
Office Phone: (214) 329-0408

Email: nativesolutions@mypbmail.com

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	Facilities Department	Budget No FY2015
Brief Title of PIR	Replace Ceiling in FCCB Main Lobby	
Estimated Cost	\$100,000	Department Priority
Brief Summary of Request		
<p>Replace spline ceiling in grand + 1st Floor Lobbies of FRANK CROLEY.</p>		
Discussion of Need		
<p>Tiles need to be replaced w/ drop in ceiling to increase ability to effeciantly work above the ceiling. Also, this would improve the public appearance of these 2 floors.</p>		
Staff Review and Comment		

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	<u>Facilities Dept</u>	Budget No <u>FY2015</u>
Brief Title of PIR	<u>Coat Condenser Tube Covers</u>	
Estimated Cost	<u>\$12400</u>	Department Priority _____
Brief Summary of Request		
<p>Buildup + coat 2 plain flat head \$ piped water box + both tube sheets of the condenser w/ Belzona products.</p>		
Discussion of Need		
<p>This will increase the efficiency of chiller # 2.</p>		
Staff Review and Comment		

Texoma Coatings, LLC.

"Providing Technical Innovative Repair Technology"

P.O. Box 85204 - Richardson, TX 75085
Office (866) 500-8871 - Fax (800) 876-1954
www.texomacoatings.com

From:	Gary Popken	Date:	2/10/14
Submitted To:	Dallas County Jail/Justice Center	Phone:	(214) 653-5388
Contact Person:	Joe J. Flores	Fax:	(214)
Street:	111 Commerce Street	City, State, Zip:	Dallas, TX 75207
Job Name:	Trane Chiller #2 Condenser	Job Location/Room:	Dallas County Jail

Job Description:

One about 40" diameter Trane Chiller Condenser - coating and buildup of tubesheets and covers and water box – **Both Ends of Condenser**. Buildup and coat the two (2) plain flat heads and piped water box and both tube sheets of the condenser with Belzona 1121 Super XL Metal and Belzona 1321 Ceramic S.

Scope of Work:

Surface preparation for filling of areas and coating to be done by grit blasting using a tent and negative air pulled into a filter for dust containment. The air compressor will be located in close proximity (about 100 feet) to the chiller for the grit blasting operation on the tubesheets and heads. Corks will be put into the tubes of the tubesheets before blasting. After blasting new corks will be added for the buildup and coating. Some filling on the tubesheets and heads to be done with Belzona 1121 Super XL Metal. Two coats of Ceramic S Metal will be applied for a total of 20 mils to the blasted tubesheets, end covers and water box. Tube openings will be ground out smooth and corks removed. Waste materials will be discarded.

Price:

Total for Labor and materials is \$12,400 **Taxes not included.**

Notes:

Price includes labor and materials and tools and a 1 year warranty (see Warranty below).

Warranty includes materials and labor for repairs.

Warranty does not include disassembly or assembly of chiller heads for repair.

All disassembly and assembly of condenser to be done by Dallas County or their designee.

Estimated time to complete job for both ends of condenser is 4-5 working days.

Warranty: Texoma Coatings, LLC. Warrants that all coatings applied pertaining to this contract will not delaminate or have defects due to improper preparation and application or material failure for One (1) year. This warranty does not include damage to the coating from mechanical abuse or severe or abnormal use. Warranty includes materials and labor for repairs. Warranty starts from the date of the finished application.

Terms and Conditions: None

Exceptions: This proposal does not include the moving of equipment, supplies or other personal property from the area to be prepared. This proposal does not include opening or closing the exchangers.

Payment/Terms: Net 30 days from completion or 1.5% interest monthly.

Acceptance of Proposal – The above-specified information is satisfactory and is hereby accepted.

Date of Acceptance: _____ P.O. #: _____

Signature: _____ Title: _____

ATTENTION:

Please return both sheets via fax (no cover sheet is necessary) upon acceptance of proposal.
We will contact you for scheduling this service.
Fax #: 800-876-1954

PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department <u>FACILITIES</u>	Budget No <u>FY15</u>
Brief Title of PIR <u>Replace Tube Bundles</u>	
Estimated Cost <u>86,000.00</u>	Department Priority _____
Brief Summary of Request <u>To REPLACE Tube BUNDLES ON HOT WATER GENERATORS.</u>	
Discussion of Need <u>This will REDUCE THE CONSUMPTION OF STEAM THEREFOR SAVING IN FUEL. ALSO IT WILL SAVE IN DOWN TIME ON REPAIRS.</u>	
Staff Review and Comment 	

Supply Scope for Pick Heaters:

DUALPICK HEATERS, MODEL 6X25 VARIABLE FLOW STEAM-INJECTION HEATING SYSTEMS

Process Conditions

Application		Liquid:	Water
Inlet Temperature	50°F to 85°F	Temperature Rise	25 – 60°F
Discharge Temperature	110°F	H ₂ O Pressure:	60 psig
Water Flow Rate:	10 to 100 gpm	Steam Supply Pressure:	100 psig
Liquid Side Pressure Drop:	Not to exceed 2 PSI	Steam Flow Required	110 – 2563 lbs/hr

Scope of Supply

Quantity two (2) Pick model 6X25 Variable Flow heaters with steam injection tube internal, installed in parallel for back-up operation, each with separate steam inlet lines, one for each heater including iron strainer, pressure gauge, isolated by stainless steel check valve, with dual globe style steam control valves, globe style bodies with bronze and carbon steel bodies. Each heater has a low flow pump loop with 1-1/2" pump, 115/230V, ½ HP, single phase, TEFC motor and functional relief valve. To provide a stable operation and temperature control across a wide range of water flow rates.

System includes water inlet piping for single customer connection, branched off separately to inlet of each heater, with manually operated isolation valves; including check valves (3) and strainer. In same way, heater discharge piping with manual isolation valves will tee together after temperature probes to provide single customer connection.

Instrumentation includes 1/4DIN electronic temperature programmable controller, digital display, to be pre-configured for customer process variables in NEMA 4 fiberglass enclosure. Includes integral alarm for protection against overheated water. Single panel to come equipped with additional digital input and selector to switch between heaters. Each unit to include a Type-J thermocouple sensing probe installed at heater discharge to provide input signal to controller. Two (2) I-P transducers are included, each mounted on the steam control valve actuator to convert 4-20 mA signal from controller to a 3-15 psi pneumatic signal to drive steam valve.

Both heaters and complete system piping with controller to be assembled and mounted to floor support, angle-iron frame, painted surface. Customer connections to consist of single cold water inlet, two heater discharge and two steam supply lines. Customer to provide wiring to pump motors, controller and instrument air.



Materials of Construction

Heater Body:	316 Stainless Steel	Water Piping:	316 Stainless Steel
Steam Injection Tube:	316 Stainless Steel	Steam Inlet Assembly:	Iron, bronze and steel up to SS check
Pump:	Stainless Body	Liquid Piping:	2-1/2" Class 150 Flanged
Steam Inlet:	2" NPT		

Project Duration:

- The estimated time to complete the scope of supply and safety checks is 3-4 days.

Estimated Pricing:

Total Price Estimated \$85,795.00 plus applicable taxes.

Payment Terms:

25% down Payment with signed order
50% due at time of delivery
25% due at time of start up.

Warranty:

Holman provides manufacturer's warranty on all parts and equipment and 90 day warranty on workmanship.

Clarifications:

- Taxes are not included in the pricing above; if you are tax exempt, please submit a tax exempt certificate with your purchase order.
- Pricing does not include repairs/parts replacement discovered to be necessary during the above scope of work. Should this occur, the repairs and/or parts replacement will be performed on a time and materials basis .
- Pricing is based on the work being performed Mon-Fri 8hrs per day.

We thank you for your consideration of our company, its products and services. If we can be of further assistance, please do not hesitate to call.

Wesley Kelley

Submitted by:
Wesley Kelley, Sales Engineer
HOLMAN BOILER WORKS, INC.
Cell: (214)-437-0119

Accepted by: _____

Purchase Order No. _____

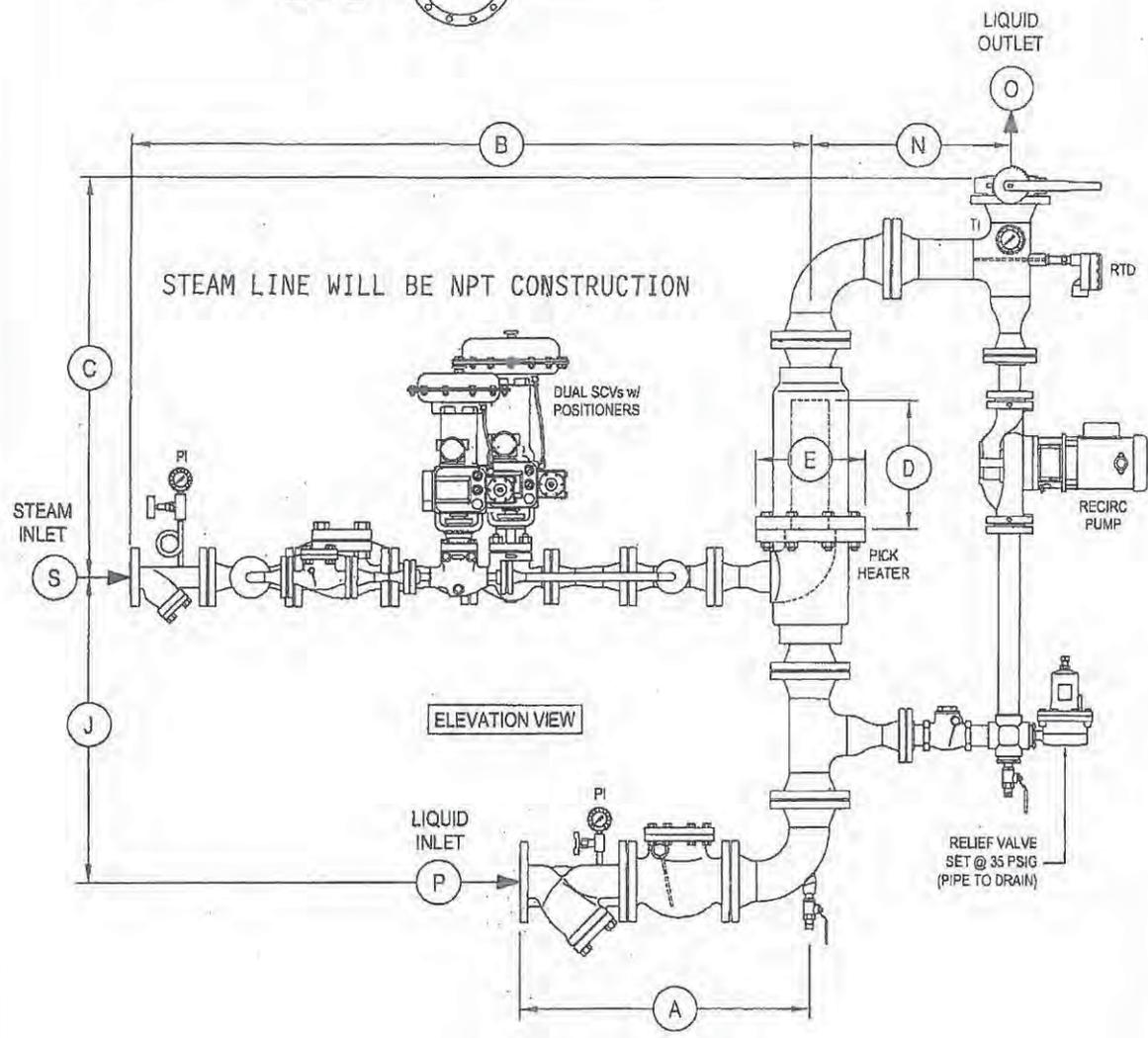
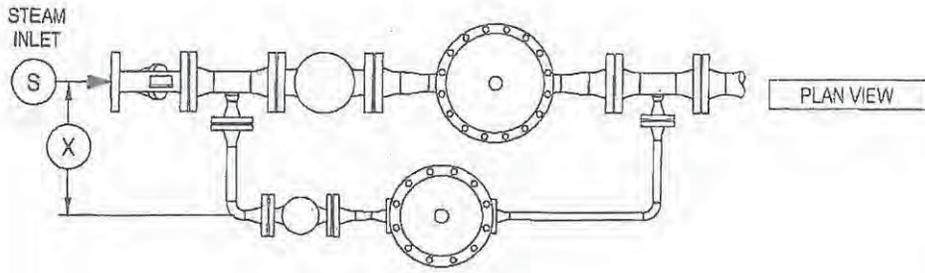
Dated: _____

Holman Boiler Works
www.holmanboiler.com
Office: 214-627-0020 x350

Prepared By: Wesley Kelley
For More Information
Email: wkelly@holmanboiler.com

Cell: (214)437-0119





STEAM LINE WILL BE NPT CONSTRUCTION

ELEVATION VIEW

APPROVAL DRAWING
Required by 7/21/2006

DIMENSIONS ARE IN INCHES & APPROXIMATE ONLY
NOT TO BE USED FOR CONSTRUCTION PURPOSES

STEAM VALVES				STEAM		LIQUID			PUMP MOTOR				
SIZE	TYPE	CLASS	MATL	PSIG	T(°F)	GPM	ΔT(°F)	PSIG	VOLT	HERTZ	PHASE	ENCL	HP
1/2"	GLOBE	600#	CS		SAT'D					60	3	TEFC	
1-1/2"	GLOBE	300#	CS			TEMP. CONTROLLER:							
A	B	C	D	E	J	N	X	O	P		S		
32	76	34	10	9	20	16	14-7/8"	2 1/2"	150# RF FLG	2 1/4"	150# RF FLG	2" NPT	

WARNING

SELECTION OF THE HEATER AND SYSTEM COMPONENTS IS BASED ON THE OPERATING CONDITIONS SHOWN ABOVE. THE HEATER ASSEMBLY MUST BE INSTALLED AS SHOWN ON THIS DRAWING AND ACCORDING TO THE INSTALLATION INSTRUCTIONS. OPERATING AT OTHER THAN DESIGN CONSIDERATIONS, ALTERATION OF ASSEMBLY PIPING, OR BYPASSING AUTOMATIC TEMPERATURE CONTROLS OR OPTIONAL TEMPERATURE OVERRIDE DEVICES MAY CAUSE MALFUNCTION. THIS CAN RESULT IN DAMAGE TO EQUIPMENT OR SYSTEM PIPING AND/OR SERIOUS PERSONAL INJURY.



HEATER MODEL
8725

DATE	DATE	SCALE
PC	07/06	N/A
DRAWING NO. SK060711E		



**HOLMAN
BOILER WORKS**

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*Largest and Most Complete Boiler Service Company.
"A proud heritage of customer service since 1947."*

Phone: 214-637-0020 ext:350
Fax: 214-637-2539

1956 Singleton Blvd
Dallas, Texas 75212

Danny Wright
Lew Sterrett- North Tower
113 W. Commerce
Dallas, TX 75208
Email: daniel.wright@dallascounty.org

March 12, 2014
Quote# 1403-1816WK

Subject: Budget Pricing for PICK Water Heaters for existing Weben Jarco Hot Water storage tanks

Supply Scope:

Provide materials and labor for work to be performed .

Mechanical Work to be performed

Supply Scope:

Pick Heaters (2) Models 6x25 as follows:

- Mobilize 3 Boiler technician to work with site personnel, to your site on a weekday
- Remove existing steam bundles on three weben jarco storage tanks.
- Provide new gaskets and connection flanges for new Pick Heater connections.
- Re-pipe water supply lines to three tanks and to Pick Heater assy.
- Insulate water lines and steam lines to match existing conditions.
- Pipe in air line connections to Pick Heater assy.
- Provide 110V circuit to Pick Heater control.
- Assy and set in place Pick Heater Dual system.
- Connect pick heater to steam lines for proper operation.
- Remove debris and old steam bundles from job site.
- Test new units with current system for proper operation and set points.
- Provide start up and training on operation and PM for the new system.
- Tighten all lose connections and confirm no leaks.
- Test for proper operation of all controls, limits, safeties and interlocks
- Demobilize from site.

Holman Boiler Works
www.holmanboiler.com
Office: 214-627-0020 x350

Prepared By: Wesley Kelley
For More Information
Email: wkelly@holmanboiler.com

Cell: (214)437-0119



PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>FACILITIES</u>	Budget No <u>FY15</u>
Brief Title of PIR	<u>Hot Water Line Replacement</u>	
Estimated Cost	<u>280,000.00</u>	Department Priority _____
Brief Summary of Request		
<p>To REPLACE DOMESTIC HOT WATER SUPPLY AND RETURN LINES FROM NORTH TOWER TO WEST TOWER AND FRANK CRAWLEY. THIS WILL REPLACE THE 6" x 4" SUPPLY LINES AND THE 2" AND 1" RETURN LINES. ALL LINES WILL BE REPLACED WITH STAINLESS STEEL.</p>		
Discussion of Need		
<p>COPPER LINES ARE DETERIORATING TO THE POINT WE CAN'T SOLDER IN ORDER TO MAKE REPAIRS. COPPER LINES ARE ORIGINAL TO THE BUILDING.</p>		
Staff Review and Comment		



MIINC Mechanical Contractors
 1960 W. Northwest Hwy., Suite A
 Dallas, Texas 75220
 Phone: 214-575-9600
 Fax: 972-505-9111
 www.miincpl.net

March 11, 2014

Dallas County Jail
 133 N Riverfront Dr.
 Dallas, Texas 75207
 Attention: Terry Jones

Re: Dallas County Jail - Medical Modifications

Subj: MP-2

Gentlemen:

MIINCLP is pleased to offer our proposal for the following scope of work:

Replacement of domestic water (6" & 4" domestic hot, 2" and 1" domestic hot water return) in the basement of Lew Sterrett Justice Center. Water is a schedule 10 SS pipe and Victaulic system. We have included 4 - 8 hour evening/Saturday shutdowns for tie ins and replacement of portions of the piping which can only be done during shutdown. This pricing leaves a significant amount of piping abandoned in place. The only piping to be removed under this pricing is that required to physically install our work. No sales tax is included in this price.

Proposal Total: \$277,298

Please advise if you wish us to proceed with this work.

Respectfully,
 MIINC LP

Geoffrey Sable
 Sr. Project Manager

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Facilities	Budget No. <u>FY2015</u>
Brief Title of PIR	Replace Cart Desk Controls	
Estimated Cost	\$ 1,500,000	Department Priority _____
Brief Summary of Request	<p>Door Controls are outdated and the Intercom system is not suited for the environment of the Cart Desk. This job would replace door controls, Intercoms + camera system.</p>	
Discussion of Need	<p>The Intercom system was not designed for the conditions that exist now. The intercom system is always cited by the Texas Jail Commission as inadequate.</p>	
Staff Review and Comment	 	

Form G

FY2015



217 Schroeder Drive, P. O. Box 8883, Waco, Texas, 76710-14 Voice: (254) 776-7994 FAX: (254) 776-7995
World Wide Web: www.jailcontrols.com www.sydaptic.com

CISV# 1-74-2898394-800
Texas Master Bidder's List

Members of:

American Correctional Association Texas Jail Association National Systems Contractors Association American Society for Industrial Security

Friday, June 05, 2009

Dale Lilly,
Dallas County
Re: Crowley Court Desk Security System Replacement Statement of Work (SOW)

Dale,

Thank you for the opportunity to work with you on your facility's requirements regarding replacement, updating control of the intercoms, doors, cameras, and lighting for the Crowley facility. Our system comes with excellent support and a 5 year warranty. As you and I had discussed, the best engineering and ergonomic solution is to replace the control electronics and remove several of the control panels.

In consolidating the controls into one system will allow us to remove several of the control panel sections which will free up space allowing for the addition of a work surface for the operator, main view screen and associated video screens. This migration will allow a safe and efficient work environment.

The purpose of this document is to outline an abbreviated Statement of Work (SOW) for review and to provide the feature list. It is important to understand that this is an estimate of the work required and the time to complete the estimated work. We have sole-vendor status which means you do not need to go out for competitive bids and still fall within the bid laws. Additionally, if you have lost faith in your control system, this may also fall under an emergency status as parts of your facility are 'at risk' to not only other inmates but staff and potentially the general public. Facilities 'at risk' can move faster and have been known to negotiate directly with a vendor selected and still fall under the bid laws.

Sydaptic will provide controls for 87 swing-style doors, 6 sally port doors, 119 intercom points, up to 48 cameras, 6 small monitors used for system mini-switchers, 1 large monitor used for selected video, and 6 tank light power control. Sydaptic will install the required power supplies, control electronics, controllers, etc to control the systems but will not be responsible for any 110 VAC control electronics. Sydaptic will add 119 remote buttons in each tank, run cable from the plumbing chase down to the electronics cluster at the Court Desk control. Cable shall be plenum-grade unless not required. Buttons shall be in a single-gang configuration and be made of 11 gage stainless steel. The button actuator shall resist jamming by foreign objects as well. User control of the system will be made through mouse control and LCD panel which can be later upgraded to touch screen control. Other administrative enhancements include the logging of every keystroke by the operator and the operator's unique ID, remote diagnostics, voltage and temperature logging, ability for the county to add, delete or modify the control elements without the assistance of Sydaptic personnel.

Sydaptic will not replace any of the existing intercom system remote speakers, door locks, door mechanisms, or door feedback devices. Sydaptic will not replace the elevator door controls at this time. Sydaptic will not be responsible for the existing plant wiring to and from the control electronics sub-system, only the wiring once the wires are brought into the sub-panels. Sydaptic will not be responsible for AC wiring, routing power to where it is needed, providing outlets, connections to a backup generator, interfacing or extending any AC operated or powered device, or the building of any secured or other enclosure. Sydaptic will not be responsible for conduit or the running of wires to and from any new or added control points in the facility except for the required intercom pushbuttons. Sydaptic will be responsible for the dissection, disconnection and removal of the old control electronics and their disposal.

For complete support of this style and complexity of control system, Sydaptic requires Dallas County to install and maintain at its expense a high-speed internet connection. This connection can be on the existing network (if installed) or a new installation. This internet connection ensures timely updates and routine maintenance be done by both Sydaptic and county personnel. This can be made through the existing network as long as Sydaptic is given a public routable IP address which will work with our firewall device. Additionally, Sydaptic requires that an earth-ground rod be driven (at County's expense) at the site of the control electronics in order to fully utilize the warranty.

Note: The assumption is made that the wire to/from existing locks, intercom speakers, lighting controls, camera coax, etc. is in good and usable shape and wire replacement is not included nor is any labor to install wiring or conduit. If wiring should need to be replaced or added, it as well as any labor associated with the wire installation will be considered outside the scope of work. In addition, it is assumed that the existing locks, locking mechanisms, and door position circuitry are considered in good working order. Any malfunctions or alignment issues are considered outside the scope of work. Moreover, Sydaptic personnel will not be responsible for labor installation outside the control pickett except where noted.

Estimate of Work to be Performed :

Prices are good for 20 working days unless specified in writing.

Correctional facility control system 1220 with features noted above as indicated.

(Including design engineering, programming, labor for installation, test, training and verification of 1220 system, control cabinets but excludes conduit, labor to run wires except where noted, labor to wire 120 VAC devices, and cabinet installation)

Door , intercom, video, adding intercom buttons, cable runs, and tank lighting control	\$1, 148,425.00
Intercom replacement, button installation with new cable only	\$ 852,925.00

Spares (optional): \$12,650.00

Suggested support is an optional set of spares which will provide the county with one complete set of control boards. The failed board will be sent to Sydaptic for repair and return. This ensures the facility will minimize any downtime as a result of a failed control board.

Estimated Time to Complete:

It is anticipated that this will take 120-180 calendar days to complete. Onsite time is estimated to be 25 days.

Opportunity to Finish Early:

At Sydaptic's option, Sydaptic may increase the number of total hours worked per week or increase the number of technicians/engineers working on site in an effort to shorten the completion time.

Payment Schedule:

Payments are scheduled based on project milestones. An initial payment to cover the immediate engineering cost of floor plan and element programming is expected 5 days after signing of the contract. Sydaptic will expect the milestone payments within the current pay period following the invoice.

Discount:

All applicable government discounts have been applied. An existing client discount has also been applied.

Warranty:

Warranty on our work is for normal service, time and materials during normal business hours (8:00 AM to 5:00 PM, Monday through Friday, 10 business-hour response or less) and is covered for five calendar years from installation. Monitors, video cameras, keyboards, mice, touch-screens or computers are excluded from this warranty and carry a one year manufacturer's warranty for normal service. Sydaptic reserves the right for final warranty determination. After hours or extended support is available on a per-call basis and is not covered herein.

We look forward to providing this technology to you.

Regards,
Steve Scott, as President
Sydaptic, Inc.

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	<u>Facilities</u>	Budget No	<u>FY15</u>
Brief Title of PIR	<u>Replace AHU 1+2 in LS.</u>		
Estimated Cost	<u>\$ 155,000</u>	Department Priority	
Brief Summary of Request	<u>Replace AHU 1+2 w/ "Fan Wall" AHU</u>		
Discussion of Need	<p><u>New AHU's would use multiple fan motor which would allow for redundancy in case case of motor failure. Also, Fans would be operated by VFD's which would allow for cost savings. New AHU's run quieter which would reduce ambient noise & vibration in the building. New Fan wall arraignment will also reduce the risk of injury as the unit is made up of numerous small motors instead of one huge motor that weighs in excess of 500 lbs.</u></p>		
Staff Review and Comment	<p> </p>		

Form G

FY2015



6029 W. Campus Drive
 Irving, Texas 75063
 Ph: (972) 570-4700
 Fax: (972) 570-4207

Proposal

March 4, 2014

To: **Joe Flores**
Dallas County

Project: Lew Sterrett Jail FW Retrofit II

We are pleased to quote the following in accordance with TXMAS-13-56030 (FILTERS / EQUIP W/FILTERS) TXMAS-13-56080 (HVAC Other).

DESCRIPTION	QTY	TAGGING	TOTAL NET PRICE
AHU Supply Fan and Return Fan Fanwall Retrofit BUDGET	1	AHU-1 (113,500 CFM RF and SF)	\$755,000
			No taxes are included
TOTAL			TBD

Temtrol FanWall

TAG: AHU-1,2,3,4

Temtrol Fanwall (FW) Technology unit mounted fan array for **460V/3Ph/60HZ** power and complete as follows:

- (2) banks of 18 fans each individually mounted in a mechanically fastened coplanar silencer package
- FW cells with perimeter bolting flanges for connection in the field
- FW cell with integral backdraft dampers
- Motors manufactured by Baldor and with integral shaft grounding
- Motors field wired to Temtrol provided motor overload panel which is shipped loose for field installation
- ABB ultra low harmonic VFD package to be provided for remote mounting/wiring
- UVR UV lighting system to clean dirty coils (1 set of lamps)
- Start-Up and 1 day field support by Texas AirSystems, Inc.
- Performance and payment bonds
- Entire retrofit will carry a 1 year parts and labor warranty starting from the date of VSD startup
- Texas Air Systems project management

Current Lead time: 6 Weeks after approved submittals. Submittals are 10 working days.

Fan Wall Installation:

1. Mechanical room(s) will be utilized as a staging area throughout the project installation.
2. Furnish and install new access door on exterior of Fan Room.
3. Demo Flakt Fans, motors, portions of interior walls as required.
4. Provide crane and rigging service to remove materials from roof and haul from project site.
5. Install Fanwall cubes in a staggered arrangement.
6. Furnish and install reinforcements and blank-off sections as required.

Electrical Installation:

1. Electrical Demolition:
 - Disconnect wiring as required for removal of (2) existing Fans and their associated VFDs and transformers. (Removal of equipment by Entech)
2. Equipment Connections:
 - Install (4) 60 HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs.
 - Install (2) Overload Panels
 - Install conduit and wiring from VFDs to Overload Panels.
 - Install conduit and wiring from Overload Panels to (18) Fanwall Motors for each FW bank
 - Install conduit and wiring for UV Light Package
3. Controls:
 - None.

Project Implementation:

Each Fanwall bank (SF and RF) retrofit will take approximately 1 week to complete the installation.

Clarifications:

1. Pricing is based on using REGULAR time. Rigging days will require OVERTIME and have been included as part of the proposal.
2. Painting, patching and cosmetic repairs is EXCLUDED.
3. Existing electrical switchboards, panels, conduits, feeders, and fusing are assumed to be adequate for new installation. Load analysis has not been performed to determine available power capacity and existing.
4. Controls not specifically detailed in the scope of work section of this proposal are EXCLUDED.
5. All work to conform to applicable codes; however Entech will not be responsible for existing code violations.
6. No upgrades to existing services (water, controls, electrical) are included in this scope of work, unless specifically described under "Scope of Work" section of this proposal.
7. Any and All asbestos on site shall be abated by owner prior to start of work.
8. Security guards to supervise work are not included
9. Billing will be handled with 2 invoices – one invoice after the equipment ships and one invoice after the completion of the installation

NOT INCLUDED:

- **Controls** or any other item not specifically mentioned above
- Schneider VSD's (ABB ultra low harmonic VSD's are currently priced in)
- No Davis Bacon act wage provisions
- No engineering/stamping of drawing provisions are included
- No HUB/MWBE provisions are included

FOB Factory, FFA, tax not included

This quotation is subject to change without notice and void after 15 days.
 -Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.
 -F.O.B. Factory, FFA, Per Mutually Agreed Schedule. No material to be returned without written authorization.
 -PAYMENT TERMS: Net 30 Days, Upon Receipt of Satisfactory Credit Information
 -TAS equipment will be supplied based upon approved submittal data
 -Retainage is not allowed. TAS is a material supplier, and will be supplying the entire purchase order value upon delivery of equipment
 -Payment to TAS cannot be conditioned on receipt of payment from the owner by a contractor, construction manager, or customer
 -TAS standard warranty, parts only, is for 12 months from start up date, not to exceed 18 months from ship date
 -TAS is responsible and accountable only for the acts and omissions of TAS
 -Insurance certificates and bonds can/will be provided upon request

TEXAS AIRSYSTEMS
 INCORPORATED
 By: Gene Lowery

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	Facilities	Budget No	FY15
Brief Title of PIR	Replace AHU 1,2,3,4 in North Tower		
Estimated Cost	\$ 1,900,000	Department Priority	
Brief Summary of Request			
<p>Replace AHU's 1,2,3,4 in North Tower w/ "Fan Wall" AHU.</p>			
Discussion of Need			
<p>New AHU's would use multiple fan motors which will allow for redundancy in case of motor failure. Also, fans will be operated by VFD's which would reduce operating costs. New AHU's run quieter reducing ambient noise + vibration in the building. New Fan wall arraignment will also reduce the risk of injury as the unit is made up of numerous small motors instead of one huge motor that weighs in excess of 500 lbs.</p>			
Staff Review and Comment			

Proposal

March 4, 2014

To: Dale Lilley
Dallas County



6029 W. Campus Drive
Irving, Texas 75063
Ph: (972) 570-4700
Fax: (972) 570-4207

Project: Lew Sterrett Jail FW Retrofits

We are pleased to quote the following in accordance with TXMAS-13-56030 (FILTERS / EQUIP W/FILTERS) TXMAS-13-56080 (HVAC Other).

DESCRIPTION	QTY	TAGGING	TOTAL NET PRICE
AHU-1 Fanwall Retrofit	1	AHU-1 (200,000 CFM)	\$538,707
AHU-2 Fanwall Retrofit	1	AHU-2 (200,000 CFM)	\$538,707
AHU-3 Fanwall Retrofit	1	AHU-3 (100,000 CFM)	\$373,200
AHU-4 Fanwall Retrofit	1	AHU-4 (100,000 CFM)	\$373,200
			Discounts are available if more than 2 AHU's are retrofitted at once
Deduct for AHU-1 or AHU-2 standard ABB VSD's			\$85,570/AHU
Deduct for AHU-3 or AHU-4 standard ABB VSD's			\$49,100/AHU
			No taxes are included
TOTAL			TBD

Temtrol FanWall

TAG: AHU-1,2,3,4

Temtrol Fanwall (FW) Technology unit mounted fan array for 460V/3Ph/60HZ power and complete as follows:

- AHU-1, 2 – (2) banks of 15 fans each individually mounted in a mechanically fastened coplanar silencer package
- AHU-3, 4 – (1) bank of 15 fans each individually mounted in a mechanically fastened coplanar silencer package
 - AHU-3, 4 will be done individually
- FW cells with perimeter bolting flanges for connection in the field
- FW cell with integral backdraft dampers
- Motors manufactured by Baldor and with integral shaft grounding
- Motors field wired to Temtrol provided motor overload panel which is shipped loose for field installation
- ABB ultra low harmonic VFD package to be provided for remote mounting/wiring
- UVR UV lighting system to clean dirty coils (1 set of lamps)
- Start-Up and 1 day field support by Texas AirSystems, Inc.
- Performance and payment bonds
- Entire retrofit will carry a 1 year parts and labor warranty starting from the date of VSD startup
- Texas Air Systems project management

Current Lead time: 6 Weeks after approved submittals. Submittals are 10 working days.

Fan Wall Installation:

1. Furnish crane and rigging services to prep the roof and air handling mechanical room with materials.
2. Roof and mechanical room(s) will be utilized as a staging area throughout the project installation.
3. Furnish and install new access door on exterior of Fan Room. AHU-1 & AHU-2
4. Remove section of exterior wall of Fan Room. Wall will be repaired upon completion of project. AHU-3 & AHU-4
5. Blank off discharge plenum to allow operation of 1 Flakt Fan while work is being completed.
6. Demo Flakt Fans, motors, portions of interior walls as required.
7. Provide crane and rigging service to remove materials from roof and haul from project site.
8. Install Fanwall cubes in a staggered arrangement.
9. Furnish and install reinforcements and blank-off sections as required.
10. Contingency for fire sprinkler relocation has been included.

Electrical Installation:

1. Electrical Demolition:
 - Disconnect wiring as required for removal of (2) existing Fans and their associated VFDs and transformers. (Removal of equipment by Entech)
2. Equipment Connections:
 - Install (2) 150HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs. AHU-1 & AHU-2 Only
 - Install (2) 100HP ABB ULH VSD's and connect to disconnect switches currently feeding existing VFDs. AHU-3 & AHU-4 Only
 - Install (2) Overload Panels
 - Install conduit and wiring from VFDs to Overload Panels.
 - Install conduit and wiring from Overload Panels to (15) 10HP Motors. AHU-1 & AHU-2 Only
 - Install conduit and wiring from Overload Panels to (15) 11HP Motors. AHU-3 & AHU-4 Only
 - Install conduit and wiring for UV Light Package
3. Controls:
 - None.

Project Implementation:

Each Fanwall unit retrofit will take approximately 2-3 weeks to complete the installation. **AHU-3,4 could be done in one week if it is allowed to take down the hole Fanwall at one time.**

Clarifications:

1. Pricing is based on using REGULAR time. Rigging days will require OVERTIME and have been included as part of the proposal.
2. Painting, patching and cosmetic repairs is EXCLUDED.
3. Existing electrical switchboards, panels, conduits, feeders, and fusing are assumed to be adequate for new installation. Load analysis has not been performed to determine available power capacity and existing.
4. Controls not specifically detailed in the scope of work section of this proposal are EXCLUDED.
5. All work to conform to applicable codes; however Entech will not be responsible for existing code violations.
6. No upgrades to existing services (water, controls, electrical) are included in this scope of work, unless specifically described under "Scope of Work" section of this proposal.
7. Any and All asbestos on site shall be abated by owner prior to start of work.
8. Security guards to supervise work of AHU-1,2 (monitor roof doors to the mechanical/elevator room) are not included
9. Billing will be handled with 2 invoices – one invoice after the equipment ships and one invoice after the completion of the installation
10. AHU-1,2 will lose a little CFM in bypass mode, AHU-3,4 will lose a significant amount of CFM in bypass mode (91 Hz at design vs. 60 Hz in bypass)

NOT INCLUDED:

- **Controls** or any other item not specifically mentioned above
- Schneider VSD's (ABB ultra low harmonic VSD's are currently priced in)
- No Davis Bacon act wage provisions
- No engineering/stamping of drawing provisions are included
- No HUB/MWBE provisions are included

FOB Factory, FFA, tax not included

This quotation is subject to change without notice and void after 15 days.

-Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.

-F.O.B. Factory, FFA, Per Mutually Agreed Schedule. No material to be returned without written authorization.

-PAYMENT TERMS: Net 30 Days, Upon Receipt of Satisfactory Credit Information

-TAS equipment will be supplied based upon approved submittal data

-Retainage is not allowed. TAS is a material supplier, and will be supplying the entire purchase order value upon delivery of equipment

-Payment to TAS cannot be conditioned on receipt of payment from the owner by a contractor, construction manager, or customer

-TAS standard warranty, parts only, is for 12 months from start up date, not to exceed 18 months from ship date

-TAS is responsible and accountable only for the acts and omissions of TAS

-Insurance certificates and bonds can/will be provided upon request

TEXAS AIRSYSTEMS
INCORPORATED
By: Gene Lowery

2015 Permanent Improvements

Location	Description	Need	Estimated Cost
Admin	Install refrigerant monitor system to include fansduct work and controls.	This is a life safety issue there is no system currently in place.	\$ 75,000.00
Admin	Replace basement AHU's and install O/A fans	Aging unit	\$ 250,000.00
JFK	Replace basement AHU's or replace coil.	Old deteriorating coils and condensate pans	\$100,000.00
Admin / JFK	Replace all window sills and frames	Window sills are deteriorating all the way around the building and are in need of restoration.	\$500,000.00
JFK	Replace #3 and #4 Boilers	Old, worn out and inefficient	\$40,000.00
George Allen	Replace the old (ATS) Automatic Transfer Switch for the Catapillar and Detriot Emergency generators.	The ATS's are old, obsolete and becoming harder to get replacement parts.	\$80,000.00
George Allen	Replace steps from the Old Red Plaza down to the Kennedy UGPG.	Step are deteriorating with rebar coming through the concrete causing a trip hazard.	\$65,000.00
George Allen	Repair or replace the concrete driveway from Jackson St. down to the Judge's Parking lot.	Concrete is chipping and the rebar is coming thru the concrete.	\$90,000.00
George Allen	Replace fan and housing on AHU #14 9th fl. mechanical rm.	Fan and housing are old, non effcient, unbalanced and has a vibration problem.	\$40,000.00

2015 Permanent Improvements

Location	Description	Need	Estimated Cost
George Allen	Replace exhaust fans on the roof the old George Allen Bldg.	Fans are corroded and need to be completely rebuilt or replaced in order that they might operate more efficiently.	\$30,000.00
George Allen	Replace AHU# 16 and change the ductwork for the mezz and County clerks B-1 level	Ahu # 16 is leaking from inside unit, condensate pan has rusted out. Ducts need to be rerouted to achieve the proper temperatures in the spaces.	\$75,000.00
George Allen	Replace all steam and Isolation valves from Pnuematic to electronic	Valves are old and need to be updated for the updated EMS system. We need to change out leaking bypass valves because they make the system un-efficient.	\$150,000.00
	Replace ceilings thru-out the old side of George Allen	The old tile is hard to find and replacing them would improve the look of the bldg.	\$350,000.00 \$50,000.00 per year

2015 Permanent Improvements

Location	Description	Need	Estimated Cost
Records Bldg.	Replace and relocate expansion tank for the chilled water loop.	An updated tank is need improve the reliability of the chilled water loop by maintaining the make-up water level of the loop	\$20,000.00
Records Bldg.	Replace the old galvanized water piping in the Old Jail	The old piping presents a possibility of water leak, which can cause thousands of dollars in water damage. (Over several years)	\$750,000.00
Records Bldg.	Replace condensate return tank and pump (near AHU # 4)	Old pump leaks and is unreliable	\$10,000.00
Records Bldg.	Replace steam piping for roof top AHU's and add Isolation valves.	Piping is old and leak and lacks a means of local isolations.	\$25,000.00
Records Bldg.	Replacements Chilled Water and Condensor Water Pumps	There are no back-up pumps these pumps. We need to at lease have them on hand.	\$15,000.00
Records Bldg.	Replace all spline ceiling and glued on ceiling with drop ceiling on all floors	This will be an on going procedure X number of dollars pre-year.	\$50,000.00
Records Bldg.	Install a new chemical station, water softner and controls on condensate loop.	Needed to improve control on water treatment.	\$15,000.00
Administration Building	Replace chillers for the Admin Bldg.	Chillers are very old and are becoming unreliable.	\$150,000.00

2015 Permanent Improvements

Location	Description	Need	Est. Cost
OCS		Panels ar old and obsolete. No parts support.	30,000.00
	Replace Main Service Panel	Outage would shut-down building.	
Investment		Panels ar old and obsolete. No parts support.	30,000.00
	Replace Main Service Panel	Outage would shut-down building.	
NDGC	Replace Fire Panel	System is old and obsolete. Part support is not available.	250,000.00
Letot	Replace Fire Panel	System is old and obsolete. Part support is not available.	100,000.00
KOVAR	Upgrade Electrical Distribution Panels	Panels ar old and obsolete. No parts support.	75,000.00
		Outage would shut-down building.	
Medlock	Replace Security Controls	Current system is obsolete with no parts or technical support	200,000.00
Mesquite Sub	Replace Lawn Sprinkler Sytem	System is beyond economical repair	10,000.00
Records	Install Auto Doors for Handi-Cap ramp entrance	Doors are not easily operated by handi-cap clients. Extensive remodeling would be needed.	VAI Project
FCCB	Install revolving door on North Entrance from parking garage	Extreme loss of heat and cooling from existing doorways. Security personnel monitoring entrance subjected to extreme temps.	VAI Project

2015 Permanent Improvements

	Location	Description	Need	Current cost	Estimated Cost
	Frank Crowley Courts Building	Change current 3 days per week evening /night janitorial services - Sunday, Tuesday and Thursday, to 5 days per week evening/night janitorial services - Sunday through Thursday.	Due to the amount of daily traffic entering and leaving the building, the current 3 day/week evening cleaning is not sufficient. To meet health and cleaning standards, 5 days/week evening cleaning is required. This will assist with germ control, virus control, odor control and pest control.	3 day/evening Square Foot: 446,050 Rate: 0.025/sq. ft. Month: 11,151.25 Annual: 133,815.00	5 day/evening Square Foot: 446,050 Rate: 0.045/sq. ft. Month: 20,072.25 Annual: 240,867.00
	George L. Allen Sr. Courts Building	Change current 3 days per week evening /night janitorial services - Sunday, Tuesday and Thursday, to 5 days per week evening/night janitorial services - Sunday through Thursday.	Due to the amount of daily traffic entering and leaving the building, the current 3 day/week evening cleaning is not sufficient. To meet health and cleaning standards, 5 days/week evening cleaning is required. This will assist with germ control, virus control, odor control and pest control.	3 day/evening Square Foot: 408,069 Rate: 0.023/sq. ft. Month: 9,385.59 Annual: 103,241.46	5 day/evening Square Foot: 408,069 Rate: 0.045/sq. ft. Month: 18,363.105 Annual: 220,357.26
	Records Building Complex	Change current 3 days per week evening /night janitorial services - Sunday, Tuesday and Thursday, to 5 days per week evening/night janitorial services - Sunday through Thursday.	Due to the amount of daily traffic entering and leaving the building, the current 3 day/week evening cleaning is not sufficient. To meet health and cleaning standards, 5 days/week evening cleaning is required. This will assist with germ control, virus control, odor control and pest control.	3 day/evening Square Foot: 128,161 Rate: 0.023/sq. ft. Month: 2,947.70 Annual: 32,424.73	5 day/evening Square Foot: 128,161 Rate: 0.045/sq. ft. Month: 5,767.245 Annual: 69,206.94
	Administration Building	Change current 3 days per week evening /night janitorial services - Sunday, Tuesday and Thursday, to 5 days per week evening/night janitorial services - Sunday through Thursday.	Due to the amount of daily traffic entering and leaving the building, the current 3 day/week evening cleaning is not sufficient. To meet health and cleaning standards, 5 days/week evening cleaning is required. This will assist with germ control, virus control, odor control and pest control.	3 day/evening Square Foot: 39,996 Rate: 0.023/sq. ft. Month: 919.91 Annual: 10,118.99	5 day/evening Square Foot: 39,996 Rate: 0.045/sq. ft. Month: 1,799.82 Annual: 21,597.84

2015 Permanent Improvements

	Location	Description	Need	Current cost	Estimated Cost
	Henry Wade Juvenile Justice Center	Change current 3 days per week evening /night janitorial services - Sunday, Tuesday and Thursday, to 5 days per week evening/night janitorial services - Sunday through Thursday.	Due to the amount of daily traffic entering and leaving the building, the current 3 day/week evening cleaning is not sufficient. To meet health and cleaning standards, 5 days/week evening cleaning is required. This will assist with germ control, virus control, odor control and pest control.	3 day/evening Square Foot: 131,021 Rate: 0.0249/sq. ft. Month: 3,262.42 Annual: 29,361.81	5 day/evening Square Foot: 131,021 Rate: 0.045/sq. ft. Month: 5,895.945 Annual: 70,751.34

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Facilities</u>	Budget No <u>1022</u>
Brief Title of PIR	<u>A/V Mechanic</u>	
Approx. Net Cost	<u>\$57,261</u>	Department Priority <u>1</u>

Brief Summary of Request

Facilities requests the addition of one (1) Grade AM A/V Mechanic to repair the audio / video hardware in the courts.

Discussion of Need

The courts are currently experiencing recurring technical issues with their audio / video equipment. The equipment is several years old and is failing on a regular basis. Facilities does not currently have a position available to dedicate solely to fixing audio / video equipment in the courts even though there are multiple repair requests daily. The addition of one (1) Grade AM A/V Mechanic will give Facilities the ability to address these repairs in a timely manner. This will prevent the Courts from having to delay proceedings because of technical issues and will free up Facilities staff to perform other repairs.

Discussion of Related Performance Measure

Staff Review and Comment

OPERATIONAL SERVICES: RECORDS MANAGEMENT

Department #1024

Mission Statement

The mission of the Records Management Section of the Communications and Central Services Division is to provide for efficient, economical and effective controls of all County records consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

Description

Records Management manages an array of storage and retrieval projects including imaging, microfilming, and the operation of a records warehouse facility. The main long-term records storage facilities for the County are located at 2121 French Settlement as well as 2121 Panoramic Circle and is overseen by this section. The section also runs the County mail room and supply room-which mainly provide replacement cartridges for laser printers and supplies paper.

FY2015 Baseline Budget Highlights

- The FY2015 Records Management Baseline Budget reflects the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$574,861	\$600,500	\$510,578	\$647,449
Operations	140,031	151,989	146,383	110,478
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$714,892	\$752,489	\$656,961	\$757,927

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	14	14	14	14

Authorized Position Detail (Grade)

1 Records Management Officer (H)	1 Mail Supply Clerk (5)
1 Records Analyst (E)	2 Warehouse Clerk I (5)
1 Records Center Supervisor (A)	2 Clerk Assistant I (3)
1 Clerk III (7)	
1 Lead Mail & Supply Clerk (6)	
4 Clerk I (5)	



Dallas County
Office of Budget and Evaluation

April 7, 2014

To: Commissioners Court

Through: Ryan Brown, Budget Officer

From: Charles Reed, Budget and Policy Analyst

Subject: Records Management FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Records Management has submitted the following requests:

1. reclassification of one (1) Grade H Records Management Officer;
2. one (1) projector;
3. and one (1) Apple iPad.

The Records Management Officer currently supervises a staff of thirteen (13) full-time employees. Due to changing technology, the knowledge requirements of this position have increased in scope to include electronic storage and data management and the management of a county-wide e-certified mailing system and the associated database. This position was last evaluated by the Human Resources / Civil Service Department in November, 2004.

One (1) projector has also been requested by the department. This projector is needed for the department to conduct training sessions with other County departments in conjunction with the rollout of e-certified mailing system. This projector will enable Records Management staff to have training sessions with larger groups of employees from other departments and will reduce the amount of sessions required.

The Department also requested one (1) Apple iPad for use by the Records Management Officer to provide the employee with the capability to review documents while out of the office.

FINANCIAL IMPACT

The estimated annual recurring cost of reclassifying the Records Management Officer position from a salary grade H to the proposed salary grade J is \$12,126. The estimated one-time cost of purchasing the projector is \$250. The estimated one-time cost of purchasing the Apple iPad is \$625.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. directing the Human Resources / Civil Service Department to review the Records Management Officer position for proper classification;
2. not authorizing the purchase of the projector as the County has multiple rooms in most County buildings with adequate technology for presentations / training;
3. and not authorizing the purchase of the Apple iPad until the County has developed and implemented a policy to govern their purchase and usage.

These recommendations have an estimated annual cost of \$12,126.

RECORDS MANAGEMENT

1024

Form F **PIR Reclassification – Records Management Officer**

Form H **PIR Computer Hardware and Software**
Projector w/Screen with Laptop Connection

Form H **PIR Computer Hardware and Software –**
iPad wAppleCare Flexible Keyboard and Case

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Records Management</u>	Budget No. <u>1024</u>
Position Title	<u>Records Management Officer</u>	Position No. _____
Current Grade	<u>H</u>	Job Code _____
		Department Priority _____

Description of Changes in Work Being Performed

Represents dept. at meetings, directs, reviews and approves disciplinary actions as needed/reviews hiring processes. Audits staff assignments to ensure balanced workloads and timely completion of assignments, resolves operational and personnel related issues and provides performance feedback. Serves on the Electronic Data Management Committee. The awareness and knowledge of electronic storage and data management is changing as technology is changing. Manages county-wide e-certified mailing system and manages the database. Acts as a representative for the Operations Director for internal meetings as needed. Acts as a back up to HR representative for Operations services. Researches and stays current on changing laws and regulations as related to records, data and mail management.

Reason/Authority for Change (see Budget Manual)

Duties/responsibilities/knowledge requirements have increased since this position was last evaluated in 11/2004.

Departmental Cost Worksheet

Current Grade	H	Proposed Grade	J
Salary	\$ 58,435.00	Salary	\$ 68,620.00
FICA (7.65%)	\$ 4,470.28	FICA (7.65%)	\$ 5,249.43
Retirement (11.5%)	\$ 6,720.25	Retirement (11.5%)	\$ 7,891.30
Total	\$ 69,625.53	Total	\$ 81,760.73
		Total Annual Impact \$ 12,135.20	

Staff Review and Comment

PARK AND OPEN SPACE

Department #8101

Mission Statement

The mission of Park and Open Space is to partner with the cities of Dallas County to create a nationally recognized trail system and acquire open space parks when appropriate.

Description

The Park and Open Space program consists of a manager to administer the program and an engineer to oversee improvements in County-acquired property. The funding of these projects is accomplished through previously issued bonds and a portion of the Major Capital Development Fund. Prior to FY2001, this program was included in Commissioners Court Administration.

FY2015 Budget Highlights

- The FY2015 Park and Open Space Baseline Budget represents the continuation current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$164,344	\$181,605	\$245,889	\$310,289
Operations	29,791	87,093	136,491	500
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$194,135	\$268,698	\$382,380	\$310,789

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	2	2	4	4

Authorized Position Detail

- 1 Open Space Administrator (F)
- 1 Project Manager for Trails and Open Space (PE)
- 1 Construction Inspector (DM)
- 1 Design Engineer (PE6)



DALLAS COUNTY
COMMISSIONERS COURT
DEPARTMENT OF PLANNING & DEVELOPMENT

May 9, 2014

TO: Ryan Brown, Budget Officer

FROM: Rick Loessberg, Director of Planning & Development 

SUBJECT: FY2015-FY2019 Recommended Trail/Preserve Program Projects

Please find attached a table that lists the five Trail/Preserve Program projects that have been recommended by the program's board for inclusion in the County's FY2015-FY2019 five-year plan. In making these recommendations, the board has assumed that the program would have \$2.5 million available each year in new non-administrative project funding.

Four of the five projects (Chalk Hill Trail, Cedar Crest-Honey Springs Trail, Campion Trail to MacArthur, and McCommas Bluff Trail) are currently identified in the FY2014-FY2018 five-year plan. An additional project (Campion Trail to Cypress Waters) has been proposed to account for the "new" fifth year of the plan.

A description of each project and how the anticipated funding will be utilized follows below:

- **Chalk Hill Trail:** Funding will enable the County to construct the first major trail in west Dallas (previously allocated funding will enable the project to be designed). This trail will offer unique views of the city, have a length of about three-to-four miles, and have the possibility of connecting with a DART station and the Pinnacle Park area.
- **Cedar Crest-Honey Springs Trail:** Funding will enable the County to construct a seven-mile trail that will be one of the longest trails in southern Dallas and that will connect with multiple neighborhoods, parks, and schools. Previously allocated funding is allowing the project to currently be in-design.
- **Campion Trail to MacArthur:** Funding will enable the County to design and construct a two-mile extension of Irving's Campion Trail, thus increasing the trail's total length to nine miles, fully connecting the Valley Ranch community with Las Colinas, and allowing the trail to be further extended into Dallas and the new Cypress Waters development.
- **Campion Trail to Cypress Waters:** Funding will enable the County to design and construct a 2.5-mile extension of the Campion Trail into Dallas and the new Cypress Waters development, thus increasing the total length of this trail to almost twelve miles.
- **McCommas Bluff Trail:** Funding will enable the County to design and construct a one-mile trail that will connect the County's 111-acre McCommas Bluff

Preserve with both the Trinity River Audubon Center and the existing seven-mile Trinity River Trail.

The aforementioned table that is attached also identifies the sequence that these projects would be funded. Please note that the projects and the sequence for FY2015 and FY2016 have not changed from that which is in the current FY2014-FY2018 plan. However, please note that we now wish to:

- Combine the funding for the Campion to MacArthur and Campion to Cypress Waters projects in FY2017 and FY2018 so that both projects can first be designed and then constructed simultaneously given their geographic proximity to one another; and
- Move the date funding would be made available for the McCommas Bluff project from FY2018 to FY2019.

If you could include these various projects in the upcoming capital budget/five-year plan, I would greatly appreciate it.

Please let me know if you have any questions or need any other information.

attachment

cc: Lily Arenas, TAPP Project Engineer
Rose Adame, Open Space Administrator
Ann Lamb, Board Chairman, Trail/Preserve Program
Alberta Blair, Public Works Director
Charles Reed, Budget Analyst

Proposed FY2015-FY2019 Programming

FY2015	FY2016	FY2017	FY2018	FY2019
Chalk Hill Trail	Cedar Crest-Honey Springs Trail	Campion Trail to MacArthur/ Cypress Waters	Campion Trail to MacArthur/ Cypress Waters	McCommas Bluff Trail
Dallas	Dallas	Irving/Dallas	Irving/Dallas	Dallas
\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000

PROBATE COURTS #1 and 2, Investigators/Court Visitors Program

Department #4701, 4702, 4704

Mission Statement

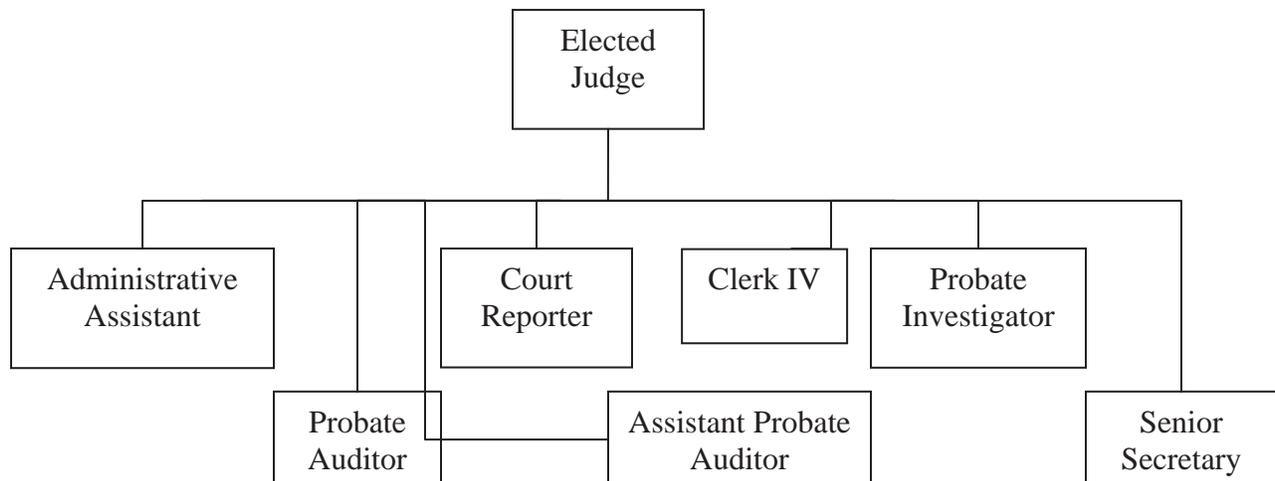
The mission of the Probate Courts is to hear cases related to wills, guardians, and other probate matters, and to rule in a manner that is impartial, fair, and in the best interest of the parties involved.

Description

There are three Probate Courts in Dallas County, two of which deal exclusively with probate matters. Probate Court #3 (see following budget) handles probate matters as well as all mental illness-related cases. Probate Courts adjudicate cases involving the probate of wills, appointment of guardians, settlement of executor's accounts, transactions of all business pertaining to deceased persons, and the appointment of guardians for minors as provided by law.

The three probate judges also maintain constant oversight of individuals who are under the guardianship of the courts. A group of trained volunteers under the direction of the investigators maintains the Court Visitors Program to help monitor guardianship cases up for annual review.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Probate Court and Court Investigator/Visitor Budgets includes the deletion of:
 - 2 Clerk II (6) positions

And the addition of

- 2 Probate Auditor Assistant (9) positions
- In FY2013 one Administrative Assistant position and one Attorney III position previously funded by the Probate Escrow Fund were added to the Investigators/Court Visitor Program budget

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,330,087	\$1,482,576	\$1,482,055	\$1,637,759
Operations	132,137	137,656	110,680	116,684
Capital	0	0	0	0
Total	\$1,462,224	\$1,620,232	\$1,592,735	\$1,754,443

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	17	19	19	19
Extra Help	\$42,341	\$62,406	\$63,705	\$60,000

Authorized Position Detail (Grade)

2 County Judge (Official)	2 Clerk IV (8)
2 Administrative Assistant (G)	2 Probate Auditor Assistant (9)
3 Probate Court Investigator (FM)	2 Court Reporter (CR)
2 Probate Auditor (F)	1 Administrative Assistant (10)
1 Associate Judge **	2 Probate Court Investigator Supervisors (GM)
1 Attorney III (ATT 3)	

**This positions is funded by the Probate Escrow Fund

PROBATE COURT #3

Department #4703

Mission Statement

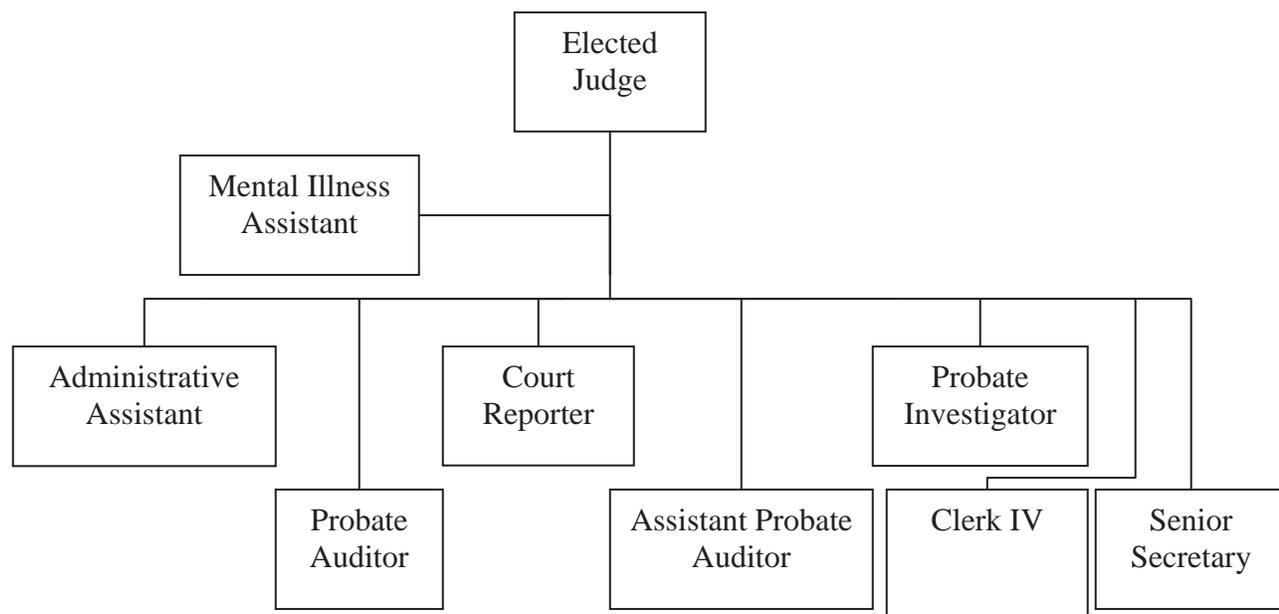
The mission of Probate Court #3/ Mental Illness Court is to protect the rights of those individuals who are unable to make reasonable decisions on their own, as well as to rule impartially in traditional probate matters.

Description

Probate Court #3 has primary jurisdiction in mental illness and chemical dependency cases, in addition to jurisdiction in cases involving the probate of wills, appointment of guardians, settlement of executor's accounts, transactions of all business pertaining to deceased persons, and the appointment of guardians for minors as provided by law. The budget for this court includes specialized support staff to perform the functions associated with the mental illness/chemical dependency cases.

The Judge of Probate #3 makes decisions regarding the institutionalization of individuals who are alleged to be a danger to themselves or others as a result of mental illness. These decisions must be continually reviewed in light of new information provided by the medical staff at treatment facilities.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget includes the deletion of one position:
 - Clerk II (6)

And the addition of:

- Probate Auditor Assistant (9)

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$718,322	\$740,834	\$746,284	\$754,264
Operations	500,710	432,624	508,116	485,200
Capital	0	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,219,022	\$1,173,459	\$1,254,400	\$1,239,464

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	9	9	9	9

Authorized Position Detail (Grade)

1 County Judge (Official)	1 Clerk IV - Docket Assistant (8)
1 Administrative Assistant (G)	1 Court Reporter (CR)
1 Probate Auditor (F)	1 Probate Auditor Assistant (9)
1 Mental Illness Assistant (F)	
2 Mental Illness Assistant (10)	



Dallas County
Office of Budget and Evaluation

May 3, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Probate Courts FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Probate Court 1 submitted the following requests:

1. 3 Office Chairs
2. 1 Laser Printer

Two of the three replacement chairs being requested are in the back offices and one is in the courtroom. One of the two chairs in the office has an arm rests that moves and does not stay in place. The other chair in the office has an armrest that is practically broken off and was briefed for replacement in May of FY14. The chair in the courtroom has a piece of back support built into the chair that is loose and comes off.

A printer is being requested that can better handle the volume of printing needed by Judge Thompson. This will be a replacement printer in the Judge's office. The current printer is too slow, according to staff. Ink is also reported to be expensive. You must replace ink cartridges every 25 pages.

FINANCIAL IMPACT

The estimated one-time cost of purchasing the two remaining chairs is \$600 for both. The estimated one-time cost of purchasing a laser printer is \$400.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Replacing the two remaining chairs being requested.
2. Authorizing a new printer which can better handle the volume of printing needed by Judge Thompson.

These recommendations come with a one-time cost of \$1,000.

OPERATING BUDGET

FISCAL YEAR

2015

**CAPITAL IMPROVEMENT
PLAN**

**PREPARATION
MANUAL**



**DALLAS COUNTY
Office of Budget and
Evaluation**

REPLACEMENT EQUIPMENT REQUEST

Department	Probate Court/4701			Budget No.	FY 2015
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Fax Machine/Scanner	12+	?	\$300.00	Fax machine has been serviced at least 5 times this year. The Court is in need of a copier, scanner, fax and printer. Asking for a Conica bizhub. Understand this can be leased
2	Office chairs 3		?	\$1,000.00	Arms are broken and 1 chair the back is now pulled loose from the fabric. <i>Look at pictures</i>
3	Laser printer for Judge Thompson		DC 00006096	\$400.00	Printer is too slow and if printing more than 25 pages have to replace ink cartridge.
4					
5					
6					
7					
8					
9					
10					

PUBLIC DEFENDER

Department #4040

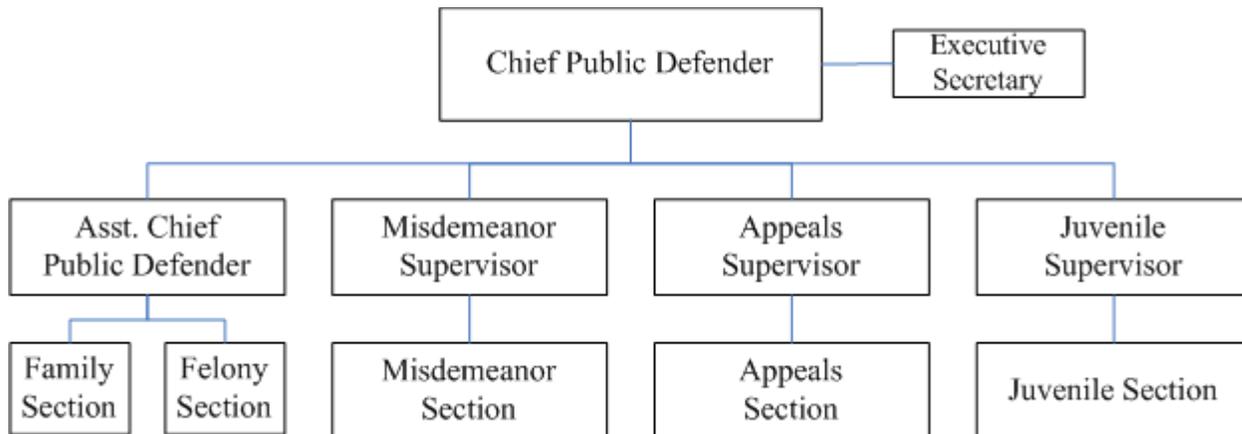
Mission Statement

It is the mission of the Public Defender's Office to encourage Judges to use the office as a cost-effective means to provide legal defense to individuals who cannot afford legal representation in all of the Criminal District, Judicial District, County Criminal, Juvenile, Family, Appeals and Mental Illness Courts, by hiring and training competent attorneys and providing meaningful investigation of cases.

Description

The Public Defender's Office aims to effectively represent clients in pre-trial motion hearings, jail visits, record checks, plea negotiations, competency hearings, client and witness interviews, and both jury and bench trials. Because no judge is required to appoint a Public Defender, the Chief Public Defender is also responsible for expanding the scope of the office by convincing the judges that this form of defense is more cost-effective than appointing outside legal counsel. The office is under the direction of the Chief Public Defender who is appointed by Commissioners Court.

Organizational Chart



FY2015 Baseline Budget Highlights

- ≠ FY2015 Baseline Budget includes the reclassification of 1 Public Defender from grade (ATT4) to:
 - Public Defender (ATT 5)
- ≠ FY2014 Budget included the addition of the following positions:
 - One Paralegal (15)
 - One Legal Secretary (8)
- ≠ In FY2013 the Capital Murder Division was added to the Public Defenders Department: one Public Defender (ATT 7), two Public Defender (ATT 6), one Public Investigator III (69), and one Legal Assistant (10). The Public Defender Department received 2 grants and funded 2 positions, one Paralegal (15) and one Public Defender Attorney IV (Att 4).
- ≠ In FY2010, one Lead Case Worker (FF) position and one Case Worker position (EE) were added to better meet the department's operational needs.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$9,805,713	\$10,774,196	\$10,958,197	\$11,723,290
Operations	108,586	123,236	102,532	118,292
Capital	0	0	<u>0</u>	<u>0</u>
Total	\$9,914,229	\$10,897,432	\$10,893,963	\$11,841,582

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	108	115	118	118
Extra Help	\$17,865	\$36,638	\$35,897	\$20,000

Authorized Position Detail (Grade)

1 Public Defender Director (ATT 8)	2 Lead Case Worker (FF)
2 Public Defender (ATT 7)	2 Case Worker (EE)
4 Public Defender (ATT 6)	2 Paralegal (15)
11 Public Defender (ATT 5)	1 Administrative Assistant II(C)
50 Public Defender (ATT 4)	1 Legal Assistant (10)
7 Public Defender (ATT 3)	3 Senior Legal Secretary (9)
20 Public Defender (ATT 2)	4 Legal Secretary (8)
2 Public Defender Investigator III (69)	1 Clerk I (5)
5 Public Defender Investigator (68)	



Dallas County
Office of Budget and Evaluation

June 5, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Alejandro Moreno, Budget and Policy Analyst
Subject: Public Defender FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Public Defender submitted the following requests:

1. 2 Investigator II positions
2. 2 Data Entry Clerks
3. Attorney 6 Mental Health Division Supervisor
4. High Volume Printer
5. A digital Camcorder
6. Bullet Proof Glass
7. Four Vehicles
8. Reclassification of 5 (Grade Att4) Attorneys to grade Att5.
9. Reclassification of 1 (Grade C) Administrative Assistant to grade F.
10. Reclassification of 1 (Grade Att6) Dept. Supervisor to a grade Att7.
11. Reclassification of 2 (Grade FF) Caseworker Supervisor to a grade G.
12. Reclassification of 2 (Grade EE) Lead Case Workers to grade FF.

The Public Defender's Office is requesting 2 (Grade 68) Investigator II positions in order to support the Felony, Misdemeanor, Mental Health, Family, and Juvenile Attorneys. The investigative unit is responsible for assisting the attorney in representing the clients by gathering evidence, reviewing videos and documents.

The PD's Office is requesting 2 (Grade 6) Data Entry Clerks in order to prepare the closed files to send to the Records Center. Current secretaries are unable to complete the task due to more pressing job responsibilities. A data entry clerk would enter, maintain, and prepare files for off-site storage which is currently backlogged. Due to the backlog, it is currently difficult to locate closed files in a timely manner. Additionally, the misdemeanor division recently decided to request that the secretaries scan in their closed files onto the Common Drive. Each misdemeanor attorney is required to turn in their closed files to be scanned. The misdemeanor division consists of 18 attorneys. The division closes out an average of 1,632 files a month. The files have to be scanned in individually, renamed and moved to the assigned attorney's file on the network.

The PD's Office is requesting 1 (Grade Att6) Mental Health Supervisor Attorney due to the high volume of specialized cases the division is receiving. The Mental Health and Specialty Court Division is the only division in the office that does not have a designated supervising attorney. The First Assistant is responsible for the overseeing of this division instead of managing and coordinating with a division supervisor, as in the other divisions. There are a total of 9 attorneys and 4 caseworkers this position will manage.

The PD's Office is requesting a High Volume Printer for a newly acquired office space separate from the main office. There are currently 15 employees stationed in that area. A misdemeanor attorney prints out anywhere between 40 – 50 sheets a day for their dockets, they also print out motions, letters and standard paperwork for their files which are not included in that number. There are 10 misdemeanor attorneys, 1 capital murder investigator, and 3 capital murder attorneys in that area using the printer. A digital camcorder is also being requested for the Investigative Division in order to videotape crime scenes, CPS Parent/child visits for Juvenile cases, and training purposes. Bullet proof glass, or in the alternative, Plexiglas, is being requested by the Public Defender's Office. It is intended to be an enclosure in the reception area to provide protection for the receptionist and all other employees.

The PD's Office is requesting 4 Vehicles for the Investigative Division. They are worried about wear and tear on personal vehicles. Investigators are unable to transport people in their personal vehicles. Safety is another concern. Investigators are currently getting reimbursed for mileage. Purchasing new vehicles is not cost-effective.

The PD's Office is requesting the reclassification of 5 (Grade Att4) Attorneys to Grade Att5. The attorneys have the new responsibilities of corresponding and communicating with medical doctors and licensed psychologists, collaborating with outpatient service providers, handling forced medication hearings.

The PD's Office is requesting the reclassification of 1 (Grade C) Administrative Assistant) to a Grade F. The Administrative Assistant has new duties which were added when the current employee was promoted to the Administrative Assistant position. The duties require analytical and evaluative thinking. New responsibilities include human resource analyst duties, supervision duties, budget preparation duties, and I.T. troubleshooting duties. The position's responsibilities have expanded beyond what is on the job description.

The PD's Office is requesting the reclassification of 1 (Grade Att6) Dept. Supervisor to a Grade Att7. Responsibilities not included in the job description include preparing continuous legal education classes for public defenders, and preparing weekly updating of three reports reflecting the current status of all cases.

The PD's Office is requesting the reclassification of 2 (Grade FF) Caseworker Supervisors to a grade G. The caseworker supervisors have new duties which include supervising the daily case management and counseling activities, conducting audits on

casework documentation, coordinate jail releases, and creating individual service plans for clients.

The PD's Office is requesting the reclassification of 2 (Grade EE) Lead Case Workers to grade FF. The Lead Caseworkers have new duties which include providing guidance to Dallas County Liaisons, providing behavioral/mental health consultation to Dallas County Judges, and conduct trainings for Judges, public defenders, CEO's of health care agencies.

FINANCIAL IMPACT

The estimated annual cost of 2 (Grade 68) Investigator II positions is \$165,105 including benefits. The estimated annual cost of 2 (Grade 6) Data Entry Clerks is \$86,889 including benefits. The estimated annual cost of 1 (Att6) Attorney is \$145,958 including benefits. The estimated one time cost of furniture for the proposed new employees is \$16,245. The estimated one-time cost of a High volume printer is \$1,500. The estimated one-time cost of a digital camcorder is \$600. The estimated one-time cost of a bullet proof glass is \$10,000 and \$5,000 for a Plexiglas. The estimated one-time cost for the four vehicles is \$83,044. The estimated annual cost of reclassifying 5 (Grade Att4) Attorneys to Grade Att5 is \$96,822. The estimated annual cost of reclassifying 1 (Grade C) Administrative Assistant to a Grade F is \$8,749. The estimated annual cost of reclassifying 1 (Grade Att6) Department supervisor to a grade Att7 is \$19,570. The estimated annual cost of reclassifying 2 (Grade FF) Caseworker Supervisors to grade G is \$7,466. The estimated annual cost of reclassifying 2 (Grade EE) Lead Case Workers to a grade FF is \$5, 899.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. Not funding the 2 Investigator II positions
2. Funding 1 Data Entry Clerk
3. Funding 1 Attorney 6 Mental Health Division Supervisor
4. Funding a printer. Request sent to I.T. for further review on the type of printer needed.
5. Not purchasing four vehicles. It is cheaper to do mileage reimbursement.
6. Funding 1 digital camcorder
7. Not funding a bullet proof glass or a Plexiglas.
8. Reclassifying the Administrative Assistant position
9. Not Reclassifying the Dep. Supervisor
10. Not reclassifying the 2 Caseworker Supervisors
11. Reclassifying 5 (Grade Att4) Attorneys
12. Not reclassifying the 2 Lead Case Workers

These recommendations come with a one-time estimated cost of \$9,679 and an annual recurring estimated cost of \$294,974.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Defender's Office	Budget No	4040
Brief Title of PIR	Security Renovations		
Estimated Cost	\$5,000 - \$10,000	Department Priority	Very High
Brief Summary of Request			
<p>We are requesting the installation of walls and a bullet proof glass (est. cost \$10,00) (or in the alternative, Plexiglas - est. cost \$5,000) enclosure in the reception area to provide protection for the receptionist and all our employees. (Similar to the bullet proof enclosures in the DA's office on the 10th and 11th floors of FCCB).</p> <p>This request is consistent with the Dallas County Strategic Plan; Vision 3: Dallas County is Safe, Secure and Prepared; Dallas County should maximize the effectiveness of criminal justice resources. Vision 5: Dallas County is the destination of choice for residents and businesses; A Traditional Service Provider whereby the County ensures the maintenance and delivery of services to its stakeholders.</p>			
Discussion of Need			
<p>The Public Defender's office is located on the 9th floor in the Frank Crowley Criminal Courts Building. Currently in place is a door with a card reader which was installed as a safety measure to protect the receptionist and employees in the office. Unfortunately, even with the door in place, non-employees follow employees through the door uninvited. Once inside, there are no protective measures to protect the secretary and other employees from potential danger. This division handles criminal and mental health cases. The people involved in these types of cases can be unstable and emotionally charged. On a few occasions, we have had to call security due to volatile situations which placed our employees in potential danger. We respectfully request that walls, card reader doors and bullet proof glass (or Plexiglas, in the alternative) be installed around the receptionist desk before a preventable tragedy occurs.</p>			
Staff Review and Comment			
<p><i>Have there been any incidents?</i></p> <p><i>What incidents have you had?</i></p> <p><i>Every week something happens - security is called a few times</i></p> <p><i>Attorneys are inspected</i></p> <p><i>District Attorney was bullet proof</i></p> <p><i>chief of police - RPO recommendation.</i></p>			
Form G		FY2015	

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Public Defender	Budget No	120.4040
Brief Title of PIR	Two Investigator II Positions Request		
Approx. Net Cost	85,801.20 x 2 = 171,602.40	Department Priority	Very High

Brief Summary of Request

Our office is requesting two Investigator II, Grade 68, positions to assist in supporting the attorneys in the Public Defender's Office.

Discussion of Need

Additional investigators are needed to support the Felony, Misdemeanor, Mental Health, Family and Juvenile attorneys in our office. Our office employs six investigators (not including the Investigator for the Capital Division) to support 89 attorneys – a ratio of 15 to 1, the majority of which are criminal defense attorneys. The investigative unit is responsible for assisting the attorneys in representing the clients by gathering evidence, reviewing videos and documents, locating witnesses and providing support in plea negotiations, jury selections and trial phases. Current staffing levels are insufficient to properly provide adequate investigative support to the attorneys. Additionally, the Chief Investigator is on the assignment rotation due to the abundance of investigative requests which has resulted in a backlog of her administrative duties.

This request complies with the Dallas County Strategic Plan: Vision 1: Dallas County is a model interagency partner; Assess and stream-line County workforce for efficiency and operation; provides sound financially responsible and accountable governance.

Discussion of Related Performance Measure

There has been a rise in the amount of investigative requests received each year. In FY2011, the unit received a total of 806 investigative requests; in FY2012, a total of 812 requests; and, in FY2013, a total of 1,049 investigative requests were received.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Public Defender	Budget No	120.4040
Brief Title of PIR	Attorney 6 Mental Health Division Supervisor Request		
Approx. Net Cost	\$150,287.25	Department Priority	Very High

Brief Summary of Request

The mental health and specialty court division has grown appreciably in size since its inception and consists of nine attorneys and four caseworkers. We are requesting an Attorney 6 to supervise the division.

Discussion of Need

We are requesting an Attorney 6 Mental Health Supervisor position due to the high volume of specialized cases this division receives. The Mental Health and Specialty Court Division is the only division in the office that does not have a designated supervising attorney. Rather, the First Assistant is responsible for the overseeing of this division instead of managing and coordinating with a division supervisor, as in the other divisions. The individual assigned to supervise this section will have to cover courts or hospitals when an attorney is out of the office. There are a total of nine attorneys and four caseworkers this position will manage. Furthermore, once the Mental Health Division has reached its monthly intake capacity, the supervisor will consult, advise and monitor the 84 non-mental health Assistant Public Defenders with their individual mental health cases. The attorney will be dealing with a specialized population and the duties are more complex in the handling of their cases.

Discussion of Related Performance Measure

Per the Jail Pop Coordinator, an average of 1,482 Dallas County jail book-ins each month (for 2012-13) are identified as having been previously treated for a mental illness through the North Star system. Since 2009 this is a 28% increase in the number of persons who have been treated for mental illness, that are booked into the jail and most likely require some type of assistance. According to our Jail Pop Stats, our Mental Health Division received an average of 474 new cases monthly of the above referenced cases in FY2013.

This is in alignment with Vision 2 of the Dallas County Strategic Plan: Dallas County is a healthy community by supporting a regional indigent medical and mental healthcare network.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Data Entry Clerk Request
Staff Cost	
Grade	6
Salary	<u>29,328.00</u>
FICA @ 7.65%	2,243.59
Retirement @ 11.5%	<u>3,372.72</u>
Insurance @ \$8,500	<u>8,500.00</u>
Total	<u>43,444.31</u>
Related Equipment	
	\$ Amount
Number	
Desk	<u>663.00</u>
Furniture	<u>1061.00</u>
Computer	<u>1025.00</u>
Printer	<u>500.00</u>
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	<u>3,249.00</u>
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	<u>0</u>
Less Additional Revenue Source	
Grand Total	46,693.31 X2

Form E1

FY2015

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Attorney 6 Request	
Staff Cost		
Grade	Att6	
Salary	115,364.88	
FICA @ 7.65%	8,825.41	
Retirement @ 11.5%	13,266.96	
Insurance @ \$8,500	8,500.00	
Total		145,957.25
Related Equipment	\$ Amount	
Number		
Desk	663.00	
Furniture	1,085.00	
Computer	2,000.00	
Printer	500.00	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
Total		4,330.00
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
Total		0
Less Additional Revenue Source		
Grand Total		150,287.25

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Investigator II Request
Staff Cost	
Grade	68
Salary	62,150.40
FICA @ 7.65%	4,754.51
Retirement @ 11.5%	7,147.30
Insurance @ \$8,500	8,500.00
Total	82,552.20
Related Equipment	
	\$ Amount
Number	
Desk	663.00
Furniture	1061.00
Computer	1025.00
Printer	500.00
Network Cabling	_____
Software	_____
Vehicle	_____
Travel	_____
Pager	_____
Cell Phone	_____
Other	_____
Total	3,249.00
Other Costs (describe)	
Special Training	_____
Consultant Fees	_____
Renovation/Space	_____
Total	0
Less Additional Revenue Source	
Grand Total	85,801.20

**PROGRAM IMPROVEMENT REQUEST
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	Public Defender's Office	Budget No	120.4040
Brief Title of PIR	High Volume Shredder for Family Division		
Estimated Cost	\$1,104	Department Priority	High
Brief Summary of Request			
Requesting a high volume shredder for the Family Division.			
Discussion of Need			
<p>The division receives privileged protected documents that need to be disposed of properly and that cannot be disposed of in a normal trash receptacle due to the sensitive and confidential information contained in them. The attorneys in this division acquire a large volume of medical records, Drug and Alcohol Treatment Records, CPS documents and other sensitive documentation. These documents need to be destroyed in accordance with both State and Federal Law which prevents their disclosure to unauthorized persons. The volume of documents that need to be destroyed warrants a high volume shredder.</p>			
Staff Review and Comment			
Sent Request to Donna			

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Defender's Office	Budget No	120.4040
Brief Title of PIR	High Volume Printer		
Estimated Cost	\$1,500	Department Priority	High
Brief Summary of Request			
Requesting a high volume printer for newly acquired office space.			
Discussion of Need			
Our office recently acquired additional office space separate from the main office. In order to improve efficiency and waste, we are requesting a network (heavy use) printer for the new area. There are currently 15 employees stationed in that area. Having a printer in their immediate area will improve productivity and efficiency.			
Staff Review and Comment			
<p style="font-family: cursive;">How far do they have to walk to the current printer? Go see printer - capacity and volume issue</p>			

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Defender's Office	Budget No	120.4040
Brief Title of PIR	Four Vehicles for Investigative Division		
Estimated Cost	83,044	Department Priority	High
Brief Summary of Request			
Requesting four (4) vehicles for the Investigative Division.			
Discussion of Need			
<p>These vehicles are needed for all field work. Investigators are in the field for about half of every workday. Vehicles would help with cost of gas, mileage, maintenance and wear & tear of the investigator's personal vehicles. These vehicles could be used to transport witnesses & allow for easier parking at hospitals and businesses. We do not want to be caught in the same predicament as Art Garcia, an investigator for the District Attorney's Office, who was involved in a car accident in his personal vehicle while executing county business.</p>			
Staff Review and Comment			
<p>Talked to Ryan - He said they'll have to leave cars at county. wear and tear on their vehicles, they do get reimbursed for mileage. can't transport people in personal vehicles people can easily identify you in county personal vehicle. check with cars DA has. Female investigators go out alone. It's safe?</p>			
Form G		FY2015	

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Public Defender's Office	Budget No. 120.4040
Position Title	Attorney 5 - Mental Health	Position No. <small>6707, 7201, 7206, 4020, and 7231</small>
Current Grade	Att4	Job Code 7035400
		Department Priority Very High

Description of Changes in Work Being Performed

The five attorneys in the Mental Health division are dealing with a specialized population and their duties are more complex in the handling of their cases. Originally, there was one civil commitment attorney assigned to three hospitals. This has expanded to two full time assigned to seven hospitals. Furthermore, they have the new responsibilities of handling forced medication hearings in the Dallas County Jail, conducting civil commitment appeals and jury trials. We have an attorney who is assigned to assisting with the civil commitments part of the week and handles criminal mental health appointments the remainder of the week. The criminal mental health attorneys were each originally responsible for 30 clients in total, they are now responsible for a total of 115 new cases a month and have a pending case load of over 100 mentally ill clients.

Reason/Authority for Change (see Budget Manual)

There is increased pressure from the Commissioners to move this population from the Dallas County Jail System back to community based services quicker thus eliminating population pressures and costs in the Dallas County Jail.

Per the Jail Pop Coordinator, An average of 1,482 Dallas County jail book-ins each month (for 2012-13) are identified as having been previously treated for a mental illness through the North Star system. Since 2009 this is a 28% increase in the number of persons who have been treated for mental illness, that are booked into the jail and most likely require some type of assistance. According to our Jail Pop Stats, our Mental Health Division received an average of 474 new cases monthly of the above referenced cases in FY2013.

This is in alignment with Vision 2 of the Dallas County Strategic Plan: Dallas County is a healthy community by supporting a regional indigent medical and mental healthcare network.

Departmental Cost Worksheet

Current Grade	Att4	Proposed Grade	Att5
Salary	84,978.60	Salary	101,230.68
FICA (7.65%)	6,500.86	FICA (7.65%)	7,744.15
Retirement (11.5%)	9,772.54	Retirement (11.5%)	11,641.53
Total	101,252.00	Total	120,616.36
Total Annual Impact 19,364.36 x 5 = \$96,821.80			

Staff Review and Comment

*coordinating with criminal justice
20% - 25% of new responsibilities are not in job description
ask for list new responsibilities*



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney IV	Job Code:	7035400	Job Grade:	ATT4
Reports To:	Attorney Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Public Defender	Loc. Code:	3964004	SIC Code:	9222
				WC Code:	8810
Division:	Various	CS Code:	B	EEO Code:	B01

Summary of Functions: Provides a full range of legal services to indigent defendants in the assigned felony, family, juvenile or mental health cases. Such services include case evaluation, legal advice, plea offers and representing clients in jury trials, non-jury hearings, plea negotiations and dismissals. Conducts legal research, drafts legal documents and interprets laws, rules and regulations. Receives level of oversight, training, and supervision based on experience and expertise in assigned area.

Management Scope: Assists in training Attorney I, II and III positions.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Conducts jury trials, trials before the court and contested matters before the court.	20	E
2. Prepares and/or drafts legal documents, including plea papers, motions, briefs and pleadings. Research applicable statutes and case law.	20	E
3. Analyzes pending charges and develops defenses.	15	E
4. Negotiates plea bargain recommendations with the State.	15	E
5. Interviews clients and potential witnesses, discusses facts and applicable law with clients.	10	E
6. Reviews evidence and inspects crime scenes, prepares investigative requests and makes home visits.	05	E
7. Documents client files, prepares trial notebooks and maintains statistical information regarding caseload and dispositions.	05	E
8. Assists felony and misdemeanor public defenders as needed.	05	N
9. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school with a license to practice law in the State of Texas. Two (2) years experience practicing law required.

NOTE: Experience obtained while licensed with a third year hard card can be counted for experience.

Special Requirements:

None.

Disclaimers: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 12/2004

Approved by Civil Service Commission on _____

Date 01/25/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



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:	Attorney 4
Proposed Position Title:	Attorney 5
Current Position Grade:	ATT5
Department Name:	Public Defender's Office
Position Number:	6707, 7201, 7200, 4020, and 7237
Supervisor Name:	Paul Blocker
Supervisor Phone:	214-650-3557
Supervisor Email:	Paul.Blocker@dallascounty.org

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
The purpose of this position is to provide services for the mentally ill and intellectually disabled indigents of Dallas County for both forensic and civil commitments.
This is accomplished by
This is accomplished by highly experienced lawyers with specialized training and knowledge will provide legal services as it pertains to forensic and civil mental health/mental retardation issues.
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.
Forced medication hearings in the Dallas County Jail. Conducting civil commitment appeals and jury trials. More hospitals have been added, more jail defendants are needing services. More attorneys are needing consultations and trainings in dealing with this specialized population.
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.
We expanded from three to seven hospitals. Whereas we were originally responsible for 30 clients in total, we are now responsible for 115 new cases a month and have a pending case load of over 100 mentally ill clients. There is increased pressure to move this population from the Dallas County Jail System back to community based services quicker thus eliminating population pressures and cost in the Dallas County Jail.
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.
It is exponential expansion of current duties.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
None.
What specific tasks or activities make the job duties/responsibilities more complex?
Duties are more complex because the clients are more numerous and less well, and we are responsible for training and educating the private bar in dealing with this population.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Attorney V, specialized attorneys dealing with a specialized population.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
To promote health and wellness among the mentally ill population and to reduce recidivism in the criminal justice and civil commitment population. This is in alignment with Vision 2 of the Dallas County Strategic Plan: Dallas County is a healthy community by supporting a regional indigent medical and mental healthcare network.

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 ▼	Time	E or NE
Function: Maintains exterior of facilities		

<i>Tasks performed to accomplish this function:</i>	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: Communicates with clients and professionals	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	45%	E
Evaluates appointed cases, reviews documentation, interviews clients witnesses or persons of knowledge of the case.		
Makes necessary and appropriate contact with doctors, case managers and mental health professionals regarding hearings, trial and court settings.		
Conducts a proper and thorough investigation of each case by reviewing medical records, meeting with mental health professionals and hospital staff.		
2. Function: Represents clients in hearings and trials	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Gathers, prepares, reviews and presents evidence, exhibits and related material for hearings or trials in cases where the defendant's mental capacity is a defense.		
Drafts, files and responds to necessary motions, briefs or other legal documents for hearings/trials.		
Prepares investigative requests in preparation for hearings and trials.		
Works with Case Managers & assists mental health attorneys.		
Connects clients to appropriate community resources and services with discharge planning.		
3. Function: Negotiates plea bargains	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Explains the legal process to clients and witnesses.		
Prepares clients and witnesses for court testimony.		
Prepares legal documents and secures the appropriate signatures using mental health information for mitigation and an appropriate criminal justice outcome.		
4. Function: Statistics	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5%	E
Keeps a record of all new cases assigned and disposed of.		
Turns in monthly statistics to supervisor		
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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" 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.)

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 checked="" type="radio"/>	1.	Driving	<input checked="" 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 checked="" 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

2. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law degree
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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 checked="" type="radio"/>	5.	Minimum of three years experience in/as: Licensed Practicing Attorney
<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.	State Bar of Texas License
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" 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 checked="" 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.

5. 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.

Total county amount \$	Total grant amount \$
Additional comments:	

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.
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<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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney 4 2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney 6 2.

K. Signature/Approval

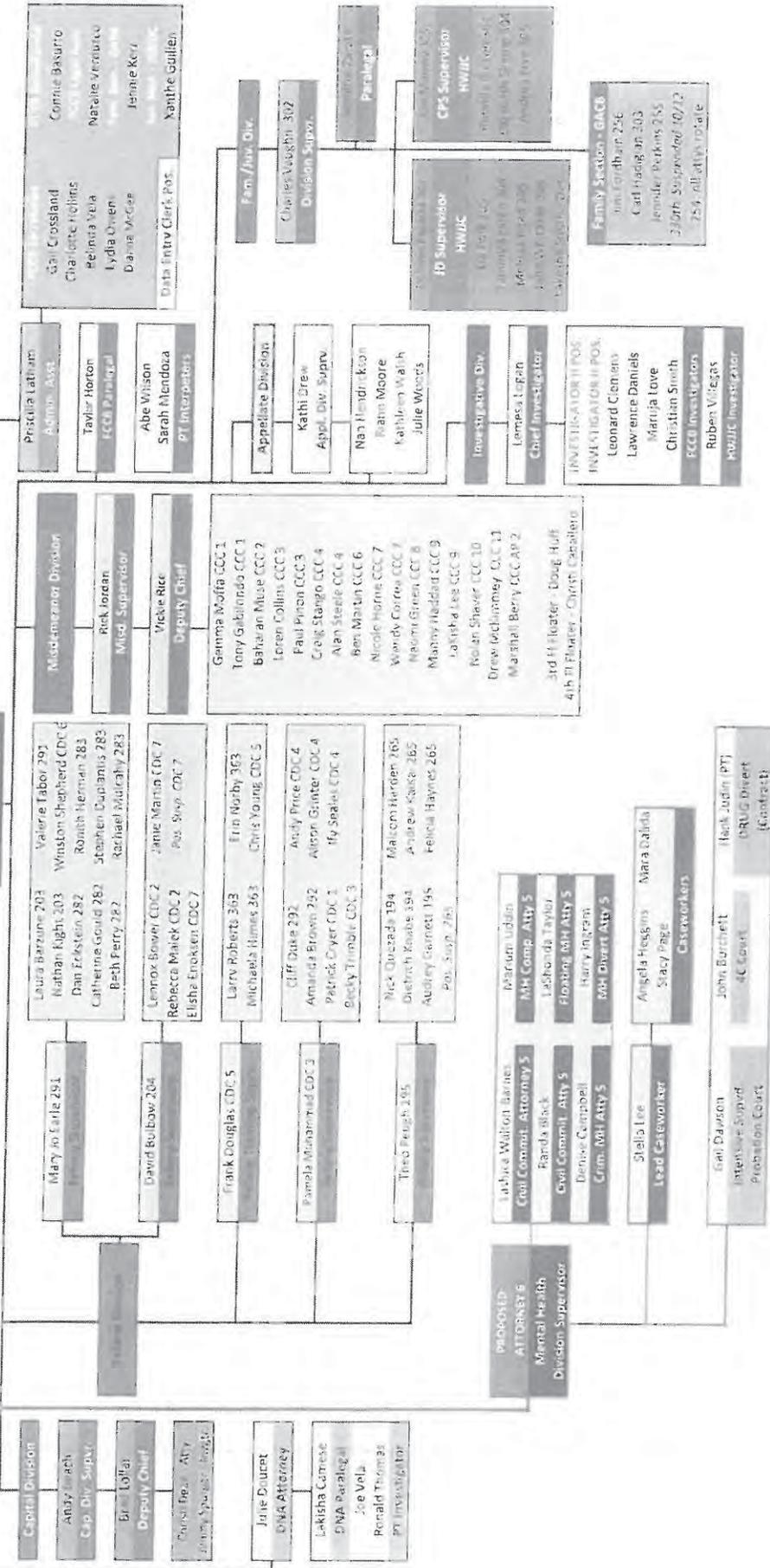
To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROPOSED PUBLIC DEFENDER'S OFFICE ORG CHART

Lynn Pride Richardson
Chief Public Defender

Paul Blocker, Jr.
First Assistant



PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Public Defender's Office</u>	Budget No.	<u>120.4040</u>
Position Title	<u>Administrative Assistant</u>	Position No.	<u>3761</u>
Current Grade	<u>C</u>	Job Code	<u>00580</u>
		Department Priority	<u>Very High</u>

Description of Changes in Work Being Performed

When the current employee assumed the Administrative Assistant position in 2010, duties were reassigned to the position and new duties were added. The duties that were reassigned and added include, but are not limited to, the following: heavily involved in budget preparation; supervise all support staff in three buildings and unpaid interns in FCCB whereas before only the FCCB support staff was under this position; assist with secretarial workload when a secretary is out for an extended period of time (new); secretary to the Chief Public Defender and all administrative staff whereas before they were utilizing a legal secretary for projects, letters, memos, etc.; and, I.T. troubleshooting for minor issues whereas before that was being handled by a legal secretary.

Reason/Authority for Change (see Budget Manual)

Additional duties were added when the current employee was promoted to the Administrative Assistant position. The duties require analytical and evaluative thinking, an ability to multitask and complete job tasks with continuous interruptions, and to work quickly under stress.

Departmental Cost Worksheet

Current Grade	C	Proposed Grade	F	
Salary	42,931.20	Salary	50,273.60	
FICA (7.65%)	3,284.24	FICA (7.65%)	3,845.93	
Retirement (11.5%)	4,937.09	Retirement (11.5%)	5,781.46	
Total	51,152.52	Total	59,900.99	
			Total Annual Impact	8,748.47

Staff Review and Comment

complexity has increased. ~~Not~~ they don't have Human Resource or I.T person. Assists with Budget. Wait on % of things she does which are new responsibilities.

duties/responsibilities.
The duties that were reassigned and added include, but are not limited to, the following: heavily involved in budget preparation; supervise all support staff in three buildings and unpaid interns in FCCB whereas before only the FCCB support staff was under this position; assist with secretarial workload when a secretary is out for an extended period of time (new); secretary to the Chief Public Defender and all administrative staff whereas before they were utilizing a legal secretary for projects, letters, memos, etc.; and, I.T. troubleshooting for minor issues whereas before that was being handled by a legal secretary.
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.
The budget preparation, supervising all support staff and unpaid interns, and providing secretarial relief are new duties. The reassigned duties belonged to the legal secretary that is now in this position. At the time of promotion, the regular work load from the criminal division had increased due to the implementation of the Fair Defense Act and the duties would have been reassigned to the Admin Asst.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
Same.
What specific tasks or activities make the job duties/responsibilities more complex?
The budget preparation requires planning (analytical, and evaluative), developmental and constructive thinking. Long hours are put in during the budget and other periods of high volume in work loads.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Financial Administrator - position is similar on a smaller scale. Accountable for requisitions & purchase orders. Consults with budget and the Auditor's office concerning non-grant and grant matters. Assists with the development and implementation of the budget. Asst. Manager III - similar: hires & trains staff, evaluating performance and initiating disciplinary action when necessary; communicates with courts, judges, attorneys, other departments and the general public to resolve problems, assisting with the development and monitoring the budget.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
The performance expectation of this position is to complete complex administrative tasks to ensure efficient daily departmental operations. Vision 1: Dallas County is a model interagency partner - assess and stream-line county workforce for efficiency and operation.

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 NF): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE	Time	E or NF
Function: Maintains exterior of facilities		



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:	Administrative Assistant II
Proposed Position Title:	Executive Assistant, Grade F
Current Position Grade:	C
Department Name:	Public Defender's Office
Position Number:	3761
Supervisor Name:	Lynn Richardson
Supervisor Phone:	214-653-3554
Supervisor Email:	Lynn.Richardson@dallascounty.org

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
assist the Chief Public Defender and Administrative Staff in ensuring that departmental operations are running efficiently.
This is accomplished by
interacting effectively with a diverse group of individuals to help resolve complex issues. This is also accomplished by having advanced knowledge of MS Office programs and Dallas County's computer programs.
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.
When the current employee assumed the Administrative Assistant position in 2010, duties were reassigned to the position and new duties were added.
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



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Administrative Assistant II	Job Code:	000580	Job Grade:	C
Reports To:	Supervisor	Pos. No:	3767	FLSA Code:	E
Department:	Various	Loc. Code:	3964004	SIC Code:	9131
				WC Code:	8810
Division:	Various	CS Code:	A, B, C, or D	EEO Code:	F01

Summary of Functions: Performs complex administrative tasks at an executive level to ensure efficient daily departmental operations. Coordinates assignments and supervises administrative support staff.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Serves as a liaison between professional staff, the department head and other departments by: <ul style="list-style-type: none"> ▪ Facilitating interaction of various functions, ▪ Coordinating the flow of information, ▪ Collecting, monitoring and verifying the status of work projects and other activities, ▪ Ensuring that the department head's goals, objectives and mission are communicated to staff, and ▪ Ensuring the department head is kept apprised on all matters to assure timely and efficient operations. 	25	E
2. Supervises administrative support staff, coordinates assignments, and maintains time and attendance and other personnel actions to ensure efficient operation.	20	E
3. Researches, gathers material and completes a variety of assigned projects and reports, to include communicating with other departments and external sources to obtain information and provide feedback to the department head.	15	E
4. Maintains the office budget line items in accordance with departmental policy and orders and maintains office supplies ensuring adequate funding.	15	E
5. Performs various secretarial duties, to include answering telephones, greeting guests, typing various documents and overseeing statistical reporting.	15	E
6. Coordinates facility and communication service tasks, serves as departmental information technology coordinator and in-house instructor.	05	N

7. Performs other duties as assigned.

05

N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's Degree in a job related field of study. One (1) year job related experience required.

Special Requirements/Knowledge, Skills & Abilities:

Must possess excellent communication skills, organization and planning skills and ability to interact effectively with a diverse group of individuals. Ability to perform in an environment of rapid changes. Ability to work under pressure. Skilled in the utilization of computers and applicable software.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: DI1 175 pts, PS: C3 (29%) 50 pts, AC: C2C 57 pts, TTL: 282 pts, KH/PS/AC: 62-18-20, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 05/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

duties/responsibilities.
The duties that were reassigned and added include, but are not limited to, the following: heavily involved in budget preparation; supervise all support staff in three buildings and unpaid interns in FCCB whereas before only the FCCB support staff was under this position; assist with secretarial workload when a secretary is out for an extended period of time (new); secretary to the Chief Public Defender and all administrative staff whereas before they were utilizing a legal secretary for projects, letters, memos, etc.; and, I.T. troubleshooting for minor issues whereas before that was being handled by a legal secretary.
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.
The budget preparation, supervising all support staff and unpaid interns, and providing secretarial relief are new duties. The reassigned duties belonged to the legal secretary that is now in this position. At the time of promotion, the regular work load from the criminal division had increased due to the implementation of the Fair Defense Act and the duties would have been reassigned to the Admin Asst.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
Same.
What specific tasks or activities make the job duties/responsibilities more complex?
The budget preparation requires planning (analytical, and evaluative), developmental and constructive thinking. Long hours are put in during the budget and other periods of high volume in work loads.
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?
The performance expectation of this position is to complete complex administrative tasks to ensure efficient daily departmental operations. Vision 1: Dallas County is a model interagency partner - assess and stream-line county workforce for efficiency and operation.

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
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<i>Tasks performed to accomplish this function:</i>	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: Human resources	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Contact candidate for employment and request and gather all documents to submit to HR		
Schedule candidate for physical and NEO		
Creates and maintains employee's personnel folders		
Handles FMLA paperwork for all employees		
Prepares time and attendance reports for administrative staff when requested		
Prepares and distributes separation paperwork		
2. Function: Supervisor to support staff and unpaid interns	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Hires and trains clerical support staff in three buildings		
Initiates disciplinary actions when necessary		
Ensures work processes are timely and accurate, making adjustments when necessary		
Handles any issues or complaints		
Assists with secretarial workload when a secretary is out for an extended period of time		
Trains and oversees unpaid interns		
Creates templates and forms to streamline workload		
3. Function: Budget oversee	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Maintains the office budget line items in accordance with departmental policy		
Ensures ordered items are delivered and invoices RMR'd		
Orders office supplies ensuring adequate funding		
Develops & recommends modifications to the budget and presents to department head for review		
4. Function: Support to Chief and Administrative Staff	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Handles confidential disciplinary paperwork from administrative staff		
Generates and oversees statistical reporting		
Makes travel arrangements and maintains calendar for department head		
Gathers documentation and submits requests for reimbursements		
Communicates with other departments & external sources to obtain information & provide feedback to dept. head.		
5. Function: Miscellaneous duties	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Serves as a liaison between staff, department head and other departments		
Troubleshoots minor computer and printer issues		
Communicates with other departments & external sources to assist in resolving questions, issues & complaints		

Field questions from other departments and provide documentation, as needed		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" 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.)

Basic office equipment, i.e. copy machine, printers, paper cutter, etc.

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)

Advanced knowledge of Microsoft Office applications and Dallas County applications.

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 checked="" 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

2. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: Related field

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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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 checked="" type="radio"/>	4.	Minimum of two years experience in/as: related field
<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 checked="" 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 checked="" 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 checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input checked="" 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.

5. 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.

Total county amount \$ 11,728,815	Total grant amount \$
Additional comments:	

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>
Legal Secretary	4
Senior Legal Secretary	3
Legal Assistant	1
Clerk I	1

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.
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<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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Public Defender's Office	Budget No.	120.4040
Position Title	Dept. Supervisor, Capital Trial Section	Position No.	3282
Current Grade	Att6	Job Code	
		Department Priority	Very High

Description of Changes in Work Being Performed

In addition to representation of defendants charged with Capital Murder (case recruitment, investigation, trial preparation, legal research, plea negotiations, trial, mitigation development, punishment hearing), the attorney also prepares Continuing Legal Education classes for the Public Defenders in the office. To-date, the Assistant Public Defender in this position has prepared and presented eight presentations on Cross-examination, Pretrial Litigation, Ineffective Assistance of Counsel and the Michael Morton Act (new legislation).

Reason/Authority for Change (see Budget Manual)

Additional responsibilities in preparation of papers, motions and powerpoint presentations on various legal subject.

Departmental Cost Worksheet

Current Grade	Att6	Proposed Grade	Att7	
Salary	115,364.88	Salary	131,789.52	
FICA (7.65%)	8,825.41	FICA (7.65%)	10,081.90	
Retirement (11.5%)	13,266.96	Retirement (11.5%)	15,155.79	
Total	137,457.25	Total	157,027.21	
			Total Annual Impact	19,569.96

Staff Review and Comment

Recommended by Ryan to be an attorney 7. Speak to Ryan about this. "Brad" has taken a proactive approach to situation. It has proven to be cost-effective. They give our case to private lawyer who are friends. Brad has proven to be cost-effective. They've acquired 20 cases this year and have disposed 10.



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:	Deputy Chief Capital Trial Section
Proposed Position Title:	Attorney 7
Current Position Grade:	Attorney 6
Department Name:	Public Defender
Position Number:	3282
Supervisor Name:	Paul Blocker
Supervisor Phone:	214-653-3557
Supervisor Email:	Paul.Blocker@dallascounty.org

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 represent individuals charged with capital murder.
This is accomplished by investigation, trial preparation, plea negotiation, trial, mitigation development, punishment hearing.
Other duties include preparation of Continuing Legal Education for the Public Defender's Office.

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.
At the request of supervisors to fulfill a need in legal education of attorneys in the Public Defender's Office.
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.
Added duties include legal research, preparation and presentation of CLE programs.
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.
These are additional responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
None.
What specific tasks or activities make the job duties/responsibilities more complex?
The need for accurate and up to date legal education.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
None.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
The dissemination of timely accurate legal education beneficial to the Assistant Public Defenders.

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		

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: Representation of Capital Murder defendants	Time	E or NE
Tasks performed to accomplish this function:	90%	E
Case recruitment		
Trial preparation		
Investigation		
Plea negotiations		
Punishment hearings		
Legal Research		
Motion production		
2. Function: C.L.E. Development	Time	E or NE
Tasks performed to accomplish this function:	10%	E
Legal research		
Paper and PowerPoint production		
C.L.E. presentation		
3. Function:	Time	E or NE
Tasks performed to accomplish this function:		
4. Function:	Time	E or NE
Tasks performed to accomplish this function:		
5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" 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 checked="" 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.)

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)

Word, Excel, Lexis/Nexis, FastCase

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 checked="" 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

2. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law degree
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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 checked="" type="radio"/>	7.	Minimum of five years experience in/as: Licensed Practicing Attorney
<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.	State Bar License
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" 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 checked="" 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.

Research and development of Continuing Legal Education for Assistant Public Defenders.

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.

5. 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.

Total county amount \$	Total grant amount \$
Additional comments:	

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>
Attorney 5	1
Investigator	1
Legal Assistant	1

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.
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<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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney 8
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney 5
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Public Defender's Office	Budget No. 120,4040
Position Title	Caseworker Supervisor	Position No. 40225934
Current Grade	FF	Job Code 7073500
		Department Priority Very High

Description of Changes in Work Being Performed
 Changes include but are not limited to supervising the daily case management and counseling activities and other social service components to ensure that clients receive appropriate medical, mental, social, financial educational, housing or specialized services in compliance with all applicable laws, policies, procedures and standards.
 Preparing jail releases with a 10 day supply of medications and additional resources.
 Compiling statistical data utilized for performance evaluation of caseworkers.
 Generating monthly statistical reports as requested.
 Monitoring and reviewing daily operations to ensure reporting compliance with all applicable policies, procedures, and professional standards.
 Conduct audits on casework documentation and client records to ensure compliance.
 Providing consultation to other departments, agencies, and counseling service providers.

Reason/Authority for Change (see Budget Manual)
 Case management increased from 40 cases to 70 cases accepted by MHPD's monthly not including consultations
 2 hours daily staffing (morning and mid-day)
 Increased attendance in personal development for 1 hour to 4 hours monthly
 On call Caseworker from 8am-5pm daily
 Reviews 10-15 exit plans and conditional dismissal documents monthly

Departmental Cost Worksheet

Current Grade	FF	Proposed Grade	G
Salary	53,123.20	Salary	54,256.08
FICA (7.65%)	4,063.92	FICA (7.65%)	4,303.59
Retirement (11.5%)	6,109.17	Retirement (11.5%)	6,469.45
Total	63,296.29	Total	67,029.12

Total Annual Impact $3,732.83 \times 2 = 7,465.66$

Staff Review and Comment
 Ask For ~~add~~ responsibilities list
 AFW



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Lead Caseworker	Job Code:	707350	Job Grade:	FF
Reports To:	Supervisor or Manager	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	8322
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D, or C-JD	EEO Code:	B03, B11, F03

Summary of Functions: Coordinates case management activities and assists caseworkers or case managers in performing social services work to include obtaining information, analyzing client's needs, planning and implementing service plans, counseling clients, maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Management Scope: Trains and supervises non-exempt case management and support staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in supervising, training and evaluating staff, orientating new employees, and resolving complex problematic issues to ensure that the needs of the clients are met.	25	E
2. Assists in casework activities to include conducting interviews with clients to gather information, assessing risks or needs, developing appropriate service plans to meet the needs of the clients; and conducting individual, family or group counseling sessions.	15	E
3. Serves as a liaison between client, client's families, law enforcement, courts, service providers or community agencies to coordinate activities, develop prevention strategies and monitor effectiveness of services being provided to meet the needs of the client.	10	E
4. Audits case files to ensure documents and case records are maintained in compliance with applicable rules, regulations, policies and procedures.	10	E
5. Documents thoroughly all contacts, status changes, progress and problems to ensure records are maintained in compliance with applicable regulations, policies and procedures and department standards.	10	E
6. Conducts weekly staff meetings and coordinates the presentation of cases, assessments, progress reports and dispositions of clients to ensure individualized plans meets the needs of the clients.	10	E
7. Provides accurate and timely reports to ensure that effective dispositions are	10	E

made.

- | | | |
|---|----|---|
| 8. Assists in recruiting staff, completing performance evaluations and other personnel related actions. | 05 | N |
| 9. Performs other duties as assigned. | 05 | N |

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a behavioral or social sciences field, or in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Licensed Master Social Worker, Licensed Professional Counselor and Licensed in the specialized area of responsibility preferred. Must possess a valid Texas Driver's License, with a good driving record.

JUVENILE: This position requires the incumbent become a Certified Juvenile Probation Officer and obtain a CPR/First Aid certification within six months of hire. Also must maintain at least 40 hours per year of in-service training. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Standard office environment. Ability to travel to various work site locations.

JUVENILE: This position may be located within a secured facility and require the ability to restrain and/or chase youth.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (33%) 57 pts, AC: C1P 76 pts, TTL: 308 pts, KH/PS/AC: 56-19-25, Profile: +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 03/05

Approved by Civil Service Commission on _____

Date 04/18/05



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:	Lead Caseworker
Proposed Position Title:	Caseworker Supervisor
Current Position Grade:	Grade F
Department Name:	Public Defender's Office
Position Number:	5934.4022
Supervisor Name:	Theloniaus Peugh, Attorney V
Supervisor Phone:	214-875-2327
Supervisor Email:	TPeugh@dallascounty.org

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
The purpose of this position is to supervise the daily case management and counseling activities and other social service components to ensure that clients receive appropriate medical, mental, social, financial, educational, housing or specialized services in compliance with all applicable laws, policies, procedures and standards. Also, to reduce the recidivism rate in the Dallas County Jail.
This is accomplished by
This is accomplished by working as a team. The Caseworker Supervisors will train, assist and supervise the caseworkers and interns that are presently with the office.
Other duties include
Preparing jail releases into the community while providing clients with stable housing and other needed resources to help clients become a productive citizen of society. Reduce recidivism.

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.
On June 10, 2013, the Public Defender's Office had a change in organizational structure. The Division added an additional Mental Health Public Defender. By adding an additional MH Public Defender, the MH Division increased its referral process from 40 cases a month to 70 cases monthly not including consultation referrals and accepting referrals from the Juvenile Department and the CPS Department. The Lead Caseworker then added the job duty of supervising the caseworker II, recording statistical data, training social work interns, and attending persons' development classes. A 30 client Constoria's Dismissal Docket was added as well every Thursday of the month. Also, the Caseworkers assist the MHPD with case management that does not require legal expertise. Trial preparation and court testimony preparation increased.
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.
The new duties are additional. The new duties were created when additional staff was added in June 2013. The Lead Caseworker duties were reassigned to supervise and provide support, orientation, training and guidance to case management, counseling and support staff.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
There were no duties removed. Only added duties and positions.
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?
The Lead Caseworker now has the authority to sign off on leave requests, report to personal development, CEU's, and additional trainings. The Lead Caseworker is responsible for signing off on intern paperwork and create duties for current and future interns. Case Workers will report to Lead Caseworker for weekly 1 hour staffing and emergencies.
What specific tasks or activities make the job duties/responsibilities more complex?
-2 hour daily staffing (morning and mid day). On call request from Public Defenders daily. recording statistics daily, increased referral process from 40-70 monthly, successfully releasing clients from jail with a 10 day supply of medications and additional resources, and staffing with Specialty Court Management weekly. Submitting 10 exit plans monthly for PD's and Attorneys that are not in office.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Caseworker Supervisor. Why? Job duties are similar without adding releasing clients from jail, on call request from Public Defender's daily, staffing with Specialty Court Management weekly, continuing to assess clients, and monitoring a 30 client Conditional Dismissal Docket every Thursday of the month.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Interviewing clients thoroughly and appropriately devoting enough time to obtain the information necessary for coordination of mental health services. Explain the process to clients, taking time to answer questions and to address concerns, analyzes the client's mental health needs and monitors treatment, medication use and community based services, plans, drafts and monitors client's treatment and exit plans. Make recommendations regarding the appropriate diagnosis and the treatment of clients to the mental health attorney, assistant public defenders and the courts. Also serves as a liaison between the client, the client's family, the courts, service providers and community agencies.

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	Time	E or NE
Function: Maintains exterior of facilities		

<i>Tasks performed to accomplish this function:</i>	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: Train and supervise case management staff/Assist in casework activities.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	50%	E
Supervises and provides support, orientation, training and guidance to case management, counseling and support staff.		
Coordinates work activities and assigns projects to maintain appropriate staff to client ratios; assists staff in handling special and/or problem cases.		
Interviews clients thoroughly and appropriately, allowing enough time to obtain the information necessary for coordination of mental health services, explains the process to clients.		
Document case information and record data from assessments.		
Review exit plans, Conditions of PR Bonds, Conditional Dismissals, and trial and testimonial documents.		
2. Function: Provide consultation to other agencies as needed.	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Provides consultation to other divisions, departments, agencies, academic/counseling and service providers.		
Compiles statistical data daily.		
3. Function: Serves as a liaison.	Time	F or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Conducts audits of casework documentation and client records to ensure compliance with all applicable laws, policies and procedures.		
Staffing with Speciality Court Management.		
Coordinating with Jail liaisons, nurses, and management to set up jail releases.		
4. Function: Train and supervise interns/Attend Trainings	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Attend personal development classes, CEU's, and trainings		
Train, assist and supervise the Social Work Interns		
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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" 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.)

MH Assessment

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)

Excel (Microsoft Office)
Computer Equipment

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 checked="" 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.

none

G. Position Minimum Requirements

2. 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 checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Master's Degree Obtained
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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 checked="" type="radio"/>	7.	Minimum of five years experience in/as: Work related experience
<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.	None
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

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 checked="" 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.

none

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.

5. 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.

Total county amount \$	Total grant amount \$
Additional comments:	

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.

Classification Title(s)	Number of Employees
Caseworker III	3

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.
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<input checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

<u>Stella Lee</u>	<u>9/9/14</u>
Employee Signature	Date
_____ Immediate Supervisor Signature	_____ Date
_____ Comments:	
_____ Department Head/Elected Official Signature	_____ Date
_____ Comments:	

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Public Defender's Office	Budget No.	120.4040
Position Title	Lead Case Worker	Position No.	4021 5935
Current Grade	EE	Job Code	7073400
		Department Priority	Very High

Description of Changes in Work Being Performed

Preparing jail releases with a 10 day supply of medications and community resources to increase their chances of stability/compliance in the community.
 Compiling statistical data to utilized for performance evaluation of interns and staff.
 Generating monthly statistical reports as requested
 Monitoring and reviewing daily operations to ensure reporting compliance with all applicable policies, procedures, and professional standards
 Conduct audits on case work documentations and client records to ensure compliance.
 Providing consultation to other departments, agencies, and counselling service providers.

Reason/Authority for Change (see Budget Manual)

On call Case worker from 8am-5pm daily
 Conditional dismissal case increased from 40 cases to 70 cases accepted by MHPD. This does not include the consultations or monitoring of none Conditional dismissal clients.
 Assisting with none legal matters for the MHPD to monitor the court dockets on a day to day basis.
 Staff 5-10 cases weekly to ensure positive outcomes for the clients

Departmental Cost Worksheet

Current Grade	EE	Proposed Grade	FF
Salary	50,648.00	Salary	53,123.20
FICA (7.65%)	3,874.57	FICA (7.65%)	4,063.92
Retirement (11.5%)	5,824.52	Retirement (11.5%)	6,109.17
Total	60,347.09	Total	63,296.29
		Total Annual Impact	
		2,949.20 x 2 = 5,898.41	

Staff Review and Comment

↑ next spoke to HR, who didn't tell them about higher pay



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Caseworker II	Job Code:	707340	Job Grade:	EE
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	8322
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D, or C-JD	EEO Code:	B03

Summary of Functions: Performs social services work to include obtaining information, analyzing client's needs, planning and implementing service plans based on identified needs, counseling clients, coordinating and maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Interviews client to gather information, conducts assessments of needs and develops service or case plans and recommendations.	30	E
2. Serves as a liaison between client, client's families, law enforcement, courts, service providers or community agencies to coordinate activities, develop prevention strategies and monitor effectiveness of services being provided to meet the needs of the client.	20	E
3. Documents and maintains case records in compliance with applicable rules, regulations, policies and procedures and provides accurate and timely reports.	20	E
4. Provides individual, family or group counseling.	10	E
5. Utilizes community resources to conduct follow-up on referrals and monitors service providers for program compliance.	10	E
6. Participates in team meetings to review progress and other pertinent information essential to meeting the needs of the client.	05	N
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a legal, behavioral or social sciences field, or in a job related field of study. One (1) year of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Driver's License, with a good driving record.

JUVENILE: This position requires the incumbent become a Certified Juvenile Probation Office within six months of employment. Must pass an extensive background investigation. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Standard office environment. Ability to travel to various work site locations.

JUVENILE: This position may be located within a secured facility and require the ability to restrain and/or chase youth.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 50 pts, AC: D1C 50 pts, TTL: 275 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/5

Approved by Civil Service Commission on

Date 04/18/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



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:	Case Worker II
Proposed Position Title:	Lead Case Worker
Current Position Grade:	EE
Department Name:	Public Defender's Office
Position Number:	
Supervisor Name:	Theioniaus Peugh, Attorney V, Atty V
Supervisor Phone:	214-875-2327
Supervisor Email:	TPeugh@dallascounty.org

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
<small>The purpose of the position is to coordinate case management activities, obtaining information, anal. and client's needs, analyzing and implementing service plans. Monitor communication with client's families and service providers.</small>
This is accomplished by
This is accomplished by having 4 case workers working as a team.
Other duties include
<small>Preparing successful jail releases into the community and providing clients with the stable housing and other needed resources to help the clients become productive members of society.</small>

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.
<small>June 2013, the Division added an additional Mental Health Public Defender. The Division increased its referral process from 40 cases to 70 a month. This number does not include the consultation referrals and acceptance of the CPS referrals. The Lead Caseworker keeps the statistics, provides training for staff and interns along with attending personal developmental classes. There is also a 30 case client conditional dismissal docket every Thursday.</small>
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.
Obtaining information, analyzing client's needs, planning and implementing service plans, counseling clients, maintaining communication with clients family and service providers for medical, social, educational, housing, and for related service needs. Responsible for 40 case loads and daily on call case management services. Monitoring competency clients and clients who are not in the MHPD, but needs case management services to assist with working to reduce the recidivism rate.
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.
The new duties are additional which were created with the additional staff added in June of 2013. Lead Case worker job duties were reassigned to supervise, orientate, provide training and counseling.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
There will be added duties and positions.
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?
none
What specific tasks or activities make the job duties/responsibilities more complex?
Tasks in supervising, training and evaluating staff, maintaining risk register, and provide various psychotropic services to ensure that the needs of the clients are met. Assist case work activities to include interviews with clients to gather information, assess risk or needs, developing appropriate service plans to meet the needs of the clients by conducting group or family counseling sessions. Serve as liaison between the client, client's families, law enforcement, courts, parole provider or community agencies to coordinate services, develop prevention strategies and monitor clients progress with phone calls or sessions in the office. Document all referrals, status changes, progress and problems in case file. Case are managed in strict compliance with applicable regulatory policies and procedures. Conduct weekly staff meetings and coordinates the presentation of cases, assessments, progress reports and discussion of clients to ensure coordinated plans meet the needs of the clients.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
none
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Interviews clients thoroughly and appropriately devoting enough time to obtain the information necessary for coordination of mental health services. Analyzes client's mental health needs and monitors treatment, medications use and community based services. Meets with and assess the needs for competency evaluations. Participates in community outreach and development.

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		

<i>Tasks performed to accomplish this function:</i>	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: Train staff and interns	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	50%	
Assist in supervising, training and evaluating staff, orientating new staff and assist with consultations.		
Completes performance evaluations and other personal related actions. Documents case information.		
Records data from assessments.		
2. Function: Assist in case worker activities	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	
Interview clients to gather information, assess clients risk or needs and develops services plans.		
Provides consultations to other attorney, clients and outreach programs to ensure that the clients needs are met.		
Complies statistical data daily		
3. Function: Serves as Liaisons between the courts and the community	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	
Assist with staffing in speciality courts.		
Assist with jail liaisons, nurses and management to set up jail releases		
4. Function: Professional Developmental	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	
Attends trainings, CEU's and personal development classes.		
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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" 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.)

MA Assessment

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)

Excel, Microsoft office, Basic computer equipment

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 checked="" 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.

<i>none</i>

G. Position Minimum Requirements

2. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: Bachelor's degree Obtained

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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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 checked="" type="radio"/>	4.	Minimum of two years experience in/as: work related experience
<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 checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

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 checked="" 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

<input checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



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:	Administrative Assistant II
Proposed Position Title:	Executive Assistant, Grade F
Current Position Grade:	C
Department Name:	Public Defender's Office
Position Number:	3761
Supervisor Name:	Lynn Richardson
Supervisor Phone:	214-653-3554
Supervisor Email:	Lynn.Richardson@dallascounty.org

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
assist the Chief Public Defender and Administrative Staff in ensuring that departmental operations are running efficiently.
This is accomplished by
interacting effectively with a diverse group of individuals to help resolve complex issues. This is also accomplished by having advanced knowledge of MS Office programs and Dallas County's computer programs.
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.

When the current employee assumed the Administrative Assistant position in 2010, duties were reassigned to the position and new duties were added.

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.
The duties that were reassigned and added include, but are not limited to, the following: heavily involved in budget preparation; supervise all support staff in three buildings and unpaid interns in FCCB whereas before only the FCCB support staff was under this position; assist with secretarial workload when a secretary is out for an extended period of time (new); secretary to the Chief Public Defender and all administrative staff whereas before they were utilizing a legal secretary for projects, letters, memos, etc.; and, I.T. troubleshooting for minor issues whereas before that was being handled by a legal secretary.
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.
The budget preparation, supervising all support staff and unpaid interns, and providing secretarial relief are new duties. The reassigned duties belonged to the legal secretary that is now in this position. At the time of promotion, the regular work load from the criminal division had increased due to the implementation of the Fair Defense Act and the duties would have been reassigned to the Admin Asst.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
None.
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?
Same.
What specific tasks or activities make the job duties/responsibilities more complex?
The budget preparation requires planning (analytical, and evaluative), developmental and constructive thinking. Long hours are put in during the budget and other periods of high volume in work loads.
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?
The performance expectation of this position is to complete complex administrative tasks to ensure efficient daily departmental operations. Vision 1: Dallas County is a model interagency partner - assess and stream-line county workforce for efficiency and operation.

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		

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: Human resources	Time	E or NE
Tasks performed to accomplish this function:	20	E
Contact candidate for employment and request and gather all documents to submit to HR		
Schedule candidate for physical and NEO		
Creates and maintains employee's personnel folders		
Handles FMLA paperwork for all employees		
Prepares time and attendance reports for administrative staff when requested		
Prepares and distributes separation paperwork		
2. Function: Supervisor to support staff and unpaid interns	Time	E or NE
Tasks performed to accomplish this function:	20	E
Hires and trains clerical support staff in three buildings		
Initiates disciplinary actions when necessary		
Ensures work processes are timely and accurate, making adjustments when necessary		
Handles any issues or complaints		
Assists with secretarial workload when a secretary is out for an extended period of time		
Trains and oversees unpaid interns		
Creates templates and forms to streamline workload		
3. Function: Budget oversee	Time	E or NE
Tasks performed to accomplish this function:	20	E
Maintains the office budget line items in accordance with departmental policy		
Ensures ordered items are delivered and invoices RMR'd		
Orders office supplies ensuring adequate funding		
Develops & recommends modifications to the budget and presents to department head for review		
4. Function: Support to Chief and Administrative Staff	Time	E or NE
Tasks performed to accomplish this function:	20	E
Handles confidential disciplinary paperwork from administrative staff		
Generates and oversees statistical reporting		
Makes travel arrangements and maintains calendar for department head		
Gathers documentation and submits requests for reimbursements		
Communicates with other departments & external sources to obtain information & provide feedback to dept. head.		
5. Function: Miscellaneous duties	Time	E or NE
Tasks performed to accomplish this function:	20	E
Serves as a liaison between staff, department head and other departments		
Troubleshoots minor computer and printer issues		
Communicates with other departments & external sources to assist in resolving questions, issues & complaints		

Field questions from other departments and provide documentation, as needed		

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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" 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.)

Basic office equipment, i.e. copy machine, printers, paper cutter, etc.

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)

Advanced knowledge of Microsoft Office applications and Dallas County applications.

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 checked="" 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

2. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: Related field

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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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 checked="" type="radio"/>	4.	Minimum of two years experience in/as: related field
<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 checked="" type="radio"/> No If Yes, what type?

II. 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 checked="" 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 checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input checked="" 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.

5. 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.

Total county amount \$ 11,728,815	Total grant amount \$
Additional comments:	

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.

Classification Title(s)	Number of Employees
Legal Secretary	4
Senior Legal Secretary	3
Legal Assistant	1
Clerk I	1

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.
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<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 checked="" 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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Dallas County Security Department



Robert J. DeGroot – Chief

Jeffrey R. McNair – Assistant Chief

Dignity – Courage – Service



Mr. Paul J. Blocker Jr.
Dallas County Public Defender's Office
133 North Industrial Blvd. LB-2
Dallas, TX 75207-4399

Dear Mr. Blocker,

Recently Asst. Chief McNair and I had the opportunity to review the current physical location of the Public Defender's Office within the Frank Crowley Criminal Courts Building. In reviewing the current situation, it is evident that there are several areas of concern with regard to the current physical security layout.

We would recommend that the hallway have a wall and door installed to create a physical barrier that would prevent unwanted intrusion into sensitive areas, and that this door is then proximity card controlled. It would also be beneficial to monitor the public area of this hallway with a camera.

With regard to your lobby situation, we recommend that if access to the general public is desired, that the receptionist / clerk is then housed behind a barrier that would prevent anyone from being able to physically contact them. Clearly based on our observations, the current use of an intercom to communicate with the public is problematic, and access control is relatively easily compromised by persons who are 'buzzed' in allowing others to enter with them, an effort commonly referred to as 'tailgating'.

Finally, we would recommend that cameras and panic button alarms are also utilized in the lobby area to enhance the current state of your physical security situation. We appreciate the opportunity to assist you, and should you secure funding for your physical security improvements, we would be happy to assist you with the planning, installation and execution of those efforts.

600 Commerce Street, Suite 750 Dallas, Texas 75202
214-653-7720 – Fax 214-653-7988

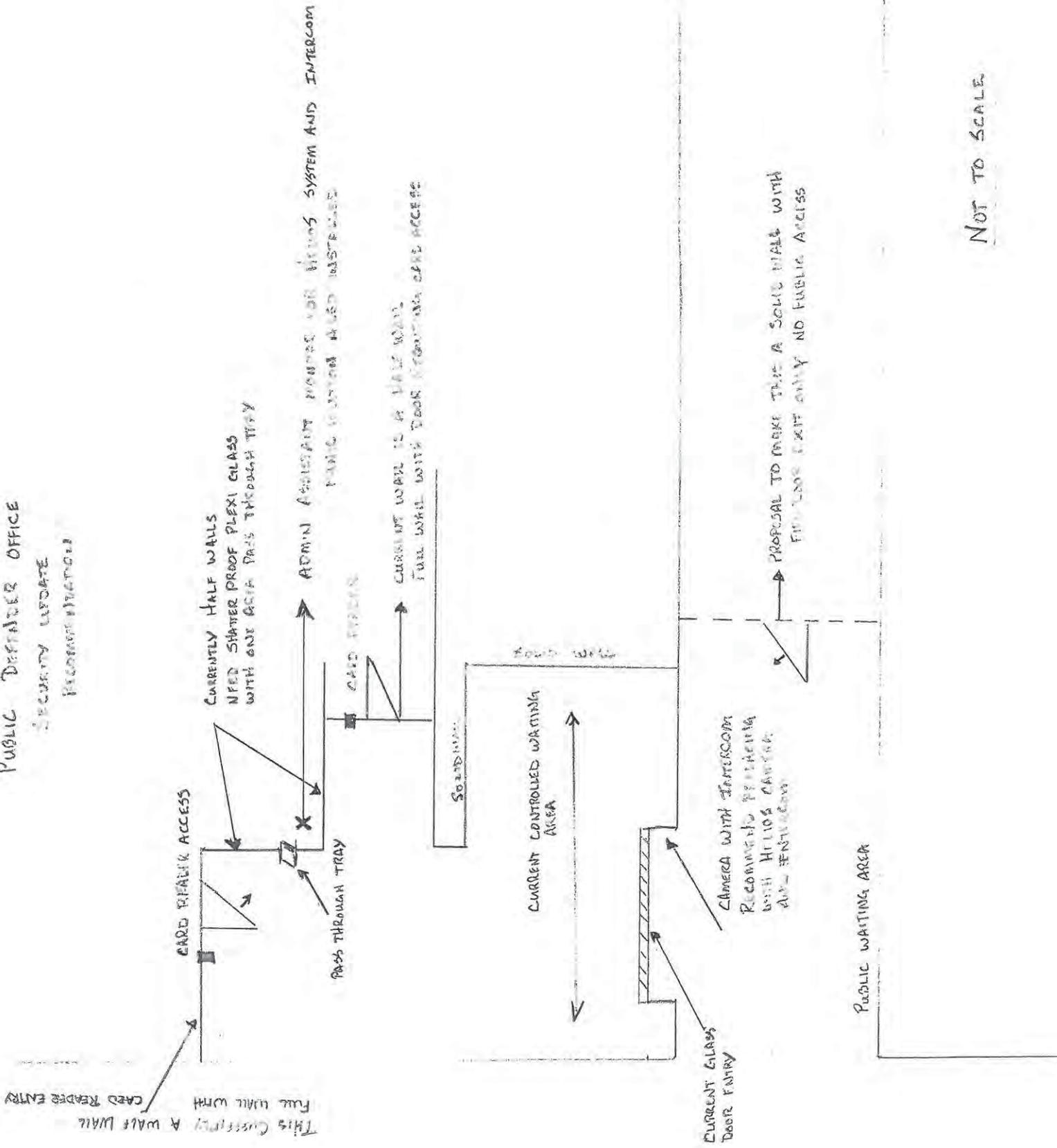
Very respectfully,

A handwritten signature in black ink, appearing to read "R. DeGroot", with a long horizontal flourish extending to the right.

Chief Robert J. DeGroot

Dallas County Security Department

PUBLIC DEFENDER OFFICE
 SECURITY UPDATE
 RECOMMENDATIONS



NOT TO SCALE

PUBLIC SERVICE PROGRAM

Department #3330

Mission Statement

The Public Service Program places major emphasis upon reducing contract labor, adding revenues from recycling as well as creating a sound environmental atmosphere for Dallas County. The benefits from the Public Service Program directly impact our individual departments receiving clients, the debtors themselves and more importantly any work otherwise contracted. The program goal is to save tax payer money, enabling indigents to repay their debt to Dallas County.

Description

The Public Service Program makes community service available as a court-ordered sanction. Clients participating in the program perform various tasks under the direct supervision of County employees. These tasks may include seasonal mowing of county property, collection and sorting of materials for recycling and assistance with general office support functions. In all cases, work performed under this program offsets costs that would otherwise be borne by County taxpayers.

FY2015 Baseline Budget Highlights

- The FY2015 Public Service Program Baseline Budget represents a continuation of service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$743,850	\$806,907	\$744,816	\$982,175
Operations	136,529	159,155	247,178	152,700
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$880,379	\$966,062	\$991,994	\$1,134,875

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	18	18	20	20
Extra Help	\$	\$	\$	\$

Authorized Position Detail (Grade)

- 1 Public Service Program Coordinator (G)
- 1 Public Service Program Assistant III (C)
- 2 Lead Painters (AM)
- 8 Painters (9)
- 1 Plasterer (9)
- 1 Groundskeeper III (7)
- 1 Groundskeeper II (6)
- 2 Public Service Program Assistant I (6)
- 1 Clerk II (6)
- 2 Service Attendant II (4)



Dallas County
Office of Budget and Evaluation

April 22, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Charles Reed, Budget and Policy Analyst
Subject: Public Service Program FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Public Service Program has submitted the following requests:

1. replacement of three (3) cargo trailers;
2. replacement of ten (10) push mowers;
3. and, the reclassification of two (2) Service Attendant II positions.

Public Service Program requests the replacement of three (3) cargo trailers. The current cargo trailers have become deteriorated to a point that justifies replacement.

The Department also requests the replacement of ten (10) push mowers. These mowers are used every workday, all day, during mowing season. The current mowers have become deteriorated to a point that justifies replacement.

Public Service Program also requests the reclassification of two (2) Service Attendant II positions. These positions supervise up to eight people daily and service over two-hundred recycle bins.

FINANCIAL IMPACT

The replacement of three (3) cargo trailers has a one-time cost of \$22,500. The replacement of ten (10) push mowers has a one-time cost of \$10,000. The reclassification of two (2) Service Attendant II positions has an annual recurring cost of \$13,868.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

1. replacing three (3) cargo trailers;
2. replacing ten (10) push mowers;
3. and directing the Human Resources / Civil Service department to review the Service Attendant II positions for proper classification.

This recommendation has a one-time cost of \$32,500 and an annual recurring cost of \$13,868 for a total cost of \$46,368.

REPLACEMENT EQUIPMENT REQUEST

Department Public Service Program Budget No. 3330

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	12' Cargo Trailer	7	RPO26	\$7500.00	Cargo Compartment of trailers are structurally unsound. Have around 175,000 miles
2	12' Cargo Trailer	7	RPO27	\$7500.00	Same AS Above
3	16' Cargo Trailer	7	RPO	\$7500.00	Same as Above
4	10 Push Mowers	3		10,000.00	Mowers are used 5 days a week 6 hours a day
5					
6					
7					
8					
9					
10					

Form D

FY2015



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Service Attendant II	Job Code:	407223	Job Grade:	04
Reports To:	Section Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9223
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	H11

Summary of Functions: Performs any combination of tasks involving janitorial, housekeeping, general maintenance, laundry and food services and assists the supervisor in leading and instructing staff. Identifies, reports and/or remedies any facility related health, safety and security concerns.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs janitorial duties such as cleaning, sweeping, mopping, dusting, buffing, stripping and waxing floors offices, and common areas using various equipment to complete tasks.	25	E
2. Performs general laborer tasks including moving furniture, file cabinets, and other property using various equipment to complete tasks.	20	E
3. Inspects food received for quality, monitors temperature of refrigerator and ensures other equipment is operating properly.	15	E
4. Orders, receives, and maintains inventory of clothing, bedding, supplies and personal hygiene items; records usage; and maintains clothing by washing, folding, sewing and ironing.	15	E
5. Directs and trains general attendants.	15	E
6. Performs daily inspections and notifies management regarding the status of health and safety concerns.	05	N
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Completion of tenth (10th) grade from an accredited school or additional equivalent work experience. One (1) year work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to follow written and verbal instructions. Must be able to operate vehicles, buffers, vacuums, lifts or other equipment to complete assigned tasks. Must pass criminal background check. (Juvenile: Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment).

Physical/Environmental Requirements:

May require prolonged kneeling, bending, squatting, sitting, standing, walking, climbing, twisting, and the ability to lift and carry files, boxes, and other materials up to 45 lbs., unassisted. Ability to operate equipment efficiently and safely. Must be able to work in varying conditions, surroundings and all weather conditions.

Hay Points/Point Factor:

HS10=80, E1=10, VM1B=10, PD2B=15, WH1B=10, WE2C=20, IC2A=15, DL2=10, PS1=10, RE1C=15, SF1A=5, Total Points: 200

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 10/03

Approved by Civil Service Commission on _____

Date 11/17/03, 8/24/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Public Service Program</u>	Budget No. <u>3330</u>
Position Title	<u>Service Attendant II</u>	Position No. <u>1088</u>
Current Grade	<u>4</u>	Job Code <u>407223</u>
		Department Priority

Description of Changes in Work Being Performed

See attached.

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade	4	Proposed Grade	6	
Salary	123	Salary	456	
FICA (7.65%)		FICA (7.65%)		
Retirement (11.5%)		Retirement (11.5%)		
Total		Total		Total Annual Impact

Staff Review and Comment

WEEKLY DUTIES

Supervise 3 – 8 people on a daily basis.

Service 200 or more recycle bins in the Dallas County Offices.

Set up for Commissioners Court almost daily.

Monday – Wednesday – Friday

Downtown route which consists of Frank Crowley Court Building, Lew Sterrett Justice Center Intake, George Allen Court Building, Records Building, Health And Human Services Building, and the Old Red Courthouse.

Pick up bags of shredded paper and cardboard from buildings on the route and take them to the warehouse. Unload these bags and place them in the appropriate places within the warehouse. Load the trailer with twelve (12) empty recycle bins and return to the downtown buildings, pick up full recycle bins, and replace them with the empty bins. Return to the warehouse with the full recycle bins and take them to the appropriate place.

Tuesday – Thursday

North route one day; South route the other.

Same pick up, deliver, and swap out of bins on these routes as on the above downtown route.

Thanks,



George Washington

Paper Pick up Schedule

Recycle Bin Locations

Stop	Location	address	city	mapsco	#bins/location
Day 1					
1	FC	133 N Indust	Dallas	45N	Dock
2	GA Court	600 Commerce	Dallas	45P	Jackson St
3	Records	501 Main	Dallas	45P	Closet in bsmt
4	Admin	411 Elm	Dallas	45P	2nd fl & bsmt
Day 2					
5	Adult prob	3650 Buckner	Dallas	48C	2 & Office
6	Juv prob	3939 I-80	Mesquite	49F	1
7	Juv prob	10121 Lake June	Dallas	59L	1
8	Mesq tax	210 W Grubb	Mesquite	49A/R	1
9	R&B 2	715 Rowlett	Garland	40A	1
10	Garland tax	675 W Walnut	Garland	19A	1
Day 3					
11	Juv prob	111 Beltline #200	Garland	19M	1
12	Adult prob	1137 Jupiter	Garland	28C	1 & Office-code 251
13	Haz Mat	11234 Plano	Dallas	28A	1
14	Richardson tax	516 Twilight	Richardson	17F	1
15	Dallas co gvt cnt	1411 Beltline	Richardson	16F	1
16	F. Branch tax	2436 Valley View	F. Branch	13J	1
17	R&B 1	2311 Joe field	Dallas	22G	1
18	Adult prob	2627 Zelrich	Dallas	23E	1
19	N Dallas gvt cnt	10056 Marsh	Dallas	23R	1st fl=1; bsmt=5, hall=2, ofc=3
20	Le Tot	10505 Denton	Dallas	23T	1
Day 4					
21	Juv prob	1330 Riverbend	Dallas	33U	
22	HHS	2711 Stemmons	Dallas	44C	bsmt
23	Decker jail	899 Stemmons	Dallas	45J	5 and 2nd fl=1
24	Kays trn. Cnt	521 N Industrial	Dallas	45Q	2
25	Invst bldg	414 S. RLT	Dallas	45W	1
26	Oak Cliff Sub	410 S Beckley	Dallas	54H	3 (2-court rm, 1-2nd fl const offc)
27	HW JJC	2600 Lone Star	Dallas	43U	Bags, 2nd fl=2, 1st fl=3, intake=1 Rm A175 and B106=2 3rd fl=1
28	Adult prob	2121 French Settle	Dallas	43S	2
29	JJAC	1673 Terre Colony		43O	
Day 5					
30	Irving tax	530 N. O'Conner	Irving	31T	1
31	GP Tax	525 W HWY303	GP	51Y	2
32	R&B 4	4403 W Illinois	Dallas	52V	2
33	Adult prob	4409 Cockrell Hill	Dallas	62M	1
34	Prant 1	7201 Polk	Dallas	64M	3
35	Jud Trmt Cent	200 Greene	Wilmer	88G	1
36	R&B 3	1506 Langdon	Dallas co.	68S	2
37	MedLock	Langdon	Dallas co.	68S	2

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Public Service Program</u>	Budget No. <u>3330</u>
Position Title	<u>Service Attendant II</u>	Position No. <u>1089</u>
Current Grade	<u>4</u>	Job Code <u>407223</u>
		Department Priority

Description of Changes in Work Being Performed

See attached.

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade	4	Proposed Grade	7	
Salary	123	Salary	456	
FICA (7.65%)		FICA (7.65%)		
Retirement (11.5%)		Retirement (11.5%)		
Total		Total		Total Annual Impact

Staff Review and Comment

Jimmy Joe Esner Jr. – Position 1089 – Job Duties for Dallas County

1. Supervises 4 or more people daily; sometimes as many as 8 people if the warehouse is getting ready for Auction of Surplus Property.
2. Works with Purchasing Department to keep inventory of Surplus Property and 280 Forms organized and ready for Auctions.
3. Picks up donations of food and delivers it to the Belo Mansion.
4. Moves large photographs from walls throughout Dallas County buildings that are to be disposed of or recycled.
5. Moves large cabinets and refrigerators for the Salvation Army and the Cedar Crest Senior Center.
6. Moved pallets of surplus smoke fans and equipment spare parts from the Frank Crowley Court Building to other facilities.
7. Picks up large quantities (100 + boxes) of printed material from other County Courthouses and delivers them to Uncle Bob's Self Storage / HHS Storage Facility.
8. Picks up large Ready Pack from Uncle Bob's Self Storage / HHS Storage Facility and delivers it to Dallas County HHS Building.
9. Moved metal detector from George Allen entrance to Frank Crowley East Door Security.
10. Sets up the annual Child Abuse Prevention Awareness event at the Old Red Courthouse each year which includes 1 podium, 212 chairs, 10 tables, trash cans, etc.
11. Sets up and tears down canopies for the Fallen Officers Memorial each year. Also, sets up podium, tables, chairs, etc., for this event.
12. Picks up HAM radios, trash cans large rolling Ready Packs, exam tables, filled totes, tables, and CPR dummies from HHS and delivers them to the Road and Bridge 3 Mobile Minis.
13. Picked up rock at the Home Depot and delivers it to the North Tower at Lew Sterrett to prevent pipes from breaking and flooding of the basement.
14. Picked up Surplus that was stolen from the Cliff House at Walnut Hill Wrecker Service.
15. Moves items (large rolling Ready Packs, boxes of forms, ice chests, racks of crowd control devices, refrigerator, etc.) to Fair Park for Mayor's Back to School Event in August each year.
16. Picked up toilets from George Allen Jail and took them to the scrap yard.
17. Moved X-Ray Machine from Frank Crowley to George Allen.
18. Set up the Dedication Ceremony at Founder's Plaza (chairs, podium, etc.).
19. Set up Back to School Clinics for HHS each year (crowd control racks, traffic cones, medical equipment used for immunizations, etc.).
20. Entire Department Moves – examples from 2013
 - a. District 2 Juvenile Probation Office from Buckner to Lake June – to include 15 offices.
 - b. Moved all furniture out of the Grand Prairie Tax Office to have new furniture delivered.
 - c. Moved all furniture out of the Irving Tax Office to have new furniture delivered.
 - d. Moved all of Forensics out of Parkland to the new Swiss location.
 - e. Moved Commissioner Cantrell's office to Richardson.

- f. Moved Commissioner Dickey's office to Garland.
- g. Moved Sheriff's Department from Polk Street to the Joe Field location.
- 21. Set up meetings at HHS in rooms 222, 520, and 627 throughout the year.
- 22. Hurricane Relief – In the aftermath of hurricanes, delivers cots and medical supplies to the Dallas Convention Center, community centers, and various field houses.
- 23. Picks up / Delivers surplus furniture to / from Dallas County Employees.
- 24. Prepares surplus for Dallas County Auctions throughout the year.
- 25. Trims trees when the entire Community Service Crew is needed.
- 26. De-ice sidewalks during inclement weather when the entire Community Service Crew is required.
- 27. Move records to storage facilities.
- 28. Helped to clean up Records Building flood in the basement.
- 29. Helped with clean up after the Frank Crowley Floods.
- 30. Moved the Law Library from Frank Crowley to George Allen.
- 31. Moved the Sheriff's Department to the old law library space at Frank Crowley on the 1st floor.
- 32. Moved the Probation Offices at Decker to the 8th floor of Frank Crowley.
- 33. Cleaned off the 8th floor of Frank Crowley before the construction started for the Probation Offices move.
- 34. Moved all mattresses and TVs into the new South Tower after it was completed.
- 35. Set up H1N1 Flu Shot Clinics when required by HHS.
- 36. Re-arrange offices for Dallas County Employees, such as moving desks, tables, chairs, filing cabinets, etc.
- 37. Pick up scrap metal from ASC, Frank Crowley, George Allen, and Records Building and deliver it to the scrap metal yard.
- 38. Sets up tables and chairs for Dallas County Employee's Holiday Events and Parties.
- 39. Picks up donated furniture from places such as the Trammell Crow Building and take it to Letot and Juvenile.

PUBLIC WORKS

Department #196.2010

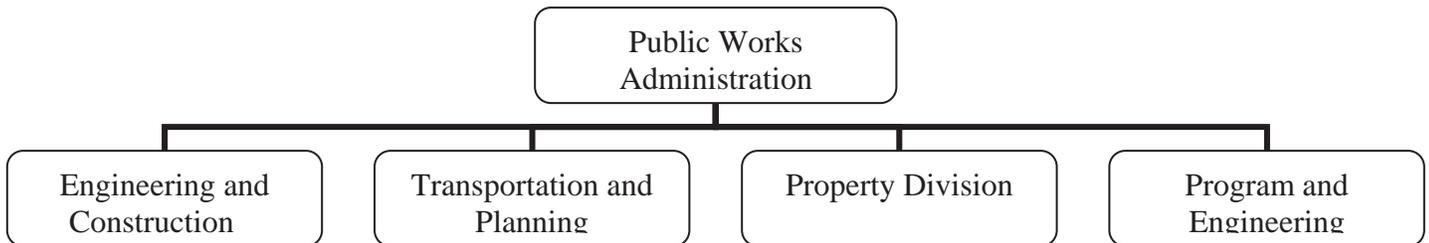
Mission Statement

Our mission is to improve the quality of life of our customers – the citizens, taxpayers, transportation users, communities, and internal County partners – by effectively planning, developing, implementing and administering approved regional public works transportation projects, supporting maintenance of countywide roads and bridges, and providing real property management services.

Description

The Public Works Department is divided into four operational divisions. The Engineering and Construction division is responsible for the technical design process involved in construction and public work projects. The Transportation and Planning division are responsible for all transportation/planning, as well as the implementation of major transportation improvements throughout the County. The Program and Engineering Management Division is responsible for the financial administration and engineering management activities of the department. Finally, the Property division is responsible for appraisal and acquisition of right-of-way.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for Public Works represents the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$4,573,047	\$4,748,302	\$4,457,349	\$5,038,460
Operations	8,771,789	819,663	274,088	\$216,819
Capital	<u>0</u>	<u>130,700</u>	<u>0</u>	<u>0</u>
Total	\$13,344,837	\$5,698,665	\$4,731,437	\$5,255,279

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	70	70	67	67

Authorized Position Detail (Grade)

1 Dir. of Public Works & Engineering (G2)	2 GIS Tech (CM)
1 Assistant Dir. Engr./Construction (PE15)	1 Property Specialist (C)
1 Assistant Dir. Trans. Planning (PE14)	3 CAD Operator (BM)
1 Assistant Dir. Program/Eng. Mgmt. (PE11)	1 Office Manager (A)
1 Senior Project Managers (PE 11)	3 Contracts Support Assistant (10)
1 Assistant Dir. Property (PE11)	1 Senior Field Trans. Tech. Supervisor (9)
4 Project Manager (PE10)	1 Instrument Tech (8)
2 Senior Civil Designer (PE8)	2 Senior Secretary (8)
3 Senior Construction Inspector (PE7)	2 Field Trans. Technicians (7)
4 Civil Designer (PE6)	
1 Transportation Engineer (PE6)	
1 Program Manager (PE6)	
2 GIS Analyst / Coordinator (PE5)	
2 Engineer Technician (PE1)	
1 Senior Transportation Planner (I)	
1 Property Appraiser Supervisor (H)	
2 Accounts Manager (H)	
1 Party Chief (GM)	
1 Transportation Planner (F)	
1 Property Supervisor (F)	
4 Property Appraiser (F)	
1 Property Acquisition Supervisor (F)	
1 Bridge Program Coordinator (EM)	
10 Construction Inspector (DM)	
3 Property Acquisition Agent (D)	



Dallas County
Office of Budget and Evaluation

May 10, 2014

To: Commissioners Court
From: Ryan Brown, Budget Officer
Subject: Public Works FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, Public Works has submitted the following requests:

Engineering and Construction Division

1. replacement of seven (7) office chairs;
2. replacement of two (2) folding tables;
3. purchase of three (3) folding tables;
4. purchase of Toll Tags for;
5. replacement of two (2) printers;
6. purchase of Go-To-Meetings audio / web conferencing;
7. purchase of continuing education units for surveyors;
8. purchase of three (3) iPads and ancillary equipment;

Program and Engineering Management Division

9. replacement of two (2) office chairs;
10. attendance of regional conferences;
11. replacement of three (3) desktop printers;
12. purchase of three (3) warranties for projectors.

Property Division

13. replacement of two (2) computer workstations;
14. replacement of one (1) office chair.

Transportation Planning Division

15. replacement of three (3) office chairs;
16. maintenance of four (4) Dalworth Dams;
17. purchase of one (1) computer workstation;
18. training funds;
19. purchase of one (1) airless striping machine;
20. and expansion of Enterprise GIS to Phase 2.

The Engineering and Construction division of Public Works has seven (7) chairs that are in a state of disrepair and are nearly unusable. These chairs are in need of replacement. The division also requests the replacement of two (2) folding tables as well as the purchase of three (3) additional folding tables to further enhance the functionality of workspaces. Toll Tags for the department's thirty vehicles are also included in the division's request to lower the cost of traveling on toll roads by paying a lower rate. The division also requests to replace two HP8000N printers with two (2) HP LJ ENTER 700 M712 MONO so the division can continue to print plans and other project related documents. A Go-To-Meetings subscription for audio and web conferencing is also included in the division's request to enhance staff's ability to work with partner organizations. The division also requests reimbursement for annual continuing education units required for Registered Professional Land Surveyor License renewals. Also included in the division's request is the purchase of three (3) iPads with a data plan and other related equipment including car chargers, styluses, and a business Dropbox membership for the Senior Construction Inspector positions to enable staff to view up-to-date plans and reports for assigned projects.

The Program and Engineering Management Division has two (2) chairs that are in a state of disrepair and are nearly unusable. These chairs are in need of replacement. The division also requests funds to attend regional conferences relating to planning, compliance, GIS, trails, and project management to keep staff up-to-date on industry practices. Also included in the division's request is the replacement of two (3) desktop printers used by staff to print court agendas, presentations, letters, and labels. The division also requests the purchase of three (3) warranties for the portable projectors used by staff during presentations with partners and constituents. The current warranty expires in March 2015.

The Property Division requests the replacement of two (2) workstations used by appraisal staff. The current workstations are more than five years old and do not meet the division's needs. The division also requests the replacement of one (1) office chair due to the current chair having reached an unusable state.

The Transportation Planning Division requests the replacement of three (3) office chairs that are in a state of disrepair and are nearly unusable. Also included in the division's request are the annual recurring maintenance costs for the Dalworth Soil and Water Conservation District to maintain four earthen dam structures in the cities of Sachse and Rowlett. The division also requests the purchase of one (1) computer workstation to meet the demanding requirements of computer-aided design software used by the transportation engineer. Funding for training is also included in the division's request such as engineering conferences and webinars. The division also requests the purchase of one (1) airless striping machine for use in tight quarters on smaller jobs when the truck-mounted striper is impractical such as parking lots, bike trails, and crosswalks. Also included in the division's request is the expansion of Enterprise GIS to Phase 2 which will enable multiple departments within the County to use the GIS software such as Health and Human Services, Homeland Security and Emergency Management, Elections, and Sheriff.

FINANCIAL IMPACT

The cost of replacing seven (7) office chairs is \$3,528. The cost of replacing two (2) folding tables is \$302. The cost of purchasing three (3) additional folding tables is \$453. The cost of acquiring Toll Tags for the thirty department vehicles is \$7,200. The cost of replacing two (2) HP8000N printers with two (2) HP LJ ENTER 700 M712 MONO printers is \$5,000. The cost of purchasing a subscription to Go-To-Meetings is \$468 annually. The cost of purchasing the continuing education units for the department's surveyors is \$400. The cost of purchasing the three (3) iPads with data plans and ancillary equipment is \$8,000. The total cost of Engineering and Construction Division's request is \$25,351.

The cost of replacing two (2) office chairs is \$700. The funding request for regional conferences is \$10,000. The cost to replace three (3) desktop printers is \$357. The cost to purchase three (3) one year warranties for the department's portable projectors is \$677. The total cost of Program and Engineering Management Division's request is \$11,734.

The cost of replacing two (2) computer workstations is \$2,460. The cost to replace one (1) office chair is \$350. The total cost of Property Division's request is \$2,810.

The cost of replacing three (3) office chairs is \$1,050. The cost of maintenance of four (4) Dalworth Dams is \$45,000. The cost of replacing one (1) computer workstation is \$2,500. The funding request for training is \$10,000. The cost of purchasing one (1) airless striping machine is \$2,651. The cost of expanding Enterprise GIS to Phase 2 is undetermined at this time and will be considered by the Information Technology Executive Governance Committee. The total cost of Transportation Planning Division's request is \$61,201.

The total cost of all FY2015 Budget Requests for Public Works is \$101,096.

RECOMMENDATION

The Office of Budget and Evaluation recommends:

Engineering and Construction Division

1. authorizing the replacement of seven (7) office chairs;
2. authorizing the replacement of two (2) folding tables;
3. authorizing the purchase of three (3) folding tables;
4. authorizing the purchase of Toll Tags for Public Works vehicles;
5. authorizing the replacement of two (2) HP8000N printers with two (2) HP LJ ENTER 700 M712 MONO printers;
6. authorizing the purchase of Go-To-Meetings audio / web conferencing;
7. authorizing the purchase of continuing education units for surveyors;
8. not authorizing the purchase of three (3) iPads and ancillary equipment until the County has formally adopted a mobile device policy to govern the usage of iPads and similar devices;

Program and Engineering Management Division

9. authorizing the replacement of two (2) office chairs;
10. authorizing the attendance of regional conferences;
11. not authorizing the replacement of three (3) desktop printers as there are network printers in the department that can be utilized at a lower cost to the County;
12. authorizing the purchase of three (3) warranties for projectors;

Property Division

13. authorizing the replacement of two (2) computer workstations;
14. authorizing the replacement of one (1) office chair;

Transportation Planning Division

15. authorizing the replacement of three (3) office chairs;
16. authorizing the maintenance of four (4) Dalworth Dams;
17. authorizing the purchase of one (1) computer workstation;
18. not authorizing the training funds with the expectation that training events will be briefed and funding approved during FY2015 on an as needed basis;
19. authorizing the purchase of one (1) airless striping machine;
20. and directing the Information Technology Executive Governance Committee to review the expansion of GIS to Phase 2.

These recommendations have an estimated cost to the FY2015 Budget of \$82,739.



DALLAS COUNTY PUBLIC WORKS

09 May 2014

MEMORANDUM

TO: Ryan Brown, Director
Office of Budget and Evaluation

FROM: Alberta Blair, P.E., Director
Public Works Dept. *Amf*

SUBJECT: Proposed Budget for Public Works Department for FY 2015

Attached is a summary of the captioned budget with appropriate backup information on most items.

We are available for discussion of any aspect of this proposal as you may require.

Your consideration is appreciated.

attach (1): Budget Summary

fy 2015 proposed budget trans.wd

SUMMARY OF FY 2015 PROPOSED BUDGET FOR PUBLIC WORKS DEPT.

09 May 2014

I. Salaries and benefits (fully staffed)	6,369,750
II. Operating Expenses	421,894

(Details for I & II, above, were submitted on 1 May 2014)

III. Program Improvement Requests (PIRs):

A. Engr. & Construction Division

1. Form E (Replacements)		
7 Office Chairs @ 504.	3,528	
2 Folding Tables @ 151	302	
2. Form H (Misc)		
3 Folding Tables @ 151	453	
3. Form G (Misc)		
Toll Tags – 30 @ 20.00/mo @ 12 mo.	7,200	
4. Form H (Replacements)		
Replace 2 printers @ 2,500	5,000	
5. Form G (Misc)		
Go-To-Meetings audio/Web conferencing	468	
6. Form H (Misc)		
Cost of CEUs for Surveyor (RPLS)	400	
7. Form I (Computer Equipment)		
3 iPads & Ancillary Equipment (see PIR)	8,000	
	TOTAL E&C	25,351

B. Program & Engr. Management Division

1. Form D (Replacement)		
2 Office Chairs @ 350	700	
2. Form G (Trans. Planning Training)		
Regional Conferences - See PIR for details	10,000	
3. Form H (Misc)		
Replace 2 HP OfficeJet printers @ 107.45	215	
4. Form H (Computer Hardware)		
1 yr Warranties for 3 Projectors	677	
5. Form H (Computer Hardware)		
1 HP OfficeJet Pro 8600 A10 Printer @ 141.70	142	

B. Program & engr. Management Division (Cont'd.)

TOTAL PEMD 11,734

C. Property Division

- 1. Form H (Computer Hardware)
 - 2 Workstations @ 1230 2,460
- 2. Form D (Replacement)
 - 1 Office Chair @ 350 350

TOTAL PROPERTY 2,810

D. Transportation Planning Division

- 1. Form G (Misc.)
 - Training (See PIR for Details) 10,000
- 2. Form D (Replacement)
 - 3 Office Chairs @ 350 1,050
- 3. Form G (Misc.)
 - Maintenance of 4 Dalworth Dams 45,000
 - (To Be Funded from R & B #5)
- 4. Form H (Computer Hardware)
 - 1 Dell 3600 Precision Workstation 2,500
- 5. Form G (Capital Equipment)
 - 1 Airless Striping Machine 2,651
- 6. Form H (Computer Hardware)
 - Enterprise GIS, Phase 2
 - To be submitted in June 2014 TBD

TOTAL TRANS. & PLAN. 16,201
(Without Dams & GIS)

TOTAL PUBLIC WORKS DEPT. FY 2015 6,846,740

fy 2015 proposed pw budget.wd

REPLACEMENT EQUIPMENT REQUEST

Department	Public Works			Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
	Office Chair	Unknown	N/A	\$504	For senior designer See attachment for justification
	Office Chair	Unknown	N/A	\$504	For senior designer See attachment for justification
	Office Chair	Unknown	N/A	\$504	For civil engineering designer See attachment for justification
	Office Chair	Unknown	N/A	\$504	For Ray Banks, Project Manager See attachment for justification
	Folding Table	Unknown	N/A	\$151	For John Reiter, CAD Operator See attachment for justification
	Folding Table	Unknown	N/A	\$151	For Bill Beaty, Engineering Technician See attachment for justification

Attachment to Form E Justification of Need

A number of chairs in the Engineering & Construction (E&C) division of the Public Works department have reached their service life. E&C staff members spend a majority of the work day at their workstations, thus underscoring the necessity to have chairs that are functional and meet minimum ergonomic requirements. The federal Occupational Safety and Health Administration (OSHA) has identified some musculoskeletal disorders in the workplace that are directly attributable to poorly configured workstations. OSHA provides recommended workstation configuration methods to minimize some of these musculoskeletal disorders. These configuration methods begin with a functional chair. The chairs proposed for replacement in Public Works are worn to the extent that: (1) the seat height does not adjust, (2) the seat back does not lock, (3) the arm rests do not adjust and/or (4) the fabric is ripped or torn. Functional chairs are so limited that whenever a new staff member comes aboard, it is usually a struggle to find a chair that simply sits upright for the staff member to use. Purchase of new chairs will support the health and safety of County staff, thus supporting Vision 2 of the Dallas County Strategic Plan – Dallas County is a healthy community.

The proposed replacement chairs are Model No. HON HIWM8 from Appendix A of the budget manual.

To further enhance functional workspaces, Public Works proposes to retire all drafting tables and replace them with folding tables. The bulky drafting tables are in excess of 25 years old are considered archaic in today's civil engineering world. The folding tables will promote the desirable "L" shaped workstation configuration, thereby yielding more functionality in the performance of work assignments that involve the PC and review of engineering documents. The proposed folding tables are Model No. HON ESR3672L from Appendix A of the budget manual.

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Folding Tables	
Estimated Cost	\$453	Department Priority

Brief Summary of Request

Purchase 3 folding tables to support department work activities. Item HON ESR3672L from Appendix A of Budget Manual (\$151 ea)

Discussion of Need

Engineering staff members spend a majority of the work day at their workstations, thus underscoring the necessity to have minimally functional workstations. The folding tables will promote the desirable "L" shaped workstation configuration, thereby yielding better functionality in the performance of work assignments that involve the PC and review of engineering documents.

The 3 requested tables are identified for 3 positions in the engineering section where no tables currently exist. The 3 positions are:

- Nathan Davison, Civil Engineering Designer
- Senior Civil Engineering Designer (vacant)
- Civil Engineering Designer (vacant)

Two additional tables in the engineering section are identified for replacement in a separate Form E. These will replace existing drafting tables located at the subject workstations.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No	<u>2010</u>
Brief Title of PIR	<u>Toll Tags/Toll Tag Reimbursement</u>		
Estimated Cost	<u>\$7,200.00</u>	Department Priority	<u></u>

Brief Summary of Request

Request toll tags or toll tag reimbursement for approximately 30 department vehicles at a monthly cost of \$20.00 per vehicle x 30 department vehicles x 12 months for an annual cost of \$7,200.00. \$20.00 per vehicle is an average, that exact amount per vehicle will vary depending on position, project locations, etc.

Discussion of Need

Toll Tags or toll tag reimbursements are needed in 2015 for all department vehicles to make use of County toll facilities as the most time and cost efficient route to various locations County wide including but not limited to project.

As recently experiences, there is an extreme delay in the County's current process of forwarding the incurred toll invoices to the County employee user in a timely manner, in some cases not until they are long overdue, thus causing the employee to incur additional costs for late payment (see attached).

Staff Review and Comment

Fwd: Unpaid tolls

Alberta Blair

Sent: Monday, February 04, 2013 3:58 PM

To: Lacey Freeman

Cc: John Mears

Attachments: 891878-31136037.pdf (175 KB) ; ATT00001.htm (280 B) ; 891878-32017955.pdf (184 KB) ; ATT00002.htm (232 B)

Lacey ..

Please get with James on the ownership for these vehicles.

We need to get this paid as soon as possible.

Thanks

Sent from my iPhone

Begin forwarded message:

From: Payroll Hotline <Payroll.Hotline@dallascounty.org>

Date: February 4, 2013, 1:23:09 PM CST

To: Alberta Blair <Alberta.Blair@dallascounty.org>

Subject: Unpaid tolls

The attached file contains a copy of an invoice we received from the North Texas Toll Authority concerning tolls incurred by the operator(s) of a vehicle bearing Texas license plate number 891878, as well as other fees, totaling \$10.12 and 16.00. According to the information available to us, this vehicle is assigned to your department.

The State is asserting its right to hold Dallas County, as the registered owner of the vehicle, responsible for the tolls and fees shown on this invoice. Please take appropriate steps to have either your office or the operator(s) of this vehicle pay the tolls and fees, or take some other action that will extinguish Dallas County's liability for these charges.

Also please notify me when a disposition has been made so I can close the file on this matter.



Customer Service Center
P.O. Box 260928
Plano, TX 75026-0928

RE: Payment on Invoices and Tolls

This is to acknowledge the receipt from John I Meares by the North Texas Tollway Authority of **Full Payment** in the amount of \$ **42.40** on this date, **February 06, 2013** for the following recorded to:

Dallas County
509 Main Street #623
Dallas, TX 75202

License Plate : 891878

Invoice(s): 33307762

This receipt acknowledges that you have made restitution to the NTTA for your tolls. If you receive or have received a citation(s) issued by the Department of Public Safety for failure to pay tolls, your settlement with the NTTA does **NOT** relieve you of your legal duty to contact the designated court regarding the citation. This receipt does **NOT** apply to or include fees and/or fines that may be assessed by the court.

By allowing this settlement, the NTTA does not admit to any irregularities or improprieties in its determination of your responsibility to pay the proper tolls and administrative fees. This document should not be relied upon, interpreted or presented as evidence of any irregularities, impropriety or fault by the NTTA in the resolution of your citation.

Please retain this receipt should any questions arise in reference to the invoices and tolls. Thank you for your cooperation in this matter.

NTTA Customer Support Department

Card Type: Visa Card Number:  Auth Code: 0 Amount: \$42.40

Total Amount Charged: \$42.40

Signature: _____



February 06, 2013

Customer Service Center
P.O. Box 260928
Plano, TX 75026-0928

Open a TollTag Account and
Save 20-25% on tolls
Sign up today at www.ntta.org

RE: ZipCash Payment

Thank you for your ZipCash payment. **Full Payment of Invoice Number(s) and/or Transaction(s) listed below** was received from John I mears in the amount of **\$18.12**.

Dallas County
509 Main Street #623
Dallas, TX 75202

License Plate (State) : 891878(TX)

ZipCash Account#: 7034134

ZipCash Invoice(s): 32017955

Please retain this receipt for your records. Should any questions arise please reference the number(s) and/or ZipCash Invoice transaction(s) listed above.

For a better way to pay, sign up for a TollTag and have your tolls deducted automatically. There are two easy ways to get a TollTag:

1. Visit our Customer Service Center at 5900 W. Plano Pkwy., #200 Plano, TX 75093.
2. To register online, go to www.ntta.org and select Customer Service.

In addition to **saving 20-25% in tolls**, you can also use your TollTag for parking at DFW International Airport and Dallas Love Field.

Thank you,

NTTA Customer Service Center

Payment Details:

Card Type: Visa Card Number: [REDACTED] Auth Code: 0 Amount: \$18.12

Total Payment Amount: \$ 18.12

Signature: _____

user and may gain access to Account information however, will not be allowed to change account

information, to the extent allowed or required by information to access your account. The NTTA is in the status of your account if the requested

is used to access a facility that is authorized and on about your Account will be shared with and by and the NTTA for purposes of billing and col-

entity shall subject you to the rules and regula- tivity, at its sole discretion, may refuse to accept

ransactions on non-NTTA facilities. In which case rectly and immediately to your credit card which ducted from your pre-paid account.

is and understands that a violation occurs when due for the particular transaction. Accountholder occur as a result of the Accountholder's or User's der acknowledges and agrees that the Authority hen a violation occurs by any vehicle listed on the t has a positive balance. However, Accountholder ay be unable to debit Accountholder's account for ehicle is not listed with the NTTA. In that case paying the toll and administrative fee for that

Tag is lost or stolen, Accountholder must notify late the Tag which may result in the issuance of will be required to pay the tolls and administra- or stolen Tag. The Authority will assess a \$25.00 a lost or stolen Tag. If Accountholder finds and condition, the Authority will refund the \$25.00 ountholder, Accountholder will be responsible for rich will be charged against Accountholder's ac- use or improper use, and is returned to Authority,

it is fully authorized to enter into this Agreement o waiver, consent, approval, or authorization from e in connection with the execution, delivery, or er represents that the signatory on behalf of the r to the terms of this Agreement.

erminate this Agreement at any time in writing. this Agreement either in person or by mail to the ed in good condition, the Authority will assess a). Any unused account funds will be returned to

is, Accountholder may contact Customer Service 900 W. Plano Parkway, Suite 200, Plano, Texas

ity for use on its Tollway are the property of the or the performance of the Tag. Accountholder at all damage, loss, cost, expense or liability that formance of the Tag, and to pay all costs, includ- ority to enforce this Agreement. The Authority any representation or warranty, express or im- out limitation, any implied or express warranty of nity to models or samples.

this Agreement by providing Accountholder with Tag is used after Accountholder receives notice of o be bound by the new terms. Notices will be led to Accountholder.

e laws of the State of Texas. Exclusive venue of all be in Collin County, Texas. If any part of this remain in full force and effect.

ds and benefits both parties (the Authority and and obligations cannot be assigned under this

are acceptable as evidenced below by the signa-



TollTag Application

Please print all information. ** Required.

Co. Code: _____ Corporate Co. Corporate Individual

Account Number (Office Use Only) _____ Clerk ID _____

** Company Name (If Applicable) _____

** Applicant's Last Name _____

** Applicant's First Name _____ Middle Initial _____

** Address _____

** City _____ State _____ Zip Code _____

Telephone - **Home _____ Work _____

** SSI, Tax ID # or Driver's License - State _____ ** Number _____

Email Address: _____

Optional Monthly Itemized Statements: No Yes *(\$1.50 postage and handling charges)*

Method of Payment: Visa MasterCard AmEx Discover Diners Club

** Card Account Number _____ ** Expiration Date (Mo./Yr) _____

Deposit Amount _____

I certify that I am a designated representative of the Accountholder with the authority to execute this TollTag License Agreement and authorize credit or debit card payments in fulfillment of this Agreement, if applicable. I hereby apply for a license to use the TollTag transponder(s) subject to all applicable rules of the NTTA and other applicable entities to allow the listed Users paid access to NTTA and other authorized facilities. I have read, understand and will be bound by the terms of the Agreement attached to this application. If I have checked one of the credit or debit card options on this application and listed the account number, I hereby authorize the NTTA to charge periodically the card account indicated for the amounts necessary to satisfy my obligations under this Agreement. The terms of this Agreement are acceptable as evidenced below by the signature of the designated representative of Accountholder.

Name: _____ Title: _____

Signature: _____ Date: _____

Attachment: Vehicle List

PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No	<u>2010</u>
Brief Title of PIR	<u>HP Laser Jet Printer (Replacement)</u>		
Estimated Cost	<u>\$5,000.00</u>	Department Priority	<u></u>
Brief Summary of Request			
Request to replace two HP8000N printers and replace with two HP LJ ENTER 700 M712 MONO at a cost of \$2,500.00 per printer: Total Cost: \$5,000.00,			
Discussion of Need			
Printers are needed to keep in order to print plans and other project related documents.			
Staff Review and Comment			



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FCLM676	1507318	2/27/2014

BILL TO:
DALLAS COUNTY PURCHASING
DEPT
509 MAIN ST STE 407

SHIP TO:
DALLAS COUNTY PURCHASING DEPT
Attention To: QNET WAREHOUSE
10445 VISTA PARK RD

Accounts Payable
DALLAS , TX 75202-3548

DALLAS , TX 75238
Contact: DWIGHT
ADWELL 214.653.7570

Customer Phone #

Customer P.O. # HP M712 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DANIELLE GUIDRY 866.579.6342		AIT - Deferred, 3-5 Days	Net 30 Days-Govt State/Local	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2871559	HP LJ ENTER 700 M712 MONO 11X17 Mfg#: CF235A#BGJ Contract: Texas HP DIR SDD 1364 DIR SDD-1364	1,722.81	1,722.81
SUBTOTAL				1,722.81
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				1,722.81

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.752.3543

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No	<u>2010</u>
Brief Title of PIR	<u>GoTo Meetings - Audio and Video Teleconference</u>		
Estimated Cost	<u>\$468.00/year</u>	Department Priority	<u> </u>
Brief Summary of Request			
<p>Request to purchase a membership to GoToMeetings for Audio & Web Conferencing to enable the use of audio and video conferencing (ability to see and share information) with partner organizations. The actual cost of the service is approximately \$468 per year. However, there is an available coupon that discounts the price 25% reducing the annual cost down to \$351.00. There are several products on the market that offer per minute rates and monthly flat rates depending on the provider. Most major phone providers provide the service which can be included as part of the overall monthly phone plan.</p>			
Discussion of Need			
<p>The conference line can be used in place of on-site visits---conducted over the phone allowing multiple attendees. The service would increase productivity by reducing travel time. The service would also produce savings as the use of county vehicles would be decreased making it a risk management tool and saving on gas and maintenance.</p> <p>Case: (1) Meeting with TxDOT, The City of Dallas, Legal, and Public Works; the meeting involved a total of 11 individuals of which there were 6 different call locations based on our current set up we can only have 2 additional locations on the 4th floor and 3 additional locations from the 3rd floor using the Polycom system. A conference bridge would allow all locations to be on the call at once in their individual locations. In this case we had to ask our partners to gather in one room at their locations so that the call could be conducted. The meeting took 15 minutes over the phone whereas a round trip drive to TxDOT would have taken about an hour. The service can be used by the entire department for less than \$30 per month. (2) During January's ice storm there was a need to have a meeting with the City of Dallas to discuss project details the meeting involved both Public Works departments, legal, and DART. Because of the ice storm half of the participants were not in attendance. This service could allow all to safely participate</p>			
Staff Review and Comment			

Compare Our Products

Start your web conferencing comparison here.

[Compare us with other providers >](#)

Have Questions?

[Online Sales Chat](#)

GoToMeeting

GoToWebinar

(Includes GoToMeeting)

GoToTraining

(Includes GoToMeeting)

Key Uses

Sales demos

Collaboration

Marketing presentations

Company events

For-fee training option

Employee education

Meeting Capacity

Priced by tier

Up to
25 or 100
attendees

Up to
100, 500 or 1,000
attendees

Up to
25 or 200
attendees

Mac and PC Compatible*

Core Features

Includes License of GoToMeeting

Includes HD Faces High-Definition Video Conferencing

Desktop or Application Sharing

Instantly Change Presenters

Share Keyboard and Mouse Control

One-Click Recording*

Drawing Tools

Includes Audio (via telephone and computer)

Instant Online Meetings

One-Click Meetings

Schedule in Advance or Meet Now

Start Meetings from MS Office®, Email and Instant-Messaging Tools

Audience Management

Customizable Invitation and Registration

- ~~Automated Reminder and Follow-up Emails~~
- ~~Polls and Surveys~~
- ~~Attendees "Raise Hands"~~
- ~~Dashboard to Monitor Attendee Participation~~
- ~~Detailed Reports (pre- and post-session)~~

Large Group Events

- ~~Invite Guest Panelists~~
- ~~Pre-Session Green Room (confer with organizers via audio)~~
- ~~Monitor Q & A~~
- ~~Practice Sessions (rehearse your presentation)~~

Interactive Training

- ~~Online Course Catalogs~~
- ~~Option to Charge for Training~~
- ~~Share Recorded Sessions Online~~
- ~~Configurable Class Size~~
- ~~Tests and Materials (before, during and after)~~
- ~~Content Library (store tests and materials)~~
- ~~Timer (count down minutes)~~

Flat-Fee Pricing per Organizer

- Unlimited sessions
- Integrated audio conferencing

Starting at **\$49/mo** or **\$468/yr**
View Pricing

Starting at **\$99/mo** or **\$948/yr**
View Pricing

Starting at **\$149/mo** or **\$1,428/yr**
View Pricing

Try It Free
30-Day GoToMeeting Trial

Try It Free
30-Day GoToWebinar Trial

Try It Free
30-Day GoToTraining Trial

Need a Corporate Account?

Additional features are available for corporate accounts, including toll-free numbers by OpenVoice and self-service webcasts to as many as 5,000 attendees by GoToWebcast. Contact Sales or call 1 888 646 0014.

* Features coming soon for the Mac® OS: Specific Application Sharing, Drawing Tools and Multiple Monitor Support.

For GoToMeeting, recording is currently available in the 25-attendee plan and above.

From: Vicky Redrick
Sent: Friday, March 28, 2014 11:38 AM
To: Lacey Freeman
Subject: Audio Conference

1. Audio Conference Line

- a. The conference line can be used in place of onsite visits when the meeting can be conducted over the phone and require multiple attendees.
- b. The conference line can save unproductive travel time; thus making the workforce more productive.
- c. The conference line would also be cost saving as the need to use gas and add wear to the county vehicles would be decreased.
- d. The conference line also would serve as a risk management tool as vehicles and employees would be taken off the street.
- e. Case: There was a need recently to have a meeting regarding Medical District Drive that involved 2 individuals from TxDOT; 3 individuals from the City of Dallas, Legal, and Dallas County Public works based on our current set up we could only call 2 lines from the 2nd floor conference room and 3 lines from the 4th floor conference room if we use the Polycom. A conference bridge would have allowed us to send each participant a dial in number and allow all to be on the phone in their individual locations at the same time. In this case we had to request that all TxDOT participants meet in one room and that all City of Dallas participants meet in one room so that we could conduct the call. The meeting took about 15 minutes over the phone where as it takes more than 15 minutes to travel to TxDOT.
- f. There are several products on the market from per minute rates to monthly flat rates depending on the provider. Most major phone providers provide the service which can be included as part of the overall monthly plan.

Vicky L. Redrick
Contract Administrator
Dallas County Public Works
411 Elm Street, 4th Floor
Dallas, Texas 75202
O: 214-653-7462 | F: 214-653-6445
Email: vicky.redrick@dallascounty.org

Lacey Freeman

From: Vicky Redrick
Sent: Tuesday, April 01, 2014 10:53 AM
To: Alberta Blair
Cc: Lacey Freeman
Subject: FW: Hi vicky, how can I help you with your GoToMeeting experience?

I was able to get a 25% off coupon code which makes the cost only \$351 for the first year vs. \$468.

From: Carly McKinzie [mailto:Carly.McKinzie@citrix.com]
Sent: Monday, March 31, 2014 3:36 PM
To: Vicky Redrick
Subject: RE: Hi vicky, how can I help you with your GoToMeeting experience?

Hi Vicky,

Here is a discount link for online purchase only (paid with a credit card):
25% off the monthly rate, bringing the price from \$49 down to \$36.75 OR the annual from \$468 down to \$351.
<http://s.gotomeeting.com/carly351subscribe>

Simply click on the link and fill out the billing info.

Please let me know if you have any other questions.

Here are some common questions/tips:

Make sure you start the **CORRECT** meeting. DO NOT click on the link that you sent to your attendees, as this will probably take you into the meeting as an attendee and your meeting will never get started (the screen will continue to say "waiting for the organizer"). DO NOT do a "meet now" as this is not the previously scheduled meeting, either. If you click "meet now" then you will be in a different meeting while everyone you invited are waiting for you to start the intended meeting. So, here's how to start the correct meeting that you previously scheduled: Get to your "my meetings" from either the software (double click on the icon on your desktop and select "my meetings") or from the web (www.gotomeeting.com) and then select "log in." You will use your email and password to log in. It should default to "my meetings," so all you have to do is hit "start" next to the correct meeting.

Hearing an echo? Most likely, you are hearing your voice playing back. This is coming from one of your attendees who is using the "mic & speakers" audio option and isn't wearing a HEADSET (we recommend a headset when using VoIP). You can identify who is causing the echo by selecting the "mute all" button. Once pressed, you will see a red slash through all of the audio icons in the attendee list. Now, click on the first audio icon (mic or telephone) to remove the red slash, wait a second for the audio to kick in, then say something. If your voice does not echo, then you can conclude that this attendee is not causing the echo, and you will go to the next attendee and repeat the process. Once you hear the echo, you will tell this attendee that you are hearing an echo come from their mic & speakers. They can either plug in a headset, mute themselves, or switch to telephone and call into the meeting – all three will fix the echo.

Why can't I hear my attendees?

If you scheduled your meeting using the default audio options: allowing either the telephone or mic & speakers, then you need to pay attention to the audio column in the attendee list in the control panel. If you see a microphone, then this attendee has the mic & speakers option selected. A picture of a telephone indicates they have the telephone option selected. If an attendee wants to use the mic and speakers, they need to make sure they have the "mic & speakers" option selected. Look for the gray telephones, as these are people who have the "telephone" option selected, but they

haven't called into the meeting. More than likely, they don't realize they have "telephone" selected and they are waiting for the audio to play out of their mic and speakers – this will never happen unless they select "mic & speakers."

For more information of further explanation, please don't hesitate to reach out to me. I am here to help! Come see me in my training room Monday – Friday 6:30am -3pm Pacific Time at the following link:
www.gotomeet.me/carlymckinzie

Happy meetings!

Carly McKinzie

Product Specialist
Online Services Division
T: +1 805 617 7100
carly.mckinzie@citrix.com
<http://gotomeet.me/CarlyMcKinzie>



Work better. Live better

From: Vicky Redrick [<mailto:Vicky.Redrick@dallascounty.org>]
Sent: Monday, March 31, 2014 9:19 AM
To: Carly McKinzie
Subject: RE: Hi vicky, how can I help you with your GoToMeeting experience?

Carly,

Thanks for the follow-up. I am trying to get my organization to sign up for the product and needed to show how the product works. Last week I received a % off coupon that I can no longer locate. Can you please resend me the coupon as I am sure that I will help.

Thanks,

From: Carly McKinzie [<mailto:carly.mckinzie@citrix.com>]
Sent: Monday, March 31, 2014 11:11 AM
To: Vicky Redrick
Subject: Hi vicky, how can I help you with your GoToMeeting experience?

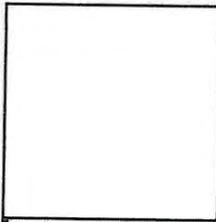
Hi vicky,

I see you recently signed up for a GoToMeeting trial. I'm here to make sure your first meetings are successful.

[Click here to swing by my meeting room](#) (open 6:30-3:00pm PST Monday to Friday) whenever you have a few minutes. You'll be able to join me live in seconds! Then I can help you check audio, show you the best features, give you presentation tips and answer any questions you might have. If you'd like to join from your mobile device, the meeting ID is: 741-717-173.

Remember, I'm here to help so feel free to contact me any time! If I'm unavailable, you can always call 24/7 Global Customer Support at 800-263-6317.

Warm Regards,



Carly McKinzie

Product Specialist

(805) 617-7100 | carly.mckinzie@citrix.com

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PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Annual Continuing Education Units for Registered Professional Land Surveyor	
Estimated Cost	\$400	Department Priority
Brief Summary of Request		
<p>Reimbursement costs of annual Continuing Education Units required for Registered Professional Land Surveyor license renewal.</p>		
Discussion of Need		
<p>The Design Section of Public Works currently employs a full-time Registered Professional Land Surveyor (RPLS) to perform a myriad of surveying activities in support of the Major Capital Improvement Program in addition to other County departments (e.g. Facilities, District Attorney). The RPLS's work involves record research, computer aided drafting, field surveying, boundary resolution, and preparation of legal descriptions and plats for property acquisition. These activities require the surveyor to be licensed by the Texas Board of Professional Land Surveyors. The Board requires a minimum of 12 hours of continuing education annually for license renewal, of which at least 3 hours must cover rules and ethics. Seminars and on-lines classes are offered annually by the Board and various other certified instructors. Average cost is approximately \$400 for a classroom seminar.</p> <p>The RPLS is responsible for providing accurate, complete and timely survey data, which is the foundation of any design. The County RPLS's project involvement over the past year has included ten projects in various stages of implementation, spanning several cities in Dallas County. The County RPLS's cost effectiveness is approximately 1.9 to 1 when compared to surveyors Dallas County procures through contracting with private firms. This cost savings alone far exceeds the annual cost for continuing education units requested by this PIR.</p> <p>The Public Works department partners with the vast majority of cities in Dallas County to implement transportation projects, which support Dallas County Vision 1 (Dallas County is a model interagency partner). The nature of projects Public Works implements in many cases support multi-modal transportation, improves air quality, and enhance regional mobility, all of which underscore Dallas County Vision 4 (Dallas County proactively addresses critical regional issues). The County RPLS, without question, is a vital component of Public Works' ability to support the County vision.</p>		
Staff Review and Comment		

SEMINAR FEE

A Surveyor's Look at Selected Court Cases
R.P.L.S. - \$250.00.

Quality Assurance, Quality Control and Ethics
R.P.L.S. - \$150.00

If applications are received within three days of the week before seminar date, add \$15.00 per class.

Save money and attend both classes
R.P.L.S. \$350.00

\$385.00 if received within less than one week before seminar date.

Seminar fee includes:

Friday afternoons - mid afternoon refreshments.

Saturday seminars - continental breakfast served in the breakfast buffet area after sign in.

Lunch, and morning and afternoon break

refreshments. Each attendee will receive handout material that you can use as future reference material.

The sponsor reserves the right to cancel this seminar at any location that does not meet a minimum number of attendees.

Refunds by written cancellation request only, and must be received within one week before seminar date.

**SEATING IS LIMITED
SO REGISTER EARLY.
BOOK ROOMS AT LEAST 2 WEEKS
PRIOR TO SEMINAR DATE AND
MENTION LARRY BILLINGSLEY
SEMINAR FOR DISCOUNT ROOM RATE**

SATISFY YOUR REQUIREMENTS FOR LICENSE RENEWAL

Quality Assurance, Quality Control and Ethics

This four (4) hour seminar meets the continuing education requirements on the Act/Rules and/or ethics necessary for License Renewal in Texas.

The seminar will show how we can maintain a good quality assurance, quality control program for our office by following the rules promulgated by the Board. We will look at establishing policies and procedures to handle all aspects of a project, from meeting with your client to presenting the promised deliverables. The course will look at establishing both field and office procedures.

This course has been approved by the Texas Board of Professional Land Surveying for four (4) hours of continuing education. The course number is 1071 and the sponsor number is 139.

Friday afternoon, the seminar will be from 2:00 P.M. till 6:00 P.M. Sign in will begin at 1:00 P.M.

LAND SURVEYING SEMINARS FOR TEXAS LAND SURVEYORS

A Surveyor's Look at Selected Court Cases

Include this eight (8) hour seminar with an additional four (4) hours and you meet the continuing education requirements necessary for License Renewal in Texas.

This seminar will take an in depth look at the following court cases:

Stafford King, a Cherokee county case created by the SUPREME COURT of TEXAS in April 1887 will show how the court based down rules that we must following today in establishing boundaries in Texas.

State of Texas v. W.H. Sullow et al, a Bally County case decided by the COURT OF CIVIL APPEALS OF TEXAS, May 4, 1910. The particular case will look at whether or not a vacancy existed in the area of contention. We will see what the court held to support the dignity of civil's in establishing their opinion.

T.D. Anderson et al, Peltowers v. Tall Timbers Corporation et al, respondents, a Harris County case decided by the SUPREME COURT of TEXAS March 4, 1964. This case looks at whether or not a trip marked 40 feet segment did a recognized subdivision plan can be utilized for street purposes.

The course has been approved by the Texas Board of Professional Land Surveying for eight (8) hours of continuing education. The course number is 1072 and the sponsor number is 139.

Saturday, the seminar will be from 8:00 A.M. till 5:00 P.M. Sign in will begin at 7:00 A.M.

SEMINAR HOTELS

El Paso
 Hawthorn Suites
 6789 Boering Drive
 El Paso, Texas 79925
 Phone: 1-915-778-6789

LUBBOCK
 Hawthorn Suites
 4435 Marshs Sharp Freeway
 Lubbock, Texas 79407
 Phone: 1-808-792-3500

HOUSTON
 Holiday Inn Express
 125 Antroz
 Houston, Texas 77090
 Phone: 1-281-876-7378

ARLINGTON
 Courtyard Suites
 411 W. Road To Six Flags
 Arlington, Texas 76014
 Phone: 1-817-460-8700

SAN ANTONIO
 La Quinta Inn and Suites San Antonio Downtown
 100 W. Cesar Chavez Blvd.
 San Antonio, Texas 78204
 Phone: 1-210-212-5400

BOOK ROOMS AT LEAST 2 WEEKS PRIOR TO SEMINAR DATE AND MENTION LARRY BILLINGSLEY SEMINAR FOR DISCOUNT ROOM RATE

Your seminar speaker will be Larry T. Billingsley, R.P.L.S.

Mr. Billingsley began his career at the City of Dallas in 1970 as a chairman of a survey crew. Working his way up through the ranks, he became a Registered Professional Land Surveyor in 1986. He became the Chief City Surveyor in 1993, and held that position until his retirement in 2010. During his time as Chief City Surveyor he oversaw a group of dedicated men and women conducting surveys for a number of Capital Improvement Projects. His responsibilities included reviewing work submitted to the City for Subdivision plats, field notes, and boundary surveys performed by consulting firms.

Registration Form
 I would like to attend the seminar dated: (circle) _____
 (circle) Choice

EL PASO
 Quality Assurance, Quality Control and Ethics
 Friday, May 3, 2013 - 2:00 p.m. till 5:00 p.m.
 A Surveyor's Look at Selected Court Cases
 Saturday, May 4, 2013 - 8:00 A.M. till 5:00 p.m.

LUBBOCK
 Quality Assurance, Quality Control and Ethics
 Friday, May 10, 2013 - 2:00 p.m. till 5:00 p.m.
 A Surveyor's Look at Selected Court Cases
 Saturday, May 11, 2013 - 8:00 A.M. till 5:00 p.m.

HOUSTON
 Quality Assurance, Quality Control and Ethics
 Friday, May 17, 2013 - 2:00 p.m. till 5:00 p.m.
 A Surveyor's Look at Selected Court Cases
 Saturday, May 18, 2013 - 8:00 A.M. till 5:00 p.m.

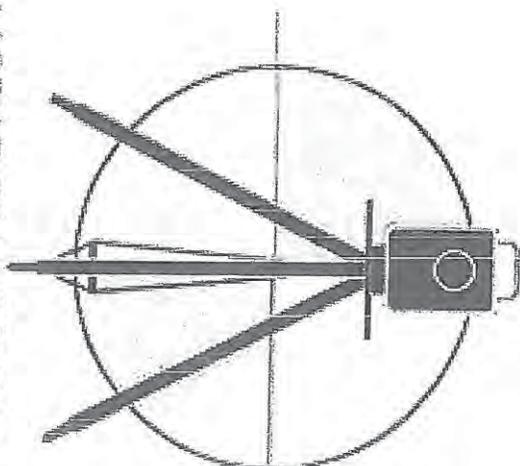
ARLINGTON
 Quality Assurance, Quality Control and Ethics
 Friday, May 24, 2013 - 2:00 p.m. till 5:00 p.m.
 A Surveyor's Look at Selected Court Cases
 Saturday, May 25, 2013 - 8:00 A.M. till 5:00 p.m.

SAN ANTONIO
 Quality Assurance, Quality Control and Ethics
 Friday, May 31, 2013 - 2:00 p.m. till 5:00 p.m.
 A Surveyor's Look at Selected Court Cases
 Saturday, June 1, 2013 - 8:00 A.M. till 5:00 p.m.

Last Name: _____
 First Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 R.P.L.S. #: _____ ANNUAL ENGROSS: _____
 E-MAIL: _____

Please send check or money order, along with your application form to:
 Larry T. Billingsley, R.P.L.S.,
 P.O. Box 851321,
 Mesquite, Texas 75185

Or register and pay online at www.lbillingsley.com
 Email: lbillingsley4358@gmail.com should you have any questions or call 972-691-2174



LARRY T. BILLINGSLEY, R.P.L.S.

P.O. Box 851321
 Mesquite, Texas 75185

PROGRAM IMPROVEMENT REQUEST SENIOR CONSTRUCTION INSPECTOR iPADS

Department	Public Works	Budget No.
Title of PIR	Senior Construction Inspector iPads	Request Type
PIR #	(assigned by Data Services)	Possible Funding Source

Description of Need and Justification:

There has always been a need for swift transfer of information from office to the construction site and vice versa. Time of transfer has shortened over a period of time and recently this has decreased exponentially with the use of mobile devices. Today, many of the county's Contractors and other Transportation Agencies are promoting the use of mobile devices as a means of real time communication. It is imperative that the County's Senior Construction Inspector's keep up with what is becoming the norm. It is recommended that each of the County's three (3) Senior Construction Inspectors have for their use and deployment an iPad for communicating to the project managers and others construction site activity and field conditions encountered at the site. This will also greatly enhance communication from project managers in the office to the inspectors.

Expected Benefits

Expected benefits are:

1. Up-to-date plans can be viewed on-the-go by the inspector at any time. Changes can be hand sketched or computer changed with plan changes tracked throughout the project.
2. Daily reports are filled out and sent to the office on a daily basis.
3. On-site Lab reports are filled out and sent to the office on a daily basis.
4. Pictures can be taken of a particular situation and using a \$5 app can be hand marked up using a stylus pen pointing out what is of concern. This is then sent instantaneously to the office for analysis. This can be a tremendous tool in communicating to the project manager and/or designer the portrayal of the problem to be solved (and as a side benefit will be a digital record for the archives).

The expected overall benefits will be to assist moving the construction of a project along, decrease missed communication and increase County response time to unanticipated field conditions. Attached is the cost breakdown for the estimated \$8,000 cost to purchase three iPads including initial costs and annual program fees.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Estimate of Cost to Purchase and Operate Three (3) iPads For Senior Inspectors

<i>Item</i>	<i>Initial Cost</i>	<i>Cost/Year per User</i>	<i>Cost/Year minimum of 5 users</i>
iPad Air (Wi-Fi + Cellular, 32 GB)	\$730		
Carrying Case and Otter box (protective cover)	\$100		
Application software (apps) <i>Construction</i> — <i>(Plan reviews & DATA)</i>	\$100		
Car charger	\$30		
Sylus pen	\$15		
Cellular Network Service (5GB) (\$50/mo x 12 mo)		\$600	
Initial set up charge	\$40		
Construction plan distribution/tracking service; cloud based; (venue presently being used on certain projects is BluVue, price = \$200/year x minimum of 5 users = \$1000/year)			\$1,000
Cloud service for daily reports, lab testing reports, time sheets, etc. (\$15 per user per month, 5 users minimum = \$75/mo x 12 = \$900 per year)			\$900
Subtotal	\$1,015	\$600	\$1,900
Sales tax; regulatory charges, admin fees, etc. (assume 15%)	\$152	\$90	\$285
Subtotal	\$1,167	\$690	\$2,185
Total Cost for Three iPads	\$3,501.75	\$2,070.00	\$2,185
Grand Total for First Year			\$7,757
Budget Purposes for Three iPads Use			\$8,000

Wireless



Line 1: [Remove Line 1](#)

Device: [Apple® iPad® Air Wi-Fi + Cellular 32GB - Silver](#) [Change](#)
No annual contract

Plan: [DataConnect on LTE for iPad 5GB](#) [Change](#)

One-Time Activation Fee

[Add accessories](#)

Monthly Added to 1st Bill Due Today

\$729.99

\$50.00

\$36.00

	Monthly	Added to 1st Bill	Due Today
Wireless Subtotal*	\$50.00	\$36.00	\$729.99

Add a line

Add an additional line to your order.

[Add a line](#)

Add accessories

Add additional accessories to your order.

[Add accessories](#)

Summary

Shipping or In-Store Pickup

Express - next business day, when device is available for shipping (FREE)
In-Store Pickup (FREE)

Monthly Added to 1st Bill Due Today

FREE

Estimated Sales Tax**

\$60.22

Promotional Code ?

[Apply](#)

Employee Referral ID ?

[Apply](#)

[Save cart](#) [Retrieve cart](#) [Empty cart](#)

Due Today* \$790.21 ?

[Check Out](#)

Due Monthly* \$50.00 ?

Added to 1st Bill \$36.00 ?

* Due Today/Due Monthly/Added to 1st Bill** do not include applicable taxes, Pay-Per-Use charges, State and Federal Universal Service Charges, Regulatory Cost Recovery Fee, Administrative Fee and other surcharges. "Due Today" payments for devices/accessories will be charged to your debit/credit card when items are shipped. Please visit [Additional Charges \(http://www.wireless.att.com/learn/articles-resources/wireless-legal-charges.jsp\)](http://www.wireless.att.com/learn/articles-resources/wireless-legal-charges.jsp) to view the estimates of the discretionary charges for your area. Your first month's statement will include a one-time activation fee, prorated monthly charge, as well as one month's charge in advance. If you are keeping an existing plan, the monthly fees you already pay will not be reflected in the shopping cart.

** Estimated sales tax is based on the ZIP Code you provided to us. Actual sales tax may vary and is based on your shipping ZIP Code.

Postpaid orders will be processed and shipped subject to credit approval, inventory availability, and validation of a proper shipping address and other information. Orders received after 4 p.m. CT will be processed the next business day. Inventory, credit, or other issues may delay shipment. No holiday, Saturday, or Sunday delivery. Shipping policy is subject to change. Please note: It may take up to 24 hours to process your order if there are any issues with the credit approval process and/or the shipping address validation process. This 24-hour period is not included in the delivery time and should be taken into account in your order placement timing. Delivery signatures may be

Customize Your Plan & Get Accessories

Contact A Sales Associate

[Chat Now](#)

Device in your cart
Apple iPad Air 32GB in Silver Plan Type: 6 GB Shared Data
+ Add More Devices
 Monthly Line Access **\$10**



\$10.00

The More Everything Plan

The **MORE** Everything Plan gives you Unlimited Talk & Text, and Shareable Data that you can use on one or up to 10 of your devices. Plus, you also get:

- 25GB of storage with VZ Cloud
- Unlimited International Messaging
- Mobile Hotspot on capable devices
- \$10/\$25 Discounts on Edge

Choose a Data Plan *(Required)*

[Canada and Mexico Plans](#)

Your Selected Plan

6 GB Shared Data

DED [Plan Details](#)
 + FREE 1 GB Additional Data for a limited time
\$40.00 Per month

How much data do I need?
 Check out our [data calculator](#) to help you estimate data usage for all your device

\$40.00

Cart Summary

	Monthly	Due
		Now

More Everything
 Monthly Line Access
 Tablet \$10.00

Monthly Account Access
 6 GB Shared Data \$40.00
 + 1 GB Additional Data for a limited time FREE

Monthly Access \$50.00
 Apple iPad Air... \$0.00 \$629.99

Your Cost \$50.00 ~~\$629.99~~
 Monthly Due Now*

Taxes & Fees Calculated at Checkout

Delivery Options:

- Ship to me
- Pick up at a local store (Free)

[Have a promo code?](#)

Monthly Access For All Devices

\$50.00*

[Broadband Internet Services](#) | [Important Plan Info](#)

*Total Due Now does not include taxes, which will be added after you enter a shipping address. In California, sales tax is calculated on the full retail price of the device, not the discounted price you pay. In Massachusetts and Nevada, sales tax is calculated on the VZW cost of the device. Also during the credit check process, a deposit may be added to the total amount due. Pre-Orders will be charged to your credit card when items are shipped.

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****Pre-Orders will ship when item becomes available. We reserve the right to limit quantities.

Shop Accessories

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1-800-MY-APPLE

Account

Cart



Incuse Mini Car Charger with Lightning Cable

Exclusive

\$29.95



Based on 11 reviews

Available to ship: Within 24 hours

Available for pickup: Check availability

View more Car & Travel

Share Tweet



Gallery Item 1



Product Information

Compatibility

Ratings & Reviews (11)

Questions & Answers (10)

Product Information

Overview

The Incuse Lightning Mini Car Charger can keep your iPhone, iPod, and iPad powered up whether you're taking a short drive across town or a long road trip. It fits effortlessly into tight spaces and plugs into virtually any vehicle's standard 12-volt port or cigarette lighter. A 2.1 Amp capacity ensures the fastest possible charging of your iPhone, iPod, or iPad, guaranteeing you're powered up and ready to go no matter where your travels take you.

Highlights

- 2.1-amp USB port for fastest possible charge
- Fits 12V vehicle outlets
- LED power light indicates charging
- Lightweight, compact design
- Includes one 3.2 ft (0.98 m) Lightning to USB cable

Did you notice?

The USB port's 2.1-Amp output allows for the fastest possible charging of your iOS devices.

Apple Recommends For

A convenient, travel-ready solution for keeping your iPhone, iPod, or iPad charged while on the road.

What's in the Box?

- Incuse Mini Car Charger with Lightning Cable
- Lightning to USB cable (3.2 ft./0.98 m)
- User manual

Try Prime

Your Amazon.com Today's Deals Gift Cards Sell Help

Shop by Department

Search

kensington virtuoso stylus

Go

Hello. Sign in Your Account

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Cart

Wish List

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Best Sellers

Electronics Accessories

Audio & Home Theater

Camera & Photo

Car Electronics & GPS

Cell Phones & Accessories

Computers



Roll over image to zoom in

Kensington Virtuoso Stylus for iPad, iPad mini, Nexus and Galaxy Tab, Black (K97031WW)

by Kensington

101 customer reviews

| 2 answered questions

List Price: \$44.99

Price: **\$12.99** & FREE Shipping on orders over \$35.

Details

You Save: **\$2.00 (13%)**

Only 13 left in stock (more on the way).

Ships from and sold by Amazon.com. Gift-wrap available.

Want it tomorrow, May 7? Order within 5 hrs 32 mins and choose One-Day Shipping at checkout. Details

Color: Black



Style: Stylus

Stylus Stylus & Pen

- Allows you to create and annotate
- Soft tip provides comfort and control and won't scratch your screen
- Available in 14 colors
- Chrome pocket clip
- Compatible with tablets and smartphones

42 new

Discover More Tablet Accessories from Kensington



For iPad Air (iPad 5)



For iPad Mini



For Samsung Galaxy



More from Kensington

Frequently Bought Together



Price for all three: **\$96.68**

[Show availability and shipping details](#)

- * **This item:** Kensington Virtuoso Stylus for iPad, iPad mini, Nexus and Galaxy Tab, Black (K97031WW) \$12.99
- * Kensington KeyFolio Pro Plus with Backlit Bluetooth Keyboard and Google Drive Offer for iPad Air (iPad 5) ... \$73.74
- * Tech Armor Apple iPad Air (Generation 5) High Definition (HD) Clear Screen Protectors -- Maximum Clarity ... \$9.95

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\$10.99

+ \$5.48 shipping

Sold by: Nu Image Corporation

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42 new

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BluVue Plans at a glance.

The software, support and methodology you need to manage and distribute your plans.



Ready to learn more?



Questions? Email us.

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Pricing to scale with the size of your business.

Try BluVue Plans for free.

Try our full-featured free trial for 30 days. After the trial period you can easily convert to our paid plan.

[Start Free Trial \(/Trial\)](#)

Pricing per User	\$200 / year
Minimum Users	5
Included Sheets	50,000 Sheets (~ 60GB)
Additional Users (per user)	\$200 / year
Additional 10,000 Sheets (~ 12GB)	\$120 / year

Looking for more pricing details?

Use our pricing calculator.

[Create an estimate](#)



[Sign in](#)

Choose your Dropbox plan

<p>Basic Free</p>  <p>Store your stuff in Dropbox and securely access your files from anywhere. Refer friends to get more space.</p> <p>Get started</p>	<p>Pro From \$9.99 a month</p>  <p>Great for personal projects, with enough space for all your docs, files, and over 20,000 photos.</p> <p>Upgrade to Pro</p>	<p>Business \$15 a month per user</p>  <p>Get as much space as you need, with powerful admin features and unlimited version history.</p> <p>Learn more</p>
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All amounts shown are in USD.

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[English](#)

REPLACEMENT EQUIPMENT REQUEST

Department	<u>Public Works</u>			Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair - for Contract Support Assistant (Vicky Redrick)	10+		\$ 350.00	damage from normal wear and tear over an extended lifetime; metal on arm rest exposed. dangerous for user
2	Chair - for Program Manager (Steven Henderson)	10+		\$ 350.00	damage from normal wear and tear over an extended lifetime; right arm rest broken off; accident potential extremely high for unsuspecting user
3					
4					
5					
6					
7					
8					
9					
10					

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Transportation Planning Training	
Estimated Cost	\$10,000	Department Priority

Brief Summary of Request
 The Transportation and Planning Division of Public Works includes 13 staff members with a broad range of responsibilities and training needs. Among the responsibilities that require ongoing staff training:

- Planning (4@ \$1600 [incl. travel]= \$6400)
- Compliance with state and federal mandates (2@ \$350= \$700)
- GIS (4@ \$175= \$700)
- Publications and Outreach (4@ \$500= \$2000)
- Trails and Context Sensitive (4@ \$400= \$1600)
- Project Management (2@ \$500= \$1500)

We will work within the requested budget by pursuing local options, taking advantage of various discounts and low-cost, high-impact training opportunities and otherwise working creatively to minimize expense. Projected costs do not include meals or travel.

Discussion of Need
 Critical Transportation and Planning training needs fall into five general areas:

- 1) Federal mandates (e.g., MS4 and GASB 34). TCEQ has issued a new MS4 permit this year, with new requirements and opportunities. In addition, agencies across the state and country continue to innovate best practices. Training helps staff not only keep the County in compliance but more effectively achieve the full intent of said mandates, accountability and service to our constituents and proper stewardship of the environment and other public resources.
- 2) GIS. Public Works is in the midst of implementing an Enterprise GIS and continues to respond to ever-increasing demand from the Court and departments across the County. At the same time the technology itself is evolving. Training helps staff exploit the full potential of our systems which makes them more efficient and effective and, in many cases, enables performance of functions that would otherwise go undone (or be inadequately executed). Recent hiring challenges have reinforced the need to hire competent staff and train them for the specific skills needed. A particular need is development of Java programming skills.
- 3) Public outreach and presentation software. T&P leads the department's public outreach efforts using professional publications software Adobe Creative Suite. This outreach is a vital part even of the County's broader public contact. Finding qualified planning and GIS staff who are fully trained in CS has been difficult. Training will enable us to take best advantage of software in place while expanding this specific skill set of our staff.
- 4) Innovative project methodologies. T&P manages difficult, "planning-heavy" transportation projects which not only involve complex partnerships and construction challenges but are likely to incorporate (or be amenable to) cutting edge management or construction methodologies. For instance, Dallas County is helping lead the way in our region with projects involving context sensitive solutions, aggressive and effective public involvement and modern roundabouts, just to name a few. Training assures that our staff is not only abreast of the state of the art in the industry but that they are fully equipped to execute the best of those emerging practices and policies.
- 5) Sign shop. Safety and equipment training assure that our sign shop staff are effective and safe.

Staff Review and Comment

(/)

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Registration Information

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(http://apa.rotator.hadj7.a z=apa&pos=1)

- Student Assistants (/conference/studentassistant.htm)
- Conference Scholarships (/conference/scholarship.htm)

Registration Fees

Full conference rate **March 2** **March 30** **On site**
Includes all conference sessions, awards luncheon invitation, exhibitor meet and greet reception, planning expo lunch, and access to PowerPoint presentations post conference.

Planning Expo (/conference/expo/)				
Housing and Travel (/conference/housing/)	APA Regular Member / APA Planning Board Member / Speaker	\$695	\$745	\$795
Video Contest (/conference/videocontest/)	Non-member (includes one year of APA membership)	\$1,045	\$1,045	\$1,045
Media and News (/conference/news/)	Non-member Planning Commissioner, Elected or Appointed Official (includes one year as an APA Affiliate)	\$695	\$800	\$850

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Discounted conference rate **March 2** **March 30** **On site**
Includes all conference sessions, exhibitor meet and greet reception, and access to PowerPoint presentations post conference. Tickets may be purchased for the Awards Luncheon and the Planning Expo Lunch. NOTE: You must currently be an APA member.

	APA Student Member / APA New Professional Member / APA Retired Member / APA Life Member	\$125	\$145	\$165
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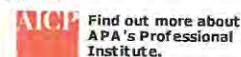
Join APA and Save!

Join APA now and you'll save up to \$350 on conference registration. That could more than pay for your membership! You'll enjoy members-only privileges during the 2014 conference in Atlanta — including discounts at APA's conference bookstore — with more benefits to come when you get home. Like *Planning*, our flagship magazine, and *APA Interact*, our e-newsletter. Access to members-only features on the APA website. A chapter that connects you to the local planning community. Discounts on state and regional conferences and APA publications.

Join APA online now to qualify for the member conference price and member privileges.

[Join APA now \(/join/\)](#)

(/join)



American Institute of Certified Planners

(/aicp)

How to Register

Online Registration

Online registration is closed. On-site registration will be available.

Register by mail or fax

Registration by mail or fax is closed. On-site registration will be available.

A \$50 paper-processing fee will be applied to any paper changes or adjustments.

If your APA membership cannot be verified, you will be charged the nonmember fee.

Do not fax and mail completed registration forms. Please register only **once**.

Payment must accompany the registration form. Registration forms that do not indicate a method of payment will not be processed.

Only one name badge, final program, and conference packet will be issued for each registration. Additional registrants may register online.

Transfer of registrations must be received in writing. An additional fee will be required.

Registration forms must be received by deadline dates. Extended first deadline date is March 2. Final deadline date is March 30. Forms received after March 30 will not be processed. No exceptions.

(http://apa.rotator.hadj7.a z=apa&pos=2)



(http://apa.rotator.hadj7.a z=apa&pos=3)

Registration forms must be received online, faxed, or mailed. No phone registration or changes accepted.

Registrations may not be shared.

Please note: The e-mail address you provide on the registration form will be your e-mail address of record. APA will use it to conduct electronic voting, deliver member benefits, and perform other administrative tasks.

Registration Packets

All registration packets will be sent to your **preferred mailing address**. You will receive your badge and all tickets approximately one week prior to the start of the conference. You must bring these items with you when you arrive in Atlanta. Pick up your final program on site in the registration area, located outside of Hall C, in the main concourse of the Georgia World Congress Center.

On-Site Registration Policies

There will be a \$10 charge for replacement badges; proof of registration will be required.

Overpayments from preprinted business checks received on site will be processed within three weeks after the conference.

Checks, cash, or Visa, MasterCard, and American Express credit cards are the only methods of payment accepted on site.

No cash refunds of any type will be given on site.

All ticket sales are final after March 30.

APA is not responsible for ticket swapping.



(<http://apa.rotator.hadj7.a.z=apa>)

Conference Rates

APA Regular and Planning Board Members and Speakers

Full registration includes all conference sessions, awards luncheon invitation, Exhibitor Meet and Greet Reception, expo lunch, access to PowerPoint presentations post conference, and discounted workshop registration fees and allows you to purchase tickets to mobile workshops, orientation tours, breakfast sessions, and social events. Rate applies to individuals only, not agencies.

APA Student Members

Discounted student registration includes all conference sessions, exhibitor meet and greet reception, and access to PowerPoint presentations post conference. Does not include awards luncheon invitation, expo lunch, nor discounted workshop registration fees. Non-member students must pay the non-member registration rate.

APA Life and Retired Members

Discounted Life and Retired registration includes all conference sessions, exhibitor meet and greet reception, and access to PowerPoint presentations post conference. Does not include awards luncheon invitation, expo lunch, nor discounted workshop registration fees.

APA New Professional Members

Available to current New Professional members. New Professional registration includes all conference sessions, exhibitor meet and greet reception, and access to PowerPoint presentations post conference. Does not include awards luncheon invitation, expo lunch, nor discounted workshop registration fees.

Non-member Planning Commissioners and Officials

Full registration includes all conference sessions, awards luncheon invitation, Exhibitor Meet and Greet Reception, expo lunch, access to PowerPoint presentations post conference, and discounted workshop registration fees and allows you to purchase tickets to mobile workshops, orientation tours, breakfast sessions, and social events. Non-members who are planning practitioners are not eligible for these rates.

Other Non-members

Join APA now. You'll pay up to \$350 less than the non-member rate and enjoy member privileges during the 2014 conference in Atlanta. You must pay national and chapter dues before or with registration to qualify for the APA member registration rate.

Payments

A \$50 paper-processing fee is required for all paper registrations, including on site.

Please write subtotals from each step on appropriate line. Add subtotals to determine total. Payment for registration must be in U.S. dollars.

Method of Payment

Payments must be RECEIVED at APA by deadline date.

Payment by Check

Payment by check is only available with paper registration. If paying by check, enter check number. Make check payable to American Planning Association.

Payment by Credit Card

Payment may be submitted using American Express, MasterCard, or Visa. Please enter credit card number and expiration date on the registration form. Cardholder signature is required for credit card processing.

Changes and Cancellations

If you must CHANGE your registration

Online: www.planning.org/conference (<http://www.planning.org/conference>) (no cost).
E-mail: registrationchanges@planning.org (<mailto:registrationchanges@planning.org>) (\$50 fee).

If you must CANCEL your registration

E-mail: registrationchanges@planning.org (<mailto:registrationchanges@planning.org>) (\$50 fee; \$35 students).

DEADLINE for changes and cancellations: March 30, 2014.

Visit <http://www.planning.org/conference/housing/> (<http://www.planning.org/conference/housing/>) to book your hotel room now.

Confirmations

If you register online, you will receive your confirmation by e-mail within 24 hours. If you register by mail or fax, a confirmation will be e-mailed to you within two weeks of receipt of your registration. If you do not receive a confirmation, please e-mail our office at confregistration@planning.org (<mailto:confregistration@planning.org>). You must register on site if you have not received your confirmation by April 1.

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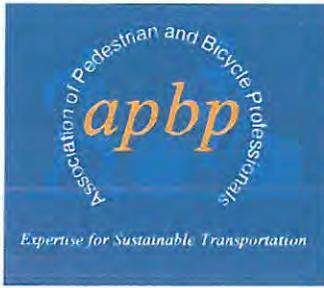
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2014 Monthly Webinar Series - Bundle of 12

REGISTER VIEW REGISTRATIONS TELL A FRIEND

2014 Monthly Webinar Series - Bundle of 12
4/16/2014

When: Third Wednesday of every month
3:00 to 4:00 p.m.

Contact: Debra Goelis
info@apbp.org
Phone: 262-235-7045

REGISTRATION INFORMATION

Online registration is available until 4/16/2014

- [Register »](#)
- [View the 33 people who have already registered](#)

DETAILS

Register here for a full year of APBP's monthly webinars
Buy a Bundle of 12 webinars for the price of 10!

Regular participants at APBP's monthly webinars know that they're a great way to bring stakeholders, colleagues and clients together to explore bicycle and pedestrian issues and build support for active transportation. Plus, the webinars offer training credits that may meet your professional accreditation requirements.* And with our generous discount structure, the more sessions you buy, the more you save.

The 2014 schedule includes these topics:

January 15	Strategies to Enable Winter Cycling and Walking - <i>Registration includes a link to the recording</i>
February 13	Design for Cyclist and Pedestrian Comfort - <i>Registration includes a link to the recording</i>
March 13	All In: The Value of Investing in Complete and Green Streets
April 16	Public Health Benefits of Active Transportation
May 21	Best Planning and Engineering Practices for School Zones
June 18	Calming Arterial Streets for Safer Walking and Cycling
July 16	From Fast to Safer: Best Practices Where Road Speeds Change
August 23	Transform Cycling and Walking Outside the Urban Context
September 17	Optimize Signals for Pedestrians and Bicyclists
October 15	Design Treatments to Transition from Trails to Roadways
November 19	E-bikes, Electric Assist Bikes, and Transportation Policy
December 17	Getting to Better Outcomes from Public Engagement

Individual webinars cost \$50 per session for APBP members (non-members pay \$85).

For APBP members only: Register for a full year of webinars and get 12 webinars for the price of 10 (\$500).

You are purchasing a site license. This means that an unlimited number of people may view the webinar at your site. Each site license includes one phone connection (toll charges apply, or use VoIP), one Internet connection, one set of handouts for unlimited attendees in the same location, and access to the recording. (You may be required to download free software from Citrix GoToMeeting in order to participate in the webinar.) Access information will be e-mailed to the address on the registration form one week in advance of each webinar.

*APBP applies to the AICP for Certification Maintenance credits for each webinar. We also provide a certificate of attendance for people who track their professional development hours.

Sign In

Username

Password

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[Haven't registered yet?](#)

Latest News [more](#)

1/14/2014
Rapid Response Grant application now open

12/20/2013
ProWalk ProBike ProFace Call for Proposals

12/18/2013
ASLA is now accepting proposals for education sessions

Calendar [more](#)

3/26/2014
5th Annual Women Cycling Webinar: Women of Courage, Character and Commitment

3/27/2014
APBP Live!

4/8/2014

U.S. Federal Policy Update

4/16/2014

2014 Monthly Webinar Series - Bundle of 12

4/16/2014

Public Health Benefits of Active Transportation



Request For Proposals

apbp Professional Development Webinars



string(38) "SCIECA - South Central Chapter of IECA"



- [Officers](#)
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Event Registration

16th Annual EPA Region 6 Storm Water Conference

Description:

July 27 – August 1, 2014

Fort Worth, Texas

The 2014 EPA Region 6 Storm Water Conference will be held at the Worthington Renaissance Hotel at 200 Main Street, Fort Worth, Texas 76102 in downtown Fort Worth from July 27-August 01, 2014.

Hotel and Field Trip Info:

 [Hotel Booking Website and Reservation Info](#)

 [Field Trip Info](#)

Payment Methods:



Registration Fees:

Early Bird Registration (before June 30, 2014) per person: \$350

Late Registration: (after June 30, 2014) per person: \$390

One Day Registration: \$220

Note: Additional guests are invited to the Thursday Evening Social and can be included for \$65 per person (please plan to pay at the event).

Address:

Worthington Renaissance Hotel
200 Main Street
Forth Worth, TX
76102

[Map and Directions](#)

Start Date: July 27, 2014
End Date: August 1, 2014 
Start Time: 8:00 am
End Time: 5:00 pm
Choose an Option: Registration (\$350.00 Ea ▾)

Registration Details

Attendee Information

First Name *

Last Name *

Email *

Phone *

Title

Organization

Billing Address

Billing Address 2

City

State

Zip

Country

Monday Inspector Training Workshop

Will you participate in a Monday Inspector Training Workshop?

Select One

One Day Attendees

If selecting a One Day Registration, please indicate the day you will attend.

Select One

Field Trip Sign Up

Select the field trips below you wish to attend. [More Field Trip Info](#)

- Field Trip A:
Miller/Coors
Distributing (limited to 30)
- Field Trip B:
Eastern Hills Drainage Improvements
- Field Trip C: West
7th Street Bridge and Urban Village Development

Please indicate your field trip selection priority (eg B, C, A)

Thursday Evening Social

Are you attending the Thursday Evening Social? (included in conference registration package) *

Select One

Anti-Spam Measure: Please enter the following phrase



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Type the text

[Privacy & Terms](#)

Submit

Connect

16th Annual EPA Region 6 Stormwater Conference

July 27 - August 1, 2014 [Save the Date](#)
The Worthington Renaissance Hotel
Fort Worth, Texas

[Register Online](#)

16th Annual EPA Region 6 Stormwater Conference

[Call for Presentations](#)

2013 EPA Region 6 S.W. Conference Presentations

[View/Download Now](#)

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If you are a profession in the erosion and sediment control industry... SCIECA is the organization for YOU. [Learn More](#)

Connect with SCIECA!



[SCIECA Bylaws](#)

Network



SCIECA Newsletters

[2014 January - March](#)

[2013 July - September](#)

[2013 April - June](#)

[2013 January - March](#)

[2012 October - December](#)

- [Officers](#)
- [Events](#)
- [Join](#)
- [Links](#)

Exploring Enterprise GIS: A Workshop for Leaders

Format: [Instructor-Led](#)
Duration: 4 hours
Price: \$175 USD
ArcGIS Version: 10.2
Authored by Esri

Get the key information you need to understand how your organization can deploy an enterprise GIS on the ArcGIS platform to full advantage. Organizations of all sizes rely on ArcGIS to improve operational efficiency, increase staff productivity, deliver better service, and pursue data-driven decision making that advances strategic goals. The instructor will discuss benefits and common approaches to enterprise GIS, introduce ArcGIS platform components and capabilities, and present examples of how different types of organizations achieve business gains through enterprise adoption of GIS tools, content, and workflows.

[Audience](#) | [Learn How To](#) | [Course Outline](#)

[Print](#)

C-level executives (CIOs, CGOs, CTOs), IT and GIS managers, system architects, and decision makers in business, government, education, and nonprofit organizations

New Catalog Search

Upcoming Classes

- Jun 11, 2014
Online
- Jul 09, 2014
Online
- Aug 28, 2014
Online
- Sep 17, 2014
Online
- Oct 22, 2014
Online

[View Full Schedule](#)

Speak with a Specialist

We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email us](#).

ArcGIS Online Subscriptions for Organizations: Publisher Workflows

Format: [Instructor-Led](#)
Duration: 4 hours
Price: \$175 USD
Authored by Esri

Have you been tasked to share GIS resources to your organization's ArcGIS Online site? In this workshop, the instructor discusses the types of content you can publish to ArcGIS Online and shows how to author GIS resources to support their planned use. You will also see how including GIS resources in published web maps and web applications extends their value throughout the organization and even to the general public. Tips to help you plan your publishing strategy are given throughout.

What can I expect if I attend this workshop?

This workshop is intended to quickly give you key information you need to publish content that helps your organization get the most value out of its ArcGIS Online site. During the workshop's open question and answer sessions, you are encouraged to ask the instructor about the topics covered and related questions. A downloadable resource document (PDF) and certificate of completion are included.

[Audience](#) [Learn How To](#) [Course Outline](#)

Print

Anyone who needs to publish GIS resources to an ArcGIS Online organizational site. GIS analysts, specialists, data managers, and other knowledge workers will benefit.

Prerequisites

Familiarity with ArcGIS Online is recommended. If you are new to ArcGIS Online, the [ArcGIS Online Subscriptions: Mapping and GIS for Organizations](#) free training seminar will be helpful.

New Catalog Search

Upcoming Classes

- May 16, 2014
Online
- Jun 09, 2014
Online
- Jul 18, 2014
Online
- Aug 18, 2014
Online
- Sep 15, 2014
Online

[View Full Schedule](#)

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Training

Home Training Catalog

Welcome, Joel. | Help | Edit Global Account | Logout

ArcGIS 3: Performing Analysis

Format: [Instructor-Led](#)
Duration: 2 days (16 hours)
Price: \$1,010 USD
ArcGIS Version: 10.2
Authored by Esri

This course teaches a standard workflow you can apply to any GIS analysis. Every analysis begins with a question and has criteria that must be considered. You will learn how the analysis question and criteria drive decisions about what data and tools will generate reliable information. Working with a variety of data and ArcGIS tools, you will perform different types of analyses to efficiently solve spatial problems. This course is taught using ArcGIS for Desktop Advanced and some course exercises use tools provided in the ArcGIS Spatial Analyst extension.

[Audience](#) [Learn How To](#) [Course Outline](#) [Software](#)



GIS analysts, specialists, and others who manage or conduct GIS analysis projects.

Prerequisites

Completion of [ArcGIS 2: Essential Workflows](#) or equivalent knowledge is required.

New Catalog Search

Upcoming Classes

- Apr 01 - Apr 02, 2014
Online
- Apr 07 - Apr 08, 2014
Online
- Apr 14 - Apr 15, 2014
Broomfield, Colorado
- Apr 21 - Apr 22, 2014
Redlands, California
- Apr 22 - Apr 23, 2014
Online

[View Full Schedule](#)

Speak with a Specialist

We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email us](#).

Authoring and Serving ArcGIS Mobile Projects

Format: [Instructor-Led](#)
Duration: 2 days (16 hours)
Price: \$1,010 USD
ArcGIS Version: 10.0
Authored by Esri

This course teaches a recommended workflow to successfully create a ready-to-deploy ArcGIS Mobile project for the Windows Mobile platform. Beginning at the planning phase and working through the project deployment process, you will learn how to optimize existing data, maps, and workflows to support GIS data inspection and collection in the field. In course exercises, you will work with a mobile device emulator to author, test, and deploy a mobile project.

Note: This course covers ArcGIS Mobile projects that will be deployed on the Windows Mobile and Windows operating systems. This course does not address other platforms or devices. While this course was developed for ArcGIS 10.0, many of the concepts and workflows apply to ArcGIS 10.1 and ArcGIS 10.2.

New Catalog Search

Upcoming Classes:
May 20 - May 21, 2014
Online
[View Full Schedule](#)

Speak with a Specialist
We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email US](#).

Audience Learn How To Course Outline Software



GIS analysts and others who want to create mobile GIS projects using ready-to-deploy ArcGIS Mobile functionality.

Developers who want to understand ready-to-deploy ArcGIS Mobile functionality.

Prerequisites

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop, Introduction to ArcGIS Server](#), and [Introduction to the Multiuser Geodatabase](#) or equivalent knowledge is required. Completion of [ArcGIS Desktop III: GIS Workflows and Analysis](#) and knowledge of Internet security concepts are recommended.

[View detailed prerequisite knowledge and skills](#)

Do you meet the course prerequisites? [Take a self-assessment](#)

Training

Distributing Data Using Geodatabase Replication

Format: [Instructor-Led](#)
Duration: 2 days (16 hours)
Price: \$1,010 USD
ArcGIS Version: 10.2
Authored by Esri

Geodatabase replication is a powerful way to extend access to GIS data stored in a multiuser ArcSDE geodatabase across organizations and into the field. This course teaches how to plan for and implement geodatabase replication to support multiuser editing workflows and data sharing initiatives. You will learn best practices for protecting the integrity of your production database while meeting the needs of desktop, mobile, and online users.

[Audience](#) | [Learn How To](#) | [Course Outline](#) | [Software](#)



Print

Database administrators, GIS data managers, and others who need to incorporate geodatabase replication into their organization's business and versioned editing workflows.

Prerequisites

Completion of [ArcGIS 2: Essential Workflows](#) and [Implementing Versioned Workflows in a Multiuser Geodatabase](#) are required.

New Catalog Search

Upcoming Classes

Apr 22 - Apr 23, 2014
Online

May 15 - May 16, 2014
Online

May 22 - May 23, 2014
Vienna, Virginia

Jun 04 - Jun 05, 2014
Online

Jul 23 - Jul 24, 2014
Online

[View Full Schedule](#)

Speak with a Specialist

We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email us](#).

Training

Training Catalog

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Introduction to Esri Production Mapping (10.1)

Format: [Instructor-Led](#)
Duration: 5 days (40 hours)
Price: \$2,525 USD
ArcGIS Version: 10.1
Authored by [Esri Professional Services](#)

In this course, you will acquire the necessary skills to use and configure Esri Production Mapping. The course covers how to enhance productivity by standardizing feature collection, editing, and data management. You will learn how to use ArcGIS Data Reviewer for Desktop to find, track, and correct spatial and attribute errors in GIS data. You will work with Esri Production Mapping cartographic tools to create standard map products and manage production in the product library. Using ArcGIS Workflow Manager, you will configure workflows to streamline your repeatable production tasks.

New Catalog Search

Schedule This Class
This course is typically offered as a client-site class. For questions about Esri Production Mapping training, please e-mail us at productionmapping@esri.com.

Audience Learn How To Software  Print

GIS specialists, technicians, spatial data managers, project managers, and others who need to manage and publish accurate data and cartographic products using standardized and repeatable workflows

Prerequisites
Completion of [ArcGIS II: Essential Workflows](#) is recommended.

Training

Managing Imagery Using ArcGIS (10.0)

Format: [Instructor-Led](#)
Duration: 2 days (16 hours)
Price: \$1,010 USD
ArcGIS Version: 10.0
Authored by Esri

ArcGIS 10 offers a complete and integrated solution for managing, serving, and consuming image data. This course introduces the mosaic dataset, a new geodatabase data model for managing and serving raster datasets, and shows how to perform dynamic image processing using functions. You will learn how to manage image data from multiple sources so that it is accessible and useful to those who consume it.

[Audience](#) | [Learn How To](#) | [Course Outline](#) | [Software](#)



GIS data managers, analysts, and other experienced ArcGIS users who need to efficiently manage and disseminate imagery to users within their organization and on the web.

Prerequisites

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) and [Introduction to ArcGIS Server](#) or equivalent knowledge is required.

New Catalog Search

Upcoming Classes

There are currently no classes scheduled.

To discuss setting up a class, please [e-mail us](#) or call 800-447-9778, ext. 5757.

Speak with a Specialist

We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email us](#).

Training

Training Catalog

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System Architecture Design Strategies

Format: [Instructor-Led](#)

Duration: 3 days (24 hours)

Price: \$1,515 USD

ArcGIS Version: 10.2

Authored by Esri

This course covers GIS system architecture design strategies and infrastructure architecture alternatives that support successful enterprise operations. You will learn comprehensive guidelines for planning and selecting the right system solution to meet your organization's needs. This course also covers performance validation and system capacity planning techniques for enterprise GIS deployments.

[Course author shares insights on enterprise GIS](#)

- Audience
- Learn How To
- Course Outline
- Software

Print

Senior architecture consultants and software architects who need to increase their knowledge of enterprise GIS system design

GIS managers, project managers, and software developers who need to understand system architecture and hardware capacity planning criteria

IT and system administrators and consultants who need to understand, identify, and troubleshoot performance problems with existing GIS environments

Prerequisites

Review the System Design Strategies wiki site at www.esri.com/systemdesign.

New Catalog Search

Upcoming Classes

May 20 - May 22, 2014

Online

Jun 17 - Jun 19, 2014

Online

Jul 29 - Jul 31, 2014

Vienna, Virginia

Aug 12 - Aug 14, 2014

Online

[View Full Schedule](#)

Speak with a Specialist

We can answer questions and help you schedule a class that meets your needs. Call 800-447-9778, ext. 5757 or [email us](#).

TTAT 2014 CONFERENCE

days hrs min

[More info](#)

Register to Attend TTAT 2014

TTAT 2014 Attendee Registration

Conference Registration Type*

- Full Registration - \$400
- Wednesday Only - \$150
- Thursday Only - \$150
- Friday Only - \$150

A separate registration form is required for each conference attendee. Additional tickets for spouses or guests to attend meals and keynote sessions may be purchased below.

Total

\$ 0

Discount Code

[Apply Discount](#)

Type or paste in your code and then click Apply Discount. Your total should change at left.

Students, Current Elected Officials and Out-of-State Advocates MAY be eligible for full or partial scholarship assistance. If this may apply to you, please contact ttat@biketexas.org or call [512-476-7433](tel:512-476-7433) before submitting your registration.

Sponsors/Exhibitors - enter the discount code you received via email and the full conference registration will be waived.

Register As:*

- Planner
- Engineer
- Elected Official
- Texas Advocate
- Out-of-State Advocate
- Sponsor
- Student



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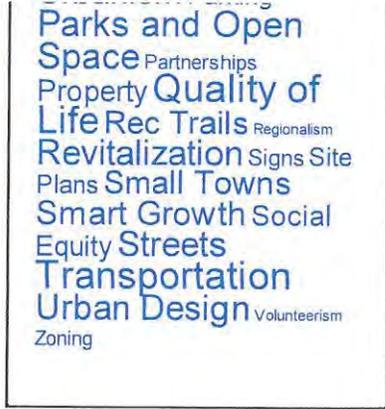


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Type and press enter to search

Popular Tags

- Advocacy bike share Bike Sharing
- Citizen Participation**
- Climate Communications and Media
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- Density **Economic Development**
- Environment Funding
- Green Communities**
- Hazards **Health / Fitness / Wellness** History
- Housing **Infrastructure**
- Law Law Enforcement Marketing
- Measurement **Mixed-Use Multi-Use Trails**
- Neighborhoods New Urbanism** Parking



Conference Presenter/Speaker?

Yes, I'm presenting a session at the conference

Select a Meal Type*

Standard Vegetarian Vegan Gluten-Free

Registrant's Name*

First Name

Last Name

Title/Position

Organization

Registrant's Email*

Phone*

Mailing Address*

City

State/Province

Zip/Postal

Additional Tickets may be purchased for spouses, friends, or family members to attend keynote sessions and meals during the conference.

Additional Single Tickets

Select a Meal Type for Additional Tickets

- Wednesday Reception - \$30
- Thursday Breakfast & Program - \$30
- Thursday Lunch & Program - \$40
- Thursday Dinner & Program - \$60
- Friday Breakfast & Program - \$30
- Friday Lunch & Program - \$40

- Standard
- Vegetarian
- Vegan
- Gluten-Free

Friday Reception - \$40

Additional Email Address to receive registration confirmation (optional)

Other Info

Check all that apply

- I can offer lodging for a home stay in the Fort Worth area
- I would like info on home stay lodging options
- I would like help finding a roommate to share a hotel room

[Submit Form](#)

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Latest News and Sessions

Mobile Workshop Signups

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Bike Sharing in the Lone Star State: Finding a Fit for Your Community

Wednesday, March 26, 9:00am-10:15am Cities in Texas have lots of opportunity to become bike friendly...

Tweet 0  Share

MOBILE: Trinity River Paddling Tour

Thursday, March 27, 2pm-4:45pm Register Here – Limit 10 Participants: The objective of the tour is to...

Tweet 0  Share

Keynote Speakers



Keynote: Jean-François Pronovost

Building a Trail Culture – Québec's Route Verte and Beyond Jean-Francois Pronovost has been instrumental...

Tweet 0  Share



Keynote: Mikael Colville-Anderson

Mikael Colville-Andersen is one of the leading global voices in urban planning relating to the...

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Keynote: Andy Clarke

Bicycling is at a crossroads: the intersection of multiple, overwhelming societal challenges and simple, practical...

Tweet 0  Share

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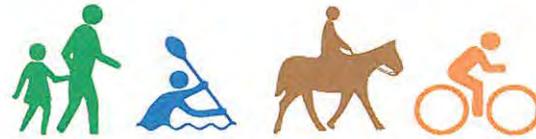
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- About & Contact Info
- Conference Sponsors
- Mobile Workshop Signup
- Register to Attend
- Testimonials
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- Mobile Workshops
- Breakout Sessions
- Sessions on Wednesday, March 26
- Sessions on Thursday, March 27
- Sessions on Friday, March 28
- Sessions with AICP CM's Approved
- Sessions ASLA/AIA CEPH Eligible
- Sessions ASCE/TSPE Credits Eligible
- Past Conferences
- Restaurant Recommendations

TTAT 2014 CONFERENCE

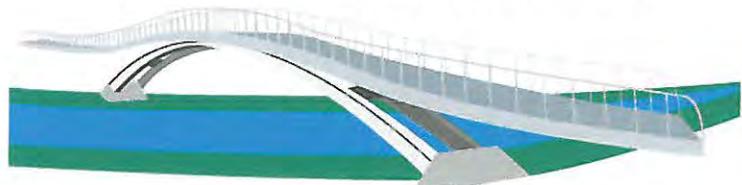
days hrs min

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3 Full Days
70+ Sessions
Renowned
Expert
Speakers



Texas Trails & Active Transportation Conference
March 26-28, 2014 • Fort Worth, TX



REGISTER NOW

Register

Goals of the Conference

The TTAT Conference will bring together those involved with bicycle, pedestrian, and other active transportation and recreation modes from around Texas and the world with the goals of sharing current information and examples, and sparking inspiration to continue striving to make things better in each of our communities. The conference will focus on issues of economic development, health, safety, and many other topics relevant to advancing active transportation and trails.

Professional Credits

Certifications for most sessions from one or more of:

- American Institute of Certified Planners (AICP)
- American Society for Landscape Architects (ASLA)
- American Society of Civil Engineers / Texas Society of Professional Engineers (ASCE/TSPE)
- Congress for the New Urbanism (CNU-a)

Target Audience

Anyone involved in the planning, construction, funding, economics, operation, management, promotion and use of bicycle, pedestrian, and other transportation modes. The conference will provide breakout sessions, keynote talks, mobile workshops, and exhibitions from experts representing municipal/state government, transportation advocacy groups, trail users, transportation engineers and planners and private businesses.

Clark Martinson, Houston

Keynote Speakers

<http://texas trails.biketexas.org/2014/>

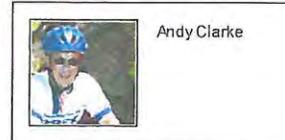
Keynote Speakers



As an urban mobility expert and CEO for Copenhagenize Consulting, Mikael Colville-Anderson is one of the leading global voices in urban planning relating to the bicycle as transport. He regards the bicycle as the most important tool in our urban toolbox for rebuilding our livable cities.



Jean-Francois Pronovost has been instrumental in building the world's longest bicycle greenway, the Route Verte, which runs 3,100 miles through the province of Quebec. He is vice president, development and public affairs for Velo Québec, where he works on the focus, strategy and development of new projects and partnerships.



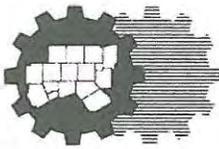
Andy Clarke is the President/CEO of the League of American Bicyclists where he worked for ten years; prior to that he spent time as a contractor at the Federal Highway Administration, Vice-president of Trail Development at the Rails to Trails Conservancy, and the first Executive Director of the Association of Pedestrian and Bicycle Professionals.

*Every major transportation project and program will
 people who represent the community with the most*

Todd Derkacz, San Marcos

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North Central Texas Council of Governments





American Planning Association
Texas Chapter
Making Great Communities Happen



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• \$500+ **Walk to the Park Sponsors**

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Bike Irving
BikeDFW
Big Belly Solar

• \$100 + **Supporter**

John Collins

Conference Produced By:



Adobe Photoshop CS6 - Part 1*

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[View Class Schedule](#)

Duration

Classroom Learning - 1 Day(s)

Online LIVE - 1 Day(s)

Overview

Adobe Photoshop CS6: Part 1 focuses on basic features of Photoshop so that the student can navigate the environment and use the Photoshop tools to work with photographic images.

Who Should Attend

Target students include professional or amateur photographers who want to use the robust features of Photoshop to enhance, modify, and organize their photographs, and anyone interested in working toward the Adobe Visual Communications using Photoshop certification.

Outline

Lesson 1: Getting Started with Photoshop

- Introduction to Photoshop
- Adobe Bridge and Mini Bridge
- Navigate the Photoshop Workspace
- Customize the Photoshop Workspace

Lesson 2: Beginning with Image Basics

- Manage Image Elements and Formats
- Working with Digital Devices

Lesson 3: Managing Selections and Layers

- Use Selection Tools
- Manage Layers

Lesson 4: Making Image Adjustments

- Crop, Move, and Straighten Images
- Image Repairs

Lesson 5: Refining Images

- Layer Adjustments
- Introduction to Camera Raw

Lesson 6: Saving Images for Web and Print

- Save Images for the Web
- Save Images for Print

Not finding a date that works for you? Request a date.

Start	Time of Day	Location	Type	Purchase	Price
4/4/2014 G2R	8:00 AM - 4:00 PM	Dallas, TX	OLL	Add To Cart	USD 500.00

Adobe Photoshop CS6 - Part 2*

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[View Class Schedule](#)

Duration

Classroom Learning - 1 Day(s)

Online LIVE - 1 Day(s)

Overview

This course delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how Photoshop techniques can be used in combination to create exciting visual effects.

Who Should Attend

This course targets professional or amateur graphic designers and illustrators who want to use the robust features of Photoshop to create visual media. In addition, anyone interested in working toward the Adobe Visual Communications using Photoshop certification will find this course helpful.

Prerequisite(s) or equivalent knowledge

Adobe Photoshop CS6 - Part 1

Outline

Lesson 1: Creating Raster Images

- Draw with Brushes
- Create Gradients
- Use Tool Presets

Lesson 2: Working with Vector Image Tools

- Create Images with Vector Paths
- Use the Shape Drawing Tools
- Work with Type
- Type Special Effects

Lesson 3: Using Advanced Layer Techniques

- Modify Images with Masks
- Use Filters to Apply Special Effects
- Apply Special Effects to Layers
- Use Smart Objects for Nondestructive Editing
- Utilize Layer Comps

Lesson 4: Automating Tasks

- Create and Use Actions
- Batch Process Files with Photoshop and Adobe Bridge

Lesson 5: Creating and Editing Video

- Edit Video
- Add Graphics, Titling, and Animations to Video

Not finding a date that works for you? Request a date.

Start	Time of Day	Location	Type	Purchase	Price
3/28/2014 G2R	8:00 AM - 4:00 PM	Dallas, TX	OLL	Pre-Register	USD 500.00

View Class Schedule

Duration

Classroom Learning - 1 Day(s)

Online LIVE - 1 Day(s)

Overview

Students will learn to create "drawn" graphics, integrating content from other CS6 domains (such as photo-oriented graphics and animation, which belong to Photoshop and Flash).

Who Should Attend

This course is intended for designers, publishers, pre-press professionals, marketing communications professionals, or people switching to a design job or taking on design responsibilities and who need to use Illustrator to create illustrations, logos, advertisements, or other graphic documents.

Outline

Lesson 1: Introduction to Illustrator® CS6

- Evaluate Graphics Scalability
- Navigate, View, and Measure Graphics
- Customize the User Interface

Lesson 2: Creating Documents Containing Basic Shapes

- Create Documents
- Save Documents
- Draw Basic Shapes

Lesson 3: Creating Graphics Containing Customized Paths

- Draw Paths
- Modify Paths

Lesson 4: Creating Graphics Containing Customized Text

- Insert Text
- Flow Text Along a Path
- Insert Bounded Text
- Thread Text
- Apply Text Styles
- Insert Typographical Characters

Lesson 5: Customizing Objects

- Import and Link Graphics
- Alter the Appearance of Objects

Lesson 6: Customizing Basic Shapes

- Apply Strokes
- Fill Shapes
- Apply Gradients
- Apply Graphic Styles
- Distort Text with Text Envelopes

Lesson 7: Preparing Documents for Deployment

- Update Text
- Wrap Text
- Hyphenate Text
- Optimize Content for Print
- Optimize Content for the Web
- Optimize Content for PDF Documents

Not finding a date that works for you? Request a date.

Start	Time of Day	Location	Type	Purchase	Price
3/26/2014 	8:00 AM - 4:00 PM	Dallas, TX		Pre-Register	USD 500.00

View Class Schedule

Duration

Classroom Learning - 1 Day(s)

Online LIVE - 1 Day(s)

Overview

Students will learn to create complex artwork using advanced tools, options, and effects prepare artwork for commercial printing and save it for the web. Students will draw complex illustrations, and enhance them using various painting options.

Prerequisite(s) or equivalent knowledge

Adobe Illustrator CS6 - Part 1

Outline

Lesson 1: Customizing the Illustrator Interface

- Set User Interface Preferences
- Work with the Grid and Guides
- Manage Workspaces

Lesson 2: Drawing Complex Illustrations

- Combine Objects to Create Complex Illustrations
- Work with Layers
- Create a Perspective Drawing
- Trace Artwork

Lesson 3: Enhancing Artwork Using Painting Tools

- Paint Objects with Fills, Strokes, and Gradients
- Paint Objects Using Live Paint Groups
- Paint with Custom Brushes
- Add Transparency and Blending Modes
- Apply Meshes to Objects
- Apply Patterns

Lesson 4: Customizing Colors and Swatches

- Manage Colors
- Customize Swatches
- Manage Color Groups
- Access Pantone Plus Color Libraries

Lesson 5: Formatting Type

- Set Character Formats
- Apply Advanced Formatting Options to Type
- Adjust Hyphenation

Lesson 6: Enhancing the Appearance of Artwork

- Apply Effects to an Object
- Create Graphic Styles
- Apply a Blend to an Object
- Apply a Mask to an Object
- Create Symbols

Lesson 7: Preparing a Document for Print Output

- Set Up Artwork for Printing
- Prepare Transparent Artwork for Printing
- Manage Colors in Printing

Lesson 8: Preparing Graphics for the Web

- Create Slices and Image Maps
- Save Artwork in the SVG Format
- Save Graphics for the Web

Lesson 9: Adobe® Illustrator® CS6: New Features

Not finding a date that works for you? Request a date.

Start	Time of Day	Location	Type	Purchase	Price
4/2/2014 G2R	8:00 AM - 4:00 PM	Dallas, TX	OLL	Add To Cart	USD 500.00

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No	<u>2010</u>
Brief Title of PIR	<u>HP Office Jet Pro 8100 EPrinter (Replacement)</u>		
Estimated Cost	<u>\$214.90</u>	Department Priority	<u> </u>
Brief Summary of Request			
Request to replace two HP Office Jet printers and replace with two HP Office Jet Pro 8100 EPrinters at a cost of \$107.45 per printer: Total Cost: \$214.90			
Discussion of Need			
Printers are needed to print required documents for Comm. Court agendas, project related documents, presentations, letters, labels, etc.			
Staff Review and Comment			



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBLD781	1507318	2/7/2014

BILL TO:
DALLAS COUNTY PURCHASING
DEPT
509 MAIN ST STE 407

SHIP TO:
DALLAS COUNTY PURCHASING DEPT
Attention To: QNET WAREHOUSE
10445 VISTA PARK RD

Accounts Payable
DALLAS , TX 75202-3548

DALLAS , TX 75238
Contact: DWIGHT
ADWELL 214.653.7570

Customer Phone #

Customer P.O. # HP PRINTER LIST
QUOTE

** See highlighted
Item on page 2.*

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DANIELLE GUIDRY 866.579.6342		FEDEX Ground	Net 30 Days-Govt State/Local	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1598763	HP LJ P2035 30PPM Mfg#: CE461A#ABA Contract: National IPA Technology Solutions 130733	190.27	190.27
1	1824107	HP LJ P3015DN 42PPM Mfg#: CE528A#ABA- Contract: National IPA Technology Solutions 130733	545.07	545.07
1	2199180	HP LJ PRO M1536DNF LASER PRINTER Mfg#: CE538A#BGJ Contract: National IPA Technology Solutions 130733	236.16	236.16
1	1989497	HP LJ PRO P1606DN PRINTER Mfg#: CE749A#BGJ Contract: National IPA Technology Solutions 130733	162.29	162.29
1	2377166	HP LJ PRO M1217NFW MFP MONO 18PPM Mfg#: CE844A#BGJ Contract: National IPA Technology Solutions 130733	209.69	209.69
1	2607877	HP CLJ 400 MFP M475DN Mfg#: CE863A#BGJ Contract: Texas HP DIR SDD 1364 DIR SDD-1364	600.27	600.27
1	2464719	HP CLJ MFP M175NW PRINTER Mfg#: CE866A#BGJ Contract: National IPA Technology Solutions 130733	268.09	268.09
1	2612968	HP CLJ PRO 400 M451NW Mfg#: CE956A#BGJ Contract: National IPA Technology Solutions 130733	331.30	331.30
1	2608301	H-P LASERJET PRO 400 COLOR M451DW Mfg#: CE958A#BGJ Contract: National IPA Technology Solutions 130733	471.20	471.20
1	2519052	HP LJ ENT 600 M601N Mfg#: CE989A#BGJ- Contract: National IPA Technology Solutions 130733	603.28	603.28
1	2728100	HP LJ PRO 400 M425DN MONO MFP 35PPM Mfg#: CF286A#BGJ Contract: National IPA Technology Solutions 130733	379.43	379.43
1	2653875	HP OJ 6100 EPRINTER Mfg#: CB863A#B1H Contract: National IPA Technology Solutions 130733	66.04	66.04 1240

1	2544955	Contract: National IPA Technology Solutions 130733 HP OJ PRO 8100 EPRINTER Mfg#: CM752A#B1H Contract: Texas HP DIR SDD 1364 DIR SDD-1364	107.45	107.45
1	2642281	HP OJ 6700 PREM AIO PRINTER Mfg#: CN583A#B1H Contract: Texas HP DIR SDD 1364 DIR SDD-1364	124.24	124.24
1	3157659	HP LASERJET PRO MFP M127FW Mfg#: CZ183A#BGJ Contract: National IPA Technology Solutions 130733	168.32	168.32
SUBTOTAL				4,604.84
FREIGHT				0.00
TAX				0.00

US Currency
TOTAL 4,604.84

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.752.3543

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBLD781	1507318	2/7/2014

For FY15 budget
-PEMD-
✓

BILL TO:
DALLAS COUNTY PURCHASING
DEPT
509 MAIN ST STE 407

SHIP TO:
DALLAS COUNTY PURCHASING DEPT
Attention To: QNET WAREHOUSE
10445 VISTA PARK RD

Accounts Payable
DALLAS , TX 75202-3548

DALLAS , TX 75238
Contact: DWIGHT
ADWELL 214.653.7570

Customer Phone #

Customer P.O. # HP PRINTER LIST
QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
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DANIELLE GUIDRY 866.579.6342	FEDEX Ground	Net 30 Days-Govt State/Local	GOVT-EXEMPT
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QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1598763	HP LJ P2035 30PPM Mfg#: CE461A#ABA Contract: National IPA Technology Solutions 130733	190.27	190.27
1	1824107	HP LJ P3015DN 42PPM Mfg#: CE528A#ABA- Contract: National IPA Technology Solutions 130733	545.07	545.07
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1	2608301	H-P LASERJET PRO 400 COLOR M451DW Mfg#: CE958A#BGJ Contract: National IPA Technology Solutions 130733	471.20	471.20
1	2519052	HP LJ ENT 600 M601N Mfg#: CE989A#BGJ- Contract: National IPA Technology Solutions 130733	603.28	603.28
1	2728100	HP LJ PRO 400 M425DN MONO MFP 35PPM Mfg#: CF286A#BGJ Contract: National IPA Technology Solutions 130733	379.43	379.43
1	2653875	HP OJ 6100 EPRINTER Mfg#: CB863A#B1H Contract: National IPA Technology Solutions 130733	66.04	66.04
1	2512540	HP OFFICEJET PRO 8600 AIO N911A	141.74	141.74
				1242

1	2544955	* HP OJ PRO 8100 EPRINTER Mfg#: CM752A#B1H Contract: Texas HP DIR SDD 1364 DIR SDD-1364	107.45	107.45
1	2642281	HP OJ 6700 PREM AIO PRINTER Mfg#: CN583A#B1H Contract: Texas HP DIR SDD 1364 DIR SDD-1364	124.24	124.24
1	3157659	HP LASERJET PRO MFP M127FW Mfg#: CZ183A#BGJ Contract: National IPA Technology Solutions 130733	168.32	168.32
			SUBTOTAL	4,604.84
			FREIGHT	0.00
			TAX	0.00
				US Currency
TOTAL				4,604.84

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.752.3543

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. <u>2010</u>
Title of PIR	<u>Extended Warranty Purchase for Projectors</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

Public Works hosts numerous project meetings, seminars and other meetings that rely on graphic presentations to both our partners and constituents. Effective graphic presentations aid substantially in communication, not only helping us to better deliver our message but to facilitate feedback.

The factory warranty on the department's three Epson projectors is expiring March 2015. After the factory warranty expires, if any of the projectors becomes inoperable the unit would have to be sent out to be repaired which would be costly both in time – sending the unit out for repair as well as parts and labor charges involved. If it is determined by the repair facility that the projector needs to be replaced, then a replacement would need to be purchased to replace the faulty unit.

Cost of Extended Warranties

Projector	Warranty Type	Cost
BrightLink 475Wi	1 Year - Exchange	\$ 299.00
PowerLite 425W	1 Year - Exchange	\$ 179.00
710HD	1 Year – Depot Repair & Return	\$ 199.00
Total		\$ 677.00

Expected Benefits

Purchasing extended warranty for the projectors provides the ability to exchange the inoperable unit with a replacement in the event either the BrightLink 475Wi or PowerLite 425W becomes inoperable. In the event the portable unit 710HD becomes inoperable, its extended warranty provides the ability to send the unit to a depot for a faster repair and return of the unit.

Department Head Signature _____	Priority _____
Department Contact Person _____ Steven Henderson	Phone <u>x 7461</u> <input type="checkbox"/>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H

FY2015

Steven Henderson

From: Chris Byrne <chris@projectorsuperstore.com>
Sent: Friday, September 06, 2013 12:19 PM
To: Steven Henderson
Cc: Lacey Freeman
Subject: RE: Corrected: Lacey Freeman Quote Request for Epson BrightLink 475Wi

Steven:

Thank you for your patience while I worked out the details of the extended warranties w/ Epson. There are two different warranties they offer, and some products you have were not listed on the price sheet... so I needed to wait for confirmation from Epson before I offered you what could have been the wrong warranties.

Here is the quote you have been waiting for...

V11H453520W BL475WI PROJECTOR

EPPEXPB1	PL4100, 4200w, 4300, D6150, D6155w, D6250, G5450WU, G5550, G5650W, G5750WU, G5950	1 Year Extended Warranty	\$299.00	Adds one year of exchange	Must be purchased while product is under warranty
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V11H448020 425W PROJECTOR

EPPEXPA1	PLS11 X11, Presenter, 92, 93, 95, 96W, 905, 915, 410w, 450w, 460w, BL455wi, 1750, 1760W, 1770W, 1775W, 1835, 1850w, 1880, 1915, 1925w	1 Year Extended Warranty	\$179.00	Adds one year of exchange	Must be purchased while product is under warranty
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V11H475020 HC710HD PROJECTOR

EPPSNHTFPA1	Home Theatre Projectors (ie: Powerlite Home and Powerlite Cinema)	1 Year Extended Warranty	\$199.00	Adds one year of depot repair and return	Must be purchased while product is under warranty
EPPSNHTFPA2	Home Theatre Projectors (ie: Powerlite Home and Powerlite Cinema)	2 Year Extended Warranty	\$299.00	Adds two years of depot repair and return	Must be purchased while product is under warranty

ELPCB01 POWERLITE PILOT
V12H468002 90" WHITEBOARD

no extended warranty available
no extended warranty available

Thank you,

Christopher Byrne
Projector Superstore
17350 N Hartford Dr



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1-Year Exchange - Extended Service Plan

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Photos



Our Price: **\$99.00**

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Preferred Plus Protection Plan

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IN THIS SECTION: [Product Info](#)

Product Info

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This standard Extended Exchange Service Agreement extends the limited warranty for one year on your Epson multimedia projector. You must purchase this agreement before warranty expiration.

SKU: EPPEXA1

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"Our Price" is for purchases directly from Epson. Dealer Prices may vary. All prices are in U.S. Dollars.

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Email Address <i>(Required)</i>	First Name <i>(Optional)</i>
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1-Year Exchange - Extended Service Plan

Order By Phone
1-800-873-7766

Photos



Our Price: **\$99.00**

Product In Stock

Preferred Plus Protection Plan

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Multimedia Projectors

PowerLite 1815p Multimedia Projector	V11H234020
PowerLite 30c Multimedia Projector	V11H050020
PowerLite 500c Multimedia Projector	EMP-500
PowerLite 503c Multimedia Projector	V11H058020
PowerLite 505c Multimedia Projector	EMP-505
PowerLite 50c Multimedia Projector	EMP-50
PowerLite 51c Multimedia Projector	V11H061020
PowerLite 52c Multimedia Projector	V11H121020
PowerLite 52c Multimedia Projector - Refurbished	V11H121020-N
PowerLite 53c Multimedia Projector	V11H112020
PowerLite 600p Multimedia Projector	V11H045020
PowerLite 61p Multimedia Projector	V11H158020
PowerLite 62c Multimedia Projector	V11H178020
PowerLite 700c Multimedia Projector	EMP-700
PowerLite 703c Multimedia Projector	EMP-703
PowerLite 70c Multimedia Projector	EMP-70
PowerLite 70c Multimedia Projector - Refurbished	EMP-70-N
PowerLite 713c Multimedia Projector	V11H057020
PowerLite 715c Multimedia Projector	EMP-715
PowerLite 71c Multimedia Projector	V11H060020
PowerLite 720c Multimedia Projector	V11H055020
PowerLite 730c Multimedia Projector	V11H056020

PowerLite 732c Multimedia Projector	V11H187020
PowerLite 735c Multimedia Projector	V11H103020
PowerLite 737c Multimedia Projector	V11H188020
PowerLite 73c Multimedia Projector	V11H106020
PowerLite 740c Multimedia Projector	V11H160020
PowerLite 745c Multimedia Projector	V11H159020
PowerLite 750c Multimedia Projector	V11H201020
PowerLite 755c Multimedia Projector	V11H200020
PowerLite 760c Multimedia Projector	V11H199020
PowerLite 765c Multimedia Projector	V11H198020
PowerLite 76c Multimedia Projector	V11H177020
PowerLite 77c Multimedia Projector	V11H254220
PowerLite 810p Multimedia Projector	V11H047020
PowerLite 811p Multimedia Projector	V11H066020
PowerLite 81p Multimedia Projector	V11H157020
PowerLite 820p Multimedia Projector	V11H065020
PowerLite 820p Multimedia Projector - Refurbished	V11H065020-N
PowerLite 821p Multimedia Projector	V11H167020
PowerLite 82c Multimedia Projector	V11H176020
PowerLite 835p Multimedia Projector	V11H145020
PowerLite 83c Multimedia Projector	V11H255020
PowerLite S1 Multimedia Projector	V11H128020
PowerLite S1+ Multimedia Projector	V11H161020
PowerLite S3 Multimedia Projector	V11H179020
PowerLite S4 Multimedia Projector	V11H221020
PowerLite S5 Multimedia Projector	V11H252020

Accessories

High Resolution Document Imager	EL.PDC02
Motion Presentation Camera	EL.PDC03

Multimedia Projectors



BrightLink 425Wi Interactive WXGA 3LCD Projector with Wall Mount V11H44852M



BrightLink 430i Interactive XGA 3LCD Projector with Wall Mount V11H46952M



BrightLink 435Wi Interactive WXGA 3LCD Projector with Wall Mount V11H44952M

	BrightLink 436Wi Interactive WXGA 3LCD Projector	V11H536020	
	BrightLink 450Wi Interactive Projector	V11H317020-1	
	BrightLink 455Wi Interactive Projector	V11H440020	
	BrightLink 455Wi-T Interactive WXGA 3LCD Projector with InterakTable Mount	V11H440220T	
	BrightLink 475Wi Interactive WXGA 3LCD Projector with Mount	V11H453520W	
	BrightLink 480i Interactive XGA 3LCD Projector with Mount	V11H486520W	
	BrightLink 485Wi Interactive WXGA 3LCD Projector with Mount	V11H452520W	
	BrightLink Pro 1410Wi Meeting Room Productivity Tool with Wall Mount	V11H480525W	
	EX100 Multimedia Projector	V11H230120	
	EX21 Multimedia Projector	V11H283620	
	EX30 Multimedia Projector	V11H283020	
	EX31 Multimedia Projector	V11H309020	
	EX31 Professional Multimedia Projector	V11H309020-B	
	EX3200 Multimedia Projector	V11H369020	
	EX3210 SVGA 3LCD Projector	V11H430020	
	EX3212 SVGA 3LCD Projector	V11H533020	
	EX3220 SVGA 3LCD Projector	V11H552020	
	EX50 Multimedia Projector	V11H284220	
	EX51 Multimedia Projector	V11H311120	
	EX51 Professional Multimedia Projector	V11H311120-B	

	EX5200 Multimedia Projector	V11H368120
	EX5210 XGA 3LCD Projector	V11H429120
	EX5220 Wireless XGA 3LCD Projector	V11H551020
	EX5230 Pro XGA 3LCD Projector	V11H553020
	EX6210 WXGA 3LCD Projector	V11H428520
	EX6220 WXGA 3LCD Projector	V11H550220
	EX70 Multimedia Projector	V11H285220
	EX71 Multimedia Projector	V11H310120
	EX71 Professional Multimedia Projector	V11H310120-B
	EX7200 Multimedia Projector	V11H367120
	EX7210 WXGA 3LCD Projector	V11H428120
	EX7220 Wireless WXGA 3LCD Projector	V11H550020
	EX90 Multimedia Projector	V11H307220
	PowerLite 1220 Multimedia Projector	V11H368420
	PowerLite 1221 XGA 3LCD Projector	V11H429320
	PowerLite 1222 Wireless XGA 3LCD Projector	V11H551120
	PowerLite 1260 Multimedia Projector	V11H367420
	PowerLite 1261W WXGA 3LCD Projector	V11H428320
	PowerLite 1262W Wireless WXGA 3LCD Projector	V11H550120
	PowerLite 1700c Multimedia Projector	V11H232020
	PowerLite 1710c Multimedia Projector	V11H230020

	PowerLite 1715c Multimedia Projector	V11H228020
	PowerLite 1716 Multimedia Projector	V11H268220
	PowerLite 1720 Multimedia Projector	V11H269020
	PowerLite 1725 Multimedia Projector	V11H268020
	PowerLite 1730W Multimedia Projector	V11H271020
	PowerLite 1735W Multimedia Projector	V11H270020
	PowerLite 1750 Multimedia Projector	V11H372120
	PowerLite 1751 XGA 3LCD Projector	V11H479120
	PowerLite 1760W Multimedia Projector	V11H361120
	PowerLite 1761W WXGA 3LCD Projector	V11H478120
	PowerLite 1770W Multimedia Projector	V11H362020
	PowerLite 1771W WXGA 3LCD Projector	V11H477020
	PowerLite 1775W Multimedia Projector	V11H363020
	PowerLite 1776W WXGA 3LCD Projector	V11H476020
	PowerLite 1810p Multimedia Projector	V11H233020
	PowerLite 1825 Multimedia Projector	V11H274020
	PowerLite 1830 Multimedia Projector	V11H341020
	PowerLite 1835 XGA 3LCD Projector	V11H369020
	PowerLite 1915 Multimedia Projector	V11H313020
	PowerLite 1925W Multimedia Projector	V11H314020

	PowerLite 400W Multimedia Projector	V11H281020
	PowerLite 410W Multimedia Projector	V11H330020
	PowerLite 420 XGA 3LCD Projector	V11H447020
	PowerLite 4200W WXGA 3LCD Projector	V11H348020
	PowerLite 425W WXGA 3LCD Projector	V11H448020
	PowerLite 430 XGA 3LCD Projector	V11H469020
	PowerLite 435W WXGA 3LCD Projector	V11H449020
	PowerLite 450W Multimedia Projector	V11H318020
	PowerLite 460 Multimedia Projector	V11H343020
	PowerLite 4650 XGA 3LCD Projector	V11H546020
	PowerLite 470 XGA 3LCD Projector	V11H456020
	PowerLite 4750W WXGA 3LCD Projector	V11H544020
	PowerLite 475W WXGA 3LCD Projector	V11H455020
	PowerLite 480 XGA 3LCD Projector	V11H485020
	PowerLite 4855WU WUXGA 3LCD Projector	V11H543120
	PowerLite 485W WXGA 3LCD Projector	V11H454020
	PowerLite 570 XGA 3LCD Projector	V11H605020
	PowerLite 575W WXGA 3LCD Projector	V11H603020
	PowerLite 580 XGA 3LCD Projector	V11H604020

	PowerLite 585W WXGA 3LCD Projector	V11H602020
	PowerLite 6110i Multimedia Projector	V11H279020
	PowerLite 6110i Multimedia Projector - Refurbished	V11H279020-N
	PowerLite 78 Multimedia Projector	V11H284420
	PowerLite 822+ Multimedia Projector	V11H304020
	PowerLite 825 Multimedia Projector	V11H297020
	PowerLite 825+ Multimedia Projector	V11H356020
	PowerLite 826W Multimedia Projector	V11H296020
	PowerLite 826W+ Multimedia Projector	V11H357020
	PowerLite 83+ Multimedia Projector	V11H303020
	PowerLite 83V+ Multimedia Projector	V11H371020
	PowerLite 84 Multimedia Projector	V11H294020
	PowerLite 84+ Multimedia Projector	V11H353020
	PowerLite 85 Multimedia Projector	V11H295020
	PowerLite 85+ Multimedia Projector	V11H354020
	PowerLite 905 XGA 3LCD Projector	V11H387020
	PowerLite 915W WXGA 3LCD Projector	V11H388020
	PowerLite 92 Multimedia Projector	V11H381020
	PowerLite 93 Multimedia Projector	V11H382020
	PowerLite 93+ XGA 3LCD Projector	V11H382120

	PowerLite 95 XGA 3LCD Projector	V11H383020
	PowerLite 955W WXGA 3LCD Projector	V11H582020
	PowerLite 965 XGA 3LCD Projector	V11H583020
	PowerLite 96W WXGA 3LCD Projector	V11H384020
	PowerLite 97 XGA 3LCD Projector	V11H576020
	PowerLite 98 XGA 3LCD Projector	V11H577020
	PowerLite 99W WXGA 3LCD Projector	V11H578020
	PowerLite Presenter WXGA 3LCD Projector/DVD Player Combo	V11H335120
	PowerLite S11 SVGA 3LCD Projector	V11H436020
	PowerLite S17 SVGA 3LCD Projector	V11H568020
	PowerLite S6 Multimedia Projector	V11H283420
	PowerLite S7 Multimedia Projector	V11H328020
	PowerLite S9 Multimedia Projector	V11H376020
	PowerLite W17 WXGA 3LCD Projector	V11H573020
	PowerLite W6 Multimedia Projector	V11H285420
	PowerLite W7 Multimedia Projector	V11H327020
	PowerLite X12 XGA 3LCD Projector	V11H429020
	PowerLite X17 XGA 3LCD Projector	V11H569020
	PowerLite X9 Multimedia Projector	V11H375020



VS200 Multimedia Projector

V11H391020



VS210 SVGA 3LCD Projector

V11H433020



VS220 SVGA 3LCD Projector

V11H592020



VS310 XGA 3LCD Projector

V11H432020



VS315W WXGA 3LCD Projector

V11H431020



VS320 XGA 3LCD Projector

V11H429420



VS350W WXGA 3LCD Projector

V11H406020



VS400 Multimedia Projector

V11H326020



VS410 XGA 3LCD Projector

V11H407020

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A. Epson's Responsibilities

During the term of this Agreement, Epson America, Inc., ("Epson") or its designee will provide priority telephone technical support and the other service described in these Terms and Conditions (the "Service") for each Projector for which you have purchased this extended service coverage (referred to as the "Projector" or the "Product" in this document). Epson is financially and legally obligated to perform Service under this Agreement.

B. How To Obtain Service

1. You may obtain Service for the Product, or request additional information, by contacting the EPSON Connection(SM) at (800) 637-7661.
2. This Agreement, or a copy, must be presented when you request Service for the Product.

C. Service Provided

1. Under this Agreement Epson will ship you a new or refurbished replacement unit, freight prepaid. You are responsible for returning the defective Product within five (5) working days of receipt of the replacement unit. You will need to provide a credit card number to secure the cost of the replacement Product, in the event that you fail to return the defective one. Epson will be responsible for shipping costs to and from Epson.
2. It is your responsibility to unpack, re-install optional components and set up the exchange Product at your location. It is also your responsibility to properly repack the defective Product in the exchange unit box and return it to Epson using any instructions provided by Epson. You will need to remove any optional components prior to its return. (For details on packaging and shipping see the documentation that came with your Projector.)
3. Upon verification of security, Epson will ship the replacement unit promptly, typically via next business day delivery for most business locations. Shipments to more remote locations and to residential addresses and shipments to Canada or Puerto Rico, may be shipped for later delivery. For calls completed prior to 1 pm Pacific Time the exchange unit will usually ship the same day. For calls completed after 1 pm Pacific Time the exchange unit will usually ship the following day.
4. At our option, we may replace a Product with one of like kind and quality. Our liability for replacement of the Product will not exceed the original retail selling price of the Product. The replaced Product or part shall become Epson property. Exchange or replacement Products and parts assume the remaining coverage period under this Agreement.
5. All Service provided under this Agreement shall be performed by Epson or its designee.
6. Please retain copies of all shipping documentation for a minimum of 90 days. You may need to provide copies to Epson, if requested.

D. Services and Parts Excluded

1. This Agreement excludes:
 - a. On-Site or in-house service and repair of the Product;
 - b. Service, maintenance, repair, or replacement necessitated by any loss or damage resulting from any cause other than normal usage including, without limitation, loss or damage due to misuse, abuse, use outside of the specifications, or improper installation or maintenance;
 - c. Replacement of missing parts, the provision of retrofits, or scheduled preventative maintenance;
 - d. Installation or removal of accessory retrofits, peripheral equipment or computer systems of which the Product may be a part;
 - e. Service or repair of covers, cabinets, lids or other non-operation and cosmetic components, and consumables such as lamps or appearance parts or interior or exterior finishes;
 - f. Service or repair made necessary by any external cause, including fire, theft, acts of God, alteration, problems arising from software or hardware not supplied by Epson, power failures or shortages, improper shipping, common carrier equipment and/or facilities;
 - g. Service or repair by persons other than those trained by Epson to service the Product;
 - h. Service or repair on Products purchased and/or used outside the United States, Canada, or Puerto Rico;
 - i. Service or repair on third party products not manufactured and sold by Epson;

- j. Service or repair of Products on which the EPSON label or logo or the rating label or serial number have been defaced or removed;
 - k. Service or repair made necessary by use of or damage caused by third party products.
 - l. Any damage caused by using improper packaging materials or improper packaging and shipping.
2. If you authorize an Epson Customer Care Center to perform any services excluded under this Agreement, you agree to pay the Customer Care Center its usual and customary fees for such work.
 3. If a claimed problem cannot be identified or reproduced in Service, you agree to pay for costs incurred upon receipt of an invoice.

E. Eligibility

1. We reserve the right to require an inspection of the Product at your expense prior to the acceptance of this Agreement to verify that the Product is in unaltered, operable condition and in good working order suitable for normal use.
2. Acceptance of this Agreement is expressly conditioned upon prior payment by you of the full Epson Extended Service Plan fee and any applicable taxes.

F. Term, Renewal, No Refunds

1. The term of this Agreement shall begin on the date your original warranty coverage ends and continue one year or two years thereafter, depending on the length of coverage purchased.
2. We may renew the service plan; however, we are not obligated to do so, nor to accept a service plan order, in the event you tender one. We also reserve the right to modify the terms and conditions applicable to any renewal and to change the renewal fees. No renewal of extended service is available if your previous service contracts plus the original warranty has reached five years.
3. You may not assign or transfer this Agreement without the prior and express written consent of Epson. Any other purported transfer or assignment shall be void.
4. You will not receive a refund in the event of the Product being returned, sold, lost, stolen, or destroyed.

G. Warranty Disclaimer

EPSON MAKES NO WARRANTIES, EXPRESS OR IMPLIED, RELATING TO THE PREFERRED PLUS SERVICE AND SUPPORT PLAN SERVICES PROVIDED IN THIS AGREEMENT AND SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

H. Limitation of Liability

1. Your right to recover damages shall be limited to moneys actually paid by you to purchase this Agreement. This limitation shall apply regardless of the form of action. Any action for breach of this Agreement must be brought within six months of termination of this Agreement and any extension thereof.
2. Except as provided in this Agreement, neither Epson nor its affiliates or agents shall be liable for (a) any loss, inconvenience, or damage, including direct, special, incidental, or consequential damages, including lost profits, cost of substitute equipment, downtime, claims of third parties, including customers, or injury to property, resulting from the use or inability to use the Product, whether resulting from a breach of any expressed or implied warranty or any other legal theory, or (b) delay in furnishing or failing to furnish Service if such a delay is caused by an act of God, strike, governmental action or any cause beyond Epson's reasonable control. Some jurisdictions do not allow limits on implied warranties or on remedies for breach in certain transactions. In such jurisdictions, the limits of this and the preceding paragraph may not apply.

I. General

1. This Agreement is the complete and exclusive Agreement between the parties. No Epson employee or other person is authorized to make any representations or statements, which are inconsistent with this Agreement. Any such representations or statements are void.
2. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in the County of Los Angeles, California, before a single arbitrator in accordance with the commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator's decision shall be final and binding. Neither party shall assert, participate in, or join class action or representative action claims against the other in arbitration or otherwise; a party shall only submit its own, individual claims in arbitration and not seek to represent the interests of any other person or entity. The arbitrator shall have no authority to decide any class or representative claim. This Agreement shall be construed in accordance with the laws of California except the arbitration clause which shall be enforced pursuant to the Federal Arbitration Act.
3. To the extent any provision of this Agreement is not enforceable under applicable law, such provision shall be deemed null and void and shall have no effect on the remaining portions of this Agreement.

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[Back to top](#)

This plan adds an additional year of depot repair service to the original warranty. Plan must be purchased while the product is covered under the standard warranty. Coverage with this option expires one (1) year from the expiration of the original product warranty.

SKU: EPPSNHTFPA1

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SERVICE CONTRACT

This Contract is administered by Service Net Solutions, LLC on behalf of Epson.

This document sets forth the entire Contract between the Service Contract Administrator hereinafter referred to as We, Us and Our, and, the Purchaser as You and Your. No representation, promise or condition herein shall modify these terms. Service Net Solutions, LLC ("Service Net") is contractually obligated to You to provide service under this Contract where in accordance with, and as allowed by state law. If this Contract is purchased in Florida or Oklahoma, Service Net Solutions of Florida, LLC ("Service Net") is contractually obligated to You to provide service under this Contract. Please refer to the face of this Contract for applicable state disclosures.

1. **TO OBTAIN AUTHORIZATION FOR EXCHANGE.** Service will be provided by Epson or an Epson authorized service center, or the dealer named in this Contract. Epson will arrange for service and We will cover the reasonable parts and labor costs that are authorized. You may be asked to provide proof of purchase as a condition for receiving service under this Service Contract. Your original purchase receipt should be kept with this service Contract in a safe place.

- Call the number listed on the front of this contract.
- Have this Contract, Your Contract number, your Pin number, and the original product receipt available.
- Instructions for product repair will be given.

(a) **On-Site Service:** Television repairs will normally be performed at the identified address on this Service Plan. If some of the work must be done at a repair center, the transportation of Your product or component to and from the repair center will be furnished by Us. If this Service Plan specifies that service is to be performed at Your premises, such provision may be automatically voided if You move the product to a new location that is not within fifty (50) miles of an Epson authorized service center. In such event, You may elect to either cancel this Service Plan and request a prorated refund or have service performed on a carry-in basis. You must notify Us of relocation and We will determine if On-Site Service is available. On-Site Service is not available in all locations.

(b) **Carry-In Service:** All other product categories are covered for carry-in or depot service unless specified on the front of this form as onsite coverage. You are responsible for delivery of your product to the repair center for service and pickup of the product following completion of service. If needed, postage, insurance, or shipping costs incurred in presenting Your Product for service are Your responsibility.

(c) **Exchange Service:** Once authorization is obtained You may be required, to return the defective product to Epson within five (5) working days of receipt of the exchange product. We will pay the shipping costs to and from the service center. You will need to provide Us with a credit card number to secure the cost of the exchange product, in the event that You fail to return the defective one. This product is not to be taken to the Retailer. At Our determination, You will receive an exchange product of like grade and quality. In all cases where an exchange cannot be made, You will receive reimbursement for the original purchase price, excluding sales tax. All contractual obligations are considered fulfilled upon reimbursement or Contract term expiration. We reserve the right to exchange the product with a remanufactured or refurbished product. The exchange Product will be mailed to You at no cost.

2. **TIME FOR SERVICE.** Service will be performed during the regular working hours of Epson and its authorized service centers, excluding holidays.
 3. **WHAT IS COVERED.** We will furnish labor, parts, and/or replacement equipment (or pay for same) necessary to restore the product specified in this Contract to normal operating conditions, provided such service is necessitated by product failure during normal usage. The product specified and covered includes only equipment as originally configured and charged for in the Service Contract. In the event We reimburse You for the original purchase price minus sales tax We shall have satisfied all obligations owed under this contract. We may elect, at Our option, to buy out the Contract during the coverage term. All contractual obligations are considered fulfilled upon reimbursement or Contract term expiration.
- WHO PROVIDES COVERAGE:** All service or repair work provided under this Service Contract will be performed by Epson or through an Epson authorized service center.

Power Surge and Spike: This service plan protects against operational or mechanical failure of a covered product if a failure occurs while properly connected to a surge protector approved by the Underwriter's Laboratory. Your surge protector may be collected by the Administrator for examination.

Custom Installations: Products installed in cabinetry and other types of built-in applications are eligible for service as long as You make the product accessible to the service technician. We are not responsible for dismantling or

reinstallation of fixed infrastructure when removing or reinstalling a repaired or replaced product into a custom installation. For custom installation customers, coverage begins on the expiration date of your standard warranty and will continue for one year.

4. **IMPORTANT NOTE.** Repairs recommended by the repairing facility not necessitated by mechanical breakdown are not covered unless specifically authorized by Us. We reserve the right to inspect the items to be covered, or the items covered, as the case may be, prior to coverage or during the coverage period. Model number, serial number and original date of purchase of all items to be covered must be provided to execute application for service. If You request a service call for a non-covered repair, You will be responsible for all costs associated with the repair. In the event You are unable to meet the service, You must call to cancel the appointment in advance of the agreed upon time of service. You may be responsible for paying the second trip charge for the subsequent rescheduled repair. If the product is found to be performing to the manufacturer's specifications, it will be returned to You.
5. **PARTS AND SUBCONTRACTING.** Parts used to repair equipment may either be new or refurbished at Our sole option. Service may be performed by subcontractors.
6. **UNAVAILABILITY OF FUNCTIONAL PARTS OR TECHNICAL INFORMATION.** If We determine that We are unable to repair Your equipment due to the unavailability of functional parts, service or technical information, the total liability owed to You under this contract will be the purchase price You paid for this Product sales tax, and the Service Contract Price. In the event Your Product is replaced, We will determine equipment comparability. We reserve the right to offer reimbursement for the current market value of the equipment in lieu of service or exchange of the equipment. In all cases where parts or technical information are on extended backorder, We will determine if an exchange or reimbursement will be made. All contractual obligations are fulfilled upon product reimbursement or contract term expiration.
7. **CLAIMS LIMITATIONS.** There is no claims limit.
8. **DEDUCTIBLE.** No deductible applies to this Contract.
9. **LIMITATIONS OF COVERAGE. THIS CONTRACT DOES NOT COVER:**
 - a) Any equipment located outside the United States.
 - b) Service required as a result of any alteration of the equipment, or repairs made by anyone other than a participating servicing dealer, an authorized service provider, its agents, distributors, contractors or licensees, or the use of supplies other than those recommended by the manufacturer.
 - c) Installation, removal, or reinstallation of any equipment.
 - d) Damage or other equipment failure due to causes beyond our control including, but not limited to, repairs necessary due to operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, telephone failure, theft, fire, flood, wind, freezing, power failure, inadequate power supply, unusual atmospheric conditions, or acts of war or acts of God.
 - e) Service necessary because of improper storage, improper ventilation, reconfiguration of equipment, use or movement of the equipment, including the failure to place the equipment in an area that complies with the manufacturer's published space or environmental requirements.
 - f) Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used. Any installation that prevents normal service. Any and all cases in which the manufacturer of the equipment would not honor any warranty regarding the equipment.
 - g) Expendable, lost, or consumable items such as, but not limited to: For Computers, Laptops, and Peripherals: removable data storage, accessory cables, batteries, and media disks. For Printers, Copiers, and Multifunctional Equipment: ink, fuser, roller kits, maintenance kits, and any toner/cartridge. Nonfunctional parts: Including but not limited to: light bulbs, nonfunctional plastic, porcelain, or enamel parts, vacuum cleaner belts and bags, drip pans or grates, exterior/interior finishes, knobs, dials, or handles (unless critical to the function of the Product), trim, and/or appearance parts or accessory items such as water or electrical connections and venting equipment, filters, batteries and other operation supplies or consumable items. For all products: Telephone or other lines connecting to the equipment. Items that are considered consumable by the manufacturer.
 - h) In-warranty parts not provided or shipped by the manufacturer. Operational or mechanical failure covered by manufacturer's warranty, manufacturer's recall, improper construction, or factory bulletins, (regardless of whether or not the manufacturer is doing business as an ongoing enterprise). Defects in the equipment due to the manufacturer's error or improper construction of the equipment.
 - i) Operational or mechanical failure which is not reported prior to expiration of this Contract.
 - j) Any software, including but not limited to, application programs, network programs, upgrades, formatting of any kind, databases, files, drivers, source code, object code or proprietary data, or any support, configuration, installation or reinstallation of any software or data.
 - k) Equipment sold without a manufacturer's warranty or sold "as is". Refurbished products with less than an original ninety (90) days manufacturer's parts and labor limited warranty. Refurbished equipment with an original 90 day warranty must have at least 30 days remaining in that warranty to qualify for coverage.
 - l) Normal, periodic or preventative maintenance, customer education and cleanings.
 - m) Consequential damage to or spoilage of CD's, film, or recording tapes as a result of the malfunctioning of or damage to an operating part, or as a result of any repairs or replacement under this agreement.
 - n) Equipment used in industrial settings. Equipment used in industrial settings may be defined as: (I) Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used, (II) Any and all cases in which the manufacturer of the equipment would not honor any warranty regarding the equipment.
 - o) Loss or damage as a result of violation of existing federal, state and municipal codes including repairs to products not complying with said codes.
 - p) Pre-existing conditions (incurred prior to the effective date of coverage), and known to You.
 - q) Consequential damages or delay in rendering service under this agreement, or loss of use during the period that the product is at the authorized service center or otherwise awaiting parts. You are responsible for creating backups of all Your Data and software on a regular basis.
 - r) Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.
 - s) Damage resulting from unauthorized repair; software virus; improper electrical wiring and connections; damage caused during delivery, improper installation, or setup; user facilitated minor adjustments and settings outlined in the product's owners manual; inaccessible products or parts; negligence, misuse or abuse whether willful or not.
 - t) Payment for subsequent service calls which result in "no failure found" diagnosis. Non failure problems including but not limited to noises, squeaks, simple paper jams not requiring parts and intermittent issues are not product failures. Subsequent trip charges may need to be paid by You if a second "no failure found" diagnosis is determined based on the same problem.
 - u) Misuse, abuse, rentals, unauthorized repairs and/or parts by others, parts designed for replacement during the life of the product such as bulbs and filters, squeaking or other noises.
 - v) Transit or delivery damage, damage caused by packing, unpacking, assembly, installation, or removal. Short circuit, loss of use, parts or labor covered under the manufacturer's warranty, lack of maintenance, bodily injury, pre-existing conditions, manufacturer's recall, periodic checkups or maintenance. We will not pay for adjustments or repairs required because of conditions at your location.
 - w) Damage which is not reported prior to the expiration of this Contract.
10. **NO LEMON GUARANTEE.** When three service repairs, with three separate claim numbers, have been completed on the

same component, and that same component requires a fourth repair, as determined by Us, Your product will be replaced with a product of like grade and quality by Us, not to exceed the original retail purchase price. This does not include repairs necessary during the manufacturer's warranty period. Once you have received your product replacement all contractual obligations under this Contract have been fulfilled.

- 11. **CANCELLATION AND REFUND.** You may cancel this contract at any time for any reason. If You cancel this Contract within sixty (60) days of the date purchased You will receive a refund of the full purchase. If You cancel this Contract thereafter, You will be refunded the remaining days of coverage on a monthly prorated basis, less costs for service performed (if applicable). You nor the Dealer nor We are obligated to renew this Contract beyond the current term. If you wish to renew this Contract, please call the toll free number listed on the front of this contract. Purchase of multiple Service Agreements to be dated consecutively is prohibited due to changes in Service Plans and pricing.
- 12. **STATE VARIATIONS.** Certain states have specific conditions; conditions listed on the front of this form apply to You.
- 13. **TRANSFERABILITY.** In Florida and all other states You may transfer this Contract to any person in the United States by sending written notice to: Epson , Warranty Administrator, 3840 Kilroy Airport Way, MS 6-34, Long Beach, CA 90806.
- 14. **COVERAGE AND TERM.** This is not an insurance policy. If Your product needs repair for operational or mechanical failure, You are required to call the toll free number listed on the front of this Contract. As the Administrator, Service Net will assist You in understanding Your warranty and coverage benefits from the day You purchase Your Plan. If you have questions regarding Your warranty and/or coverage benefits, please call 1-866-396-9466. With any correspondence, please provide Your daytime phone number and claim number if applicable. If We fail to pay or provide service on a claim within 30 days after proof of loss has been filed, or in the event We are no longer a going concern, You are entitled to make a written claim directly against the Insurer, Great American Insurance Company, 49 East 4th Street, 8th Floor, Cincinnati, OH 45202. Email address QAapproval@pils.com, FaxNumber 1-888-579-1166. The telephone number is (800) 280-0352. If you purchased Your Contract in Florida, obligations under this Contract are insured by Great American Insurance Company, 49 East 4th Street, 8th Floor, Cincinnati, OH 45202. The telephone number is (800) 280-0352. Please enclose a copy of Your plan when sending correspondence to the Insurer. The expiration date and price of this Contract are listed on the face of this Contract. There are some limitations of coverage. You should review the limitations of coverage paragraph for details.
- 15. **ENTIRE CONTRACT.** This is the entire Contract and no other oral modifications are valid.
- 16. **LIMITATION OF LIABILITY.** THE DEALER/RETAILER, SERVICE NET, THEIR AGENTS, CONTRACTORS OR LICENSEES WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, PROPERTY DAMAGE, LOST TIME, LOST DATA RESULTING FROM THE BREAKDOWN OR FAILURE OF ANY EQUIPMENT OR FROM DELAYS IN SERVICING OR THE INABILITY TO RENDER SERVICE ON ANY COVERED EQUIPMENT. EXCLUSION IS MADE OF ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES MADE HEREIN.

If You have any questions, require customer service, or wish to report a claim, please contact: Epson America, P.O. Box 93012, Long Beach, CA, 90809-9941.

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SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FBLD781	1507318	2/7/2014

BILL TO:
 DALLAS COUNTY PURCHASING
 DEPT
 509 MAIN ST STE 407

SHIP TO:
 DALLAS COUNTY PURCHASING DEPT
 Attention To: QNET WAREHOUSE
 10445 VISTA PARK RD

See Highlighted Selected Text

Accounts Payable
 DALLAS , TX 75202-3548

DALLAS , TX 75238
 Contact: DWIGHT
 ADWELL 214.653.7570

Customer Phone #

Customer P.O. # HP PRINTER LIST
 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DANIELLE GUIDRY 866.579.6342	FEDEX Ground	Net 30 Days-Govt State/Local	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1598763	HP LJ P2035 30PPM Mfg#: CE461A#ABA Contract: National IPA Technology Solutions 130733	190.27	190.27
1	1824107	HP LJ P3015DN 42PPM Mfg#: CE528A#ABA- Contract: National IPA Technology Solutions 130733	545.07	545.07
1	2199180	HP LJ PRO M1536DNF LASER PRINTER Mfg#: CE538A#BGJ Contract: National IPA Technology Solutions 130733	236.16	236.16
1	1989497	HP LJ PRO P1606DN PRINTER Mfg#: CE749A#BGJ Contract: National IPA Technology Solutions 130733	162.29	162.29
1	2377166	HP LJ PRO M1217NFW MFP MONO 18PPM Mfg#: CE844A#BGJ Contract: National IPA Technology Solutions 130733	209.69	209.69
1	2607877	HP CLJ 400 MFP M475DN Mfg#: CE863A#BGJ Contract: Texas HP DIR SDD 1364 DIR SDD-1364	600.27	600.27
1	2464719	HP CLJ MFP M175NW PRINTER Mfg#: CE866A#BGJ Contract: National IPA Technology Solutions 130733	268.09	268.09
1	2612968	HP CLJ PRO 400 M451NW Mfg#: CE956A#BGJ Contract: National IPA Technology Solutions 130733	331.30	331.30
1	2608301	H-P LASERJET PRO 400 COLOR M451DW Mfg#: CE958A#BGJ Contract: National IPA Technology Solutions 130733	471.20	471.20
1	2519052	HP LJ ENT 600 M601N Mfg#: CE989A#BGJ- Contract: National IPA Technology Solutions 130733	603.28	603.28
1	2728100	HP LJ PRO 400 M425DN MONO MFP 35PPM Mfg#: CF286A#BGJ Contract: National IPA Technology Solutions 130733	379.43	379.43
1	2653875	HP OJ 6100 EPRINTER Mfg#: CB863A#B1H Contract: National IPA Technology Solutions 130733	66.04	66.04
1	2512540	HP OFFICEJET PRO 8600 AIO N911A	141.74	141.74



Home & Home Office Store



HP Officejet Pro 8600 e-All-in-One Printer - N911a



470 reviews

Price:

\$199.99

After savings: \$119.99*

Save \$ 80.00 or 40%**

No Payments + No Interest if paid in full in 6 months with Bill Me Later. [See Terms](#)
https://www.securecheckout.billmelater.com/paycapture-content/fetch?hash=TEE22ETL&content=/bmlweb/hp_tnpupto6m0250rollingiw.html

**Special deals,
offers &
upgrades**

[Free standard shipping](#)

Save \$80 instantly

Save an extra \$20 on any inkjet printer priced \$129 or more when purchased with an HP tablet

UPC: 886111607112 Part: CM749A#B1H

Overview

- Vivid color value meets enhanced productivity. Rely on professional color documents for up to 50% lower cost per page than lasers.[1] Print from a mobile device with HP ePrint.[6] Tap the intuitive 2.65-inch (6.75 cm) diagonal touchscreen on the wireless[7] e-all-in-one to easily manage print jobs and use business apps. Spur office efficiency—get more done with automatic two-sided printing and a 250-sheet paper tray. Save energy with an ENERGY STAR® qualified printer.
- Produce professional color for up to 50% lower cost per page than lasers.[1] accelerate productivity with apps on the large touchscreen, networking and mobile printing.
- Depend on a printer with a 25,000-page monthly duty cycle—the perfect fit for reliable color printing.
- Base product

Ideal for

- Printing professional color for less than lasers and boosting productivity with versatile output, mobile printing and networking options.

Features

Professional color for a lower cost than lasers.[1]

- Print professional color for up to 50% lower cost per page than lasers.[1] and get a better value for frequent printing.[4]
- Print documents that resist fading, water and highlighter-pen smears, using HP Officejet inks.[2][3]
- Achieve ISO print speeds up to 18 ppm black and 13 ppm color, using affordable, individual inks.[5]
- Depend on a printer with a 25,000-page monthly duty cycle—the perfect fit for reliable color printing.

Efficient Web connectivity—even print on the go.[6]

- Print from a variety of mobile devices on the go. With HP ePrint—now you can print from virtually anywhere.[6]
- Use the intuitive touchscreen to access business apps,[16] plus quickly print and store files.
- Easily view and print photos from a USB drive and memory cards.

Standout versatility with copy and scan solutions.

- Create and print a one-sided copy of a two-sided ID, and use the CopyCrop tool to modify copies at the touchscreen.
- Automatically print two-sided documents, and decrease intervention with the 250-sheet paper tray.
- Improve workflow—send quick faxes, and scan documents to a PC, network folders, or more.
- Create borderless, double-sided flyers and brochures, plus print impressive business photos.

Exceptional energy and resource savings.

- Use up to 50% less energy than lasers with this ENERGY STAR® qualified printer,[10] and preset On or Off times.
- Easily recycle cartridges, and use up to 70% less supplies and packaging by weight compared with lasers.[12]
- Consume up to 50% less paper while printing, using automatic two-sided printing.

- Use Original HP ink cartridges for quality, reliability and rewards.[13]

[1]Majority of color laser AiOs < US\$600, September 2012. For details: <http://www.hp.com/go/officejet>. OJ Pro ISO yield with highest-capacity cartridges continuous printing; see <http://www.hp.com/go/learnaboutsupplies>.

[2]Fade resistance based on paper-industry predictions for acid-free papers and Original HP inks; colorant stability data at room temperature based on s tested per ISO 11798 and ISO 18909.

[3]Water resistance based on HP internal testing, using paper with the ColorLok® logo.

[4]Compared with the HP Officejet 950/951 Black and color ink cartridges. For more information, see <http://www.hp.com/go/learnaboutsupplies>. High-cap: not included; please purchase separately.

[5]After first set of ISO test pages. For more information, see <http://www.hp.com/go/printerclaims>.

[6]Requires an Internet connection to the printer. Feature works with any connected Internet- and e-mail-capable device. Print times may vary. Some HP require a firmware upgrade. For a list of supported documents, and image types, see <http://www.hp.com/go/eprintcenter>. And for additional solutions see <http://www.hp.com/go/mobile-printing-solutions>.

[7]Wireless performance is dependent upon physical environment and distance from access point. Wireless operations compatible with 2.4 GHz routers

[8]Supports iOS 4.2 and later devices (iPad®, iPhone® 4, iPhone® 3GS, and 3rd and 4th generation iPod touch®) that support multitasking. Works with enabled printers and all-in-ones. AirPrint™ and iOS 4.2 and later devices require an 802.11 "wireless network" connection to the printer. Wireless perform dependent upon physical environment and distance from the access point. AirPrint and the AirPrint Logo are trademarks of Apple® Inc. iPad, iPhone, and are trademarks of Apple Inc., registered in the U.S. and other countries.

[9]Requires access to third-party app stores. See <http://www.hp.com/go/mobile-printing-solutions> for details on compatible devices.

[10]Majority of color laser AiOs < US\$600, September 2012, OJ Pro with highest-capacity cartridges. Energy use based on HP testing using the ENER program's TEC test method criteria. For details, see [hp.com/go/officejet](http://www.hp.com/go/officejet)

[11]Program availability varies. Original HP cartridge return and recycling is currently available in more than 50 countries and territories around the world Planet Partners program. For more information, or to request return envelopes and bulk collection boxes, visit <http://www.hp.com/recycle>.

[12]Compared with the majority of color laser printers < US\$300, September 2012. Calculation compares weight of supplies and cartridge packaging need same amount of pages based on ISO yield and continuous printing.

[13]Availability of rewards varies by country. For more information, see <http://www.hp.com/go/learnaboutsupplies>.

[14]Display-permanence rating by Wilhelm Imaging Research, Inc., or HP Image Permanence Lab. For details, see <http://www.hp.com/go/printpermaner>

[15]ISO print speeds up 20/16 ppm; 4.3" (10.92 cm) touchscreen with gesturing; two-sided copy, scan and fax function; CopySmart and CopyFix solution automatic document feeder; and legal-size scanning glass only available on the HP Officejet Pro 8600 e-All-in-One Plus and the HP 8600 e-All-in-One P

[16]Requires a wireless access point and an Internet connection to the printer. Services may require registration. App availability varies by country, language agreements. For details, <http://www.hp.com/go/eprintcenter>.

Specs

HP data sheet

- [HP Data Sheet](#)

Printer specifications

Product Differentiator

- Base product

Functions

- Print, copy, scan, fax, Web

Print speed, black (ISO, laser comparable)

- Up to 18 ppm

Print speed, color (ISO, laser comparable)

- Up to 13 ppm

Print speed, black (draft)

- Up to 32 ppm

Print speed, color (draft)

- Up to 32 ppm

Print speed, black (normal)

- Up to 18 ppm

Print speed, color (normal)

- Up to 13 ppm

Print speed

- Either after first page or after first set of ISO test pages. For details see <http://www.hp.com/go/printerclaims>

Printer page yield

- Average based on ISO/IEC 24711 or HP testing methodology and continuous printing. Actual yield varies considerably based on content of printed pages and other factors. Some ink from included cartridge is used to start up the printer. For details see <http://www.hp.com/go/learnaboutsupplies>

First page out (ready) black

- As fast as 13 sec

First page out (ready) color

- As fast as 14 sec

Resolution (black)

- Up to 1200 x 600 dpi

Resolution (color)

- Up to 4800 x 1200 optimized dpi on HP Advanced Photo paper, 1200 x 1200 input dpi

Monthly duty cycle

- Up to 25,000 pages

Recommended monthly page volume

- 250 to 1250 pages (print); 100 to 550 (scan)

- HP recommends that the number of pages per month of imaged output be within the stated range for optimum device performance, based on factors including supplies replacement intervals and device life over an extended warranty period.

Print Technology

- HP Thermal Inkjet

Display

- 2.65" (6.73 cm) CGD (color graphics), touchscreen

Processor speed

- 360 MHz

Number of print cartridges

- 4 (1 each black, cyan, magenta, yellow)

Replacement cartridges

- HP 950 Black Officejet Ink Cartridge (~1000 pages); HP 951 Cyan Officejet Ink Cartridge; HP 951 Magenta Officejet Ink Cartridge; HP 951 Yellow Officejet Ink Cartridge; composite yield (~700 pages); HP 950XL Black Officejet Ink Cartridge (~2300 pages); HP 951XL Cyan Officejet Ink Cartridge; HP 951XL Magenta Officejet Ink Cartridge; HP 951XL Yellow Officejet Ink Cartridge; composite yield (~1500 pages). [Average based on ISO/IEC 24711 or HP testing methodology and continuous printing. Actual yield varies considerably based on content of printed pages and other factors. Some ink from included cartridge is used to start up the printer. For details see <http://www.hp.com/go/learnaboutsupplies>]

Compatible ink types

- Pigment-based (black and color)

Connectivity**Mobile printing capability**

- HP ePrint, HP webOS printing (TouchPad only), Apple AirPrint™

HP ePrint capability

- Yes

Connectivity, standard

- 1 USB 2.0; 1 Host USB; 1 Ethernet; 1 Wireless 802.11b/g/n; 2 RJ-11 modem ports; memory card slots

Connectivity, optional

- Support the following external Jetdirect servers; Print only: HP Jetdirect en1700 External Print Server (J7988G), HP Jetdirect en3700 Fast-Ethernet External Print Server for Network Capable Hi-Speed USB 2.0 Peripherals (J7942G), HP Jetdirect ew2400 802.11b/g wireless and Fast Ethernet external print server (USB 2.0, 10/100Base-TX, 802.11b/g) (J7951G), HP Jetdirect ew2500 802.11b/g Wireless Print Server (J8021A); Other supported accessories: Apple AirPort Express, Apple AirPort Extreme, Apple Airport TimeCapsule

Network ready

- Standard (built-in Ethernet, WiFi 802.11b/g/n)

Ports

- 1 USB 2.0; 1 Host USB; 1 Ethernet; 1 WiFi 802.11b/g/n; 2 RJ-11 modem ports

Security

- Device firewall configuration; Control panel lock; Password protect EWS, SSL/TLS (HTTPS)

Minimum system requirements

- Microsoft® Windows® 7: 1 GHz 32-bit (x86) or 64-bit (x64) processor, 2 GB hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows Vista®: 800 MHz 32-bit (x86) or 64-bit (x64) processor, 2 GB hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer; Windows® XP (SP3)* or higher (32-bit only): any Intel® Pentium® II, Celeron® or compatible processor, 233 MHz or higher, 750 MB hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 6 or higher. *Supports 32-bit only. Mac OS X v 10.5 or v 10.6: PowerPC G4, G5 or Intel® Core™ Processor, 500 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port; Linux (For more information, see <http://hplipopensource.com/hplip-web/index.html>)
- Mac OS X v 10.5 or v 10.6: PowerPC G4, G5 or Intel® Core™ Processor, 500 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port

Compatible operating systems

- Microsoft® Windows® 7, Windows Vista®, Windows® XP (SP3)* or higher (32-bit only); *Supports 32-bit only; Mac OS X v 10.5, v 10.6 or v 10.7; Linux (For more information, see <http://hplipopensource.com/hplip-web/index.html>)

Memory specs**Memory card compatibility**

- Memory Stick Duo, Memory Stick Pro Duo, MagicGate Memory Stick Duo; Memory Stick Micro (requires adapter, sold separately); Secure Digital (SD); Secure Digital High Capacity; miniSD, microSD, microSDHC

Print languages

- HP PCL 3 GUI, HP PCL 3 Enhanced

Automatic paper sensor

- No

Paper trays, standard

- 1

Paper trays, maximum

- Up to 2

Paper handling**Paper handling input, standard**

- 250-sheet input tray

Paper handling output, standard

- 150-sheet output tray

Duplex printing

- Automatic (standard)

Envelope input capacity

- Up to 30 envelopes

Borderless printing

- Yes, up to 8.5 x 11 in (US letter), 210 x 297 mm (A4)

Finished output handling

- Sheetfed

Media sizes supported

- Tray 1: Letter, legal, statement, executive, 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, 4 x 10 in, 4 x 11 in, 4 x 12 in, 8 x 10 in, envelopes (No. 10, Monarch, DL)

Media sizes supported

- A4; A5; A6; B5(JIS); Envelope (DL, C5, C6, Chou #3, Chou #4); Card (Hagaki, Ofuku Hagaki)

Media sizes, custom

- Windows does not support custom paper size; Tray 1: 3.5 x 8 to 8.5 x 14 in (Mac only)

Media types

- Plain paper; Thick plain paper; HP Bright White Paper; HP Premium Presentation Paper, Matte; HP Premium Plus Photo Papers; Other inkjet papers; HP Advanced Photo Papers; HP Everyday Photo Paper, Matte; HP Everyday Photo Paper, Glossy; Other photo papers; Other specialty papers; Other Greeting Cards; HP Brochure Paper 180g, Glossy; HP Brochure and Flyer Paper, Matte; HP Tri-fold Brochure Paper, Matte; HP Tri-fold Brochure Paper, Glossy; Other brochure papers; Plain hagaki; Inkjet hagaki; Photo Hagaki; Card Stock

(requires adapter, sold separately); MultimediaCard (MMC), Secure MultimediaCard; Reduced-Size MultimediaCard (RS-MMC), MMC Mobile, MMCmicro (requires adapter, sold separately)

Memory, standard

- 128 MB

Memory, maximum

- 128 MB

Printer management

- HP Web Jetadmin; Embedded Web server

Supported network protocols

- Supported Network Protocols configurations (IPv4, IPv6); ARP; BOOTP; SMTP client; LLMNR; Bonjour; LP/ APIPA (Auto IP); NetBIOS/WINS; LPR/LPD; Custom Raw Port/Port9100; DNS Resolver; mDNS; SNMPv1; Web Services Discovery; Web Services Print; DHCP options: 81/RFC4702/RFC4704, 12-Hostname; 44; Syslog; Firewall; SSL/TLS (HTTPS); Password-protected network Embedded Web server; Enable/disable

Scanner specifications**Scanner type**

- Flatbed, ADF

Scan file format

- Scan File Type supported by Software: Bitmap (.bmp), JPEG (.jpg), PDF (.pdf), PNG (.png), Rich Text (.rtf), Searchable PDF (.pdf), Text (.txt), TIFF (.tif)

Scan resolution, hardware

- Up to 4800 x 4800 dpi

Scan resolution, optical

- Up to 4800 dpi

Scan size (flatbed), maximum

- 8.5 x 11.7 in

Scan size (ADF), maximum

- 8.5 x 14 in

ADF Capacity

- Standard, 35 sheets

Digital sending features

- Scan-to Folder; Fax Archive to Folder

Copier specifications**Copy speed black (draft)**

- Up to 32 cpm

Copy speed color (draft)

- Up to 32 cpm

Copy speed black (normal)

- Up to 12 cpm

Copy resolution (black text)

- Up to 1200 x 600 dpi

Copy resolution (colour text and graphics)

- Up to 1200 x 600 dpi

Recommended media weight

- 16 to 28 lb (plain paper); 60 to 75 lb (photo); 20 to 24 lb (envelope); 90 to 110 lb (card)

Supported media weight

- Tray 1: 16 to 28 lb (plain paper); 60 to 75 lb (photo); 20 to 24 lb (envelope); 90 to 110 lb (card)

Media weights by paper path

- Tray 1: 60 to 105 g/m² (plain); 220 to 280 g/m² (photo); 75 to 90 g/m² (envelope); 163 to 200 g/m² (card)

Power & operating requirements**Power**

- Input voltage: 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)

Power consumption

- 28 watts maximum, 0.22 watts (Manual-Off), 5.81 watts (Standby), 1.95 watts (Sleep)
- Power measurements are based on ENERGY STAR® OM test procedure with 230 VAC, 50 Hz input.

Energy efficiency

- ENERGY STAR® qualified

Operating temperature range

- 41 to 104°F

Operating humidity range

- 25 to 75% RH

Copies, maximum

- Up to 99 copies

Fax specs**Faxing**

- Yes, color

Fax transmission speed

- 4 sec per page

Fax memory

- Up to 100 pages

Fax resolution

- 300 x 300 dpi

Speed dials, maximum number

- Up to 99 numbers

Dimensions & weight**Dimensions (W x D x H)**

- 19.4 x 18.1 x 11.8 in

Maximum dimensions (W x D x H)

- 19.4 x 25.4 x 11.8 in (with duplexer installed, output tray extended to Legal)

Weight

- 25.34 lb

Package weight

- 37.7 lb

What's included**What's in the box**

- HP Officejet Pro 8600 e-All-in-One Printer, automatic two-sided printing accessory; HP 950 Setup Black Officejet Ink Cartridge (~1000 pages); HP 951 Setup Cyan Officejet Ink Cartridge; HP 951 Setup Magenta Officejet Ink Cartridge; HP 951 Setup Yellow Officejet Ink Cartridge; composite yield (~700 pages); power cord; phone cord; setup poster; Getting Started Guide; CD-ROMs (for software, Windows and Mac printer drivers, and User's Guide). [Average based on ISO/IEC 24711 or HP testing methodology and continuous printing. Actual yield varies considerably based on content of printed pages and other factors. Some ink from included cartridge is used to start up the printer. For details see <http://www.hp.com/go/learnaboutsupplies>]

Cable included

- No, please purchase USB cable separately

Warranty

- One-year limited hardware warranty, 24-hour, 7 days a week Web support, business hour phone support within warranty period

Software included

- HP Printer Software, Microsoft Toolbar, HP Update, Shop for Supplies Online

Owner support**Warranty information**

This product is covered by the [standard HP warranty](#)

Support information

Support for this product is provided by [HP Customer Care](#)

Returns & exchange information

The HP Home & Home Office Store will accept returns or exchanges for this product up to 21 days after delivery

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. <u>2010</u>
Title of PIR	<u>Staff Workstations</u>	Request Type <u>R, C</u>
PIR #	(assigned by Data Services)	Possible Funding Source <u>MCIP</u>

Description of Need and Justification:
 Description of Need and Justification:
 2 Dell Optiplex 7010 Workstations for two appraisal staff.
 Estimated at \$1,230.00 each, for a total of \$2,460.00.
 The Public Works current workstations (Dell Optiplex series) were purchased/installed with on or before 2009 and are overdue for replacement. Property Division supervisors and staff working with real estate and engineering data require more power than can be found in the County's enhanced specification. Computing demands include complex financial calculations and other advanced software used in the appraisal processes. The workstations are required to do processing typically performed at the server level as utilized by most real estate and/or engineering consulting firms. The system specified is based on the Public Works 2014 specifications under bundled (Dell) systems, down to the specific processor, memory and drive configuration.

Expected Benefits
 Ability to employ more advanced and /or high memory software including viewers for

- Appraisals of real property
- Complex financial calculations
- other memory intense data

related to real property services for Public Works and its MCIP projects, and to support other departments of Dallas County.

Department Head Signature _____	Priority _____
Department Contact Person <u>Selas Camarillo</u>	Phone <u>7233</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring (by Governance Committee)

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____



Print Summary



Best Selling OptiPlex 7010 Small Form Factor Configuration

Price **\$1,892.13**
 Instant Savings **\$662.25**

Price \$1,229.88

Preliminary Ship Date: **2/7/2014**

My Selections

[All Options](#)

- **Best Selling OptiPlex 7010 Small Form Factor Configuration**

Date	1/29/2014 11:21:52 AM Central Standard Time			
Catalog Number	84 Retail rc973496			
Catalog Number / Description	Product Code	Qty	SKU	Id
Processors:				
Intel® Core™ i7-3770 Processor (Quad Core, 3.40GHz, 8MB w /HD4000 Graphics)	VI73770	1	[318-2164]	2
Operating System (s):				
Windows 7 Professional, No Media, 64-bit, English	W7PN61E	1	[330-6228][421-5334][421-5606]	11
OptiPlex 7010 SFF:				
OptiPlex 7010 SFF w/ Standard Power Supply	7010SFF	1	[225-2812]	1
memory:				
8GB, NON-ECC, 1600MHZ DDR3,2DIMM	8G3N162	1	[370-ABEK]	3
Removable Media Storage Device:				
8X Slimline DVD+/-RW	DRM8	1	[318-0620][318-2231]	16
Video Card:				
Dual AMD RADEON™ HD 7470 1GB DDR3 DP/DVI D7470WO w/o Adapters,LP		1	[321-0142]	6
Dell monitor:				
No Monitor	NMON	1	[320-3704]	5
Monitors:				
Dell UltraSharp™ U2312H 23 Inch Monitor with Adj Stand, Widescreen, VGA/ DVI/ DP	U2312H	1	[320-2731]	496
Boot Hard Drives:				
500GB 3.5 6.0Gb/s SATA with 16MB DataBurst Cache™	500GBS3	1	[342-3904]	8
Systems Management Mode:				
Intel® Standard Manageability	STDMGMT	1	[331-6245]	15

Energy Efficiency Options: No ESTAR Settings	NOESTAR	1	[331-8325]	25
Keyboard: Dell Multimedia Keyboard, English	USBMME	1	[331-9652]	4
Mouse: Dell MS111 USB Optical Mouse	USBOP	1	[330-9458]	12
Setup and Features Information Tech Sheet: No Tech Sheet	NOTSH	1	[310-9444]	40
Power Cord: OptiPlex 7010 SFF w/ Standard Power Supply	SFFPSU	1	[330-7422][331-6585][331-7359]	20
Thermal: Heat Sink, Performance/Mainstream, Small Form Factor	HSSFF	1	[331-8318]	17
Speakers: Dell AX510 Sound Bar for all UltraSharp Flat Panel Displays (Black)	AX510	1	[313-6414]	18
Security Hardware: Chassis intrusion switch option	SWITCH	1	[317-6625]	38
Low Power Mode: 1 Watt ready low-power mode	LOWPER	1	[310-1959]	39
Documentation: OptiPlex 7010 Documentation English	DOCENG	1	[330-1711][340-ABSZ]	21
Shipping Packaging Options: Shipping Material for System, Small Form Factor	SFFSHIP	1	[331-1270]	41
Resource DVD: Resource DVD - contains Diagnostics and Drivers	RDVD	1	[331-6251]	27
Productivity Software: No Productivity Software	NOPSW	1	[421-3872]	22
Processor Branding: Intel Core i7 Desktop Sticker	IC7DT	1	[331-1565]	749
Encryption Software: No DDPE Encryption Software	NODDPE	1	[954-3465]	156
Hardware Support Services: 3 Year ProSupport with 3 Year NBD Limited Onsite Service After Remote Diagnosis	U3IP	1	[989-3449][995-0923][995-1553] [995-1933][995-2093][995-4093] [995-4303]	29

snFG06

Processors
Operating System (s)
OptiPlex 7010 SFF
memory
Removable Media Storage Device
All-in -One Monitor Solutions
Systems Management
Video Card
Monitors
MISC. Cables & Display Accessories
Boot Hard Drives
Second Hard Drive Options
Systems Management Mode
Energy Efficiency Options
Wireless
Keyboard
Mouse
Network Adapters (NICS)
Security Software
Speakers
Security Hardware
Resource DVD

SOFTWARE OPTIONS

Productivity Software
Digitally Delivered Software

OTHER OPTIONS

Encryption Software

ACCESSORIES

Business Essentials
Monitors & Stands
Customer Favorites
Printers

SERVICE OPTIONS

Hardware Support Services
CompleteCare
Data Protection Offers
Keep Your Hard Drive
Environmental Options
Installation

Security Hardware
Asset Recovery Services
Installation Optional

Intel® Core™ i7-3770 Processor (Quad Core, 3.40GHz, 8MB w/HD4000 Graphics) [edit](#)
Windows 7 Professional, No Media, 64-bit, English [edit](#)
OptiPlex 7010 SFF w/ Standard Power Supply [edit](#)
8GB, NON-ECC, 1600MHZ DDR3,2DIMM [edit](#)
8X Slimline DVD+/-RW [edit](#)
None [edit](#)
None [edit](#)
Dual AMD RADEON™ HD 7470 1GB DDR3 DP/DVI w/o Adapters,LP [edit](#)
Dell UltraSharp™ U2312H 23 Inch Monitor with Adj Stand, Widescreen, VGA/ DVI/ DP [edit](#)
None [edit](#)
500GB 3.5 6.0Gb/s SATA with 16MB DataBurst Cache™ [edit](#)
None [edit](#)
Intel® Standard Manageability [edit](#)
No ESTAR Settings [edit](#)
None [edit](#)
Dell Multimedia Keyboard, English [edit](#)
Dell MS111 USB Optical Mouse [edit](#)
None [edit](#)
None [edit](#)
Dell AX510 Sound Bar for all UltraSharp Flat Panel Displays (Black) [edit](#)
Chassis intrusion switch option [edit](#)
Resource DVD - contains Diagnostics and Drivers [edit](#)

No Productivity Software [edit](#)
None [edit](#)

No DDPE Encryption Software [edit](#)

None [edit](#)
None [edit](#)
None [edit](#)
None [edit](#)

3 Year ProSupport with 3 Year NBD Limited Onsite Service After Remote Diagnosis [edit](#)
None [edit](#)
None [edit](#)
None [edit](#)
None [edit](#)
None [edit](#)

Property

Chairs – Potential Hazard



Craig Marek

Chair coming off where attached – potential hazard to user

As of 5/9/2014

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department Public Works Budget No 2010
 Brief Title of PIR Office Chairs (Replacement)
 Estimated Cost \$350.00 Department Priority _____

Brief Summary of Request

Request to replace one (1) office chair which has been damaged due to normal wear and tear. Cost is \$350.00 per chair: Total cost: \$350.00
 (Cost taken from FY15 Budget Appendix)

Discussion of Need

Office chair(s) need to be replaced due to the damage in which they have sustained over the years which could be a potential safety issue for employees. See Property chairs potential hazard attachment.

PD CHAIR REPLACEMENT STATUS

NAME	TITLE	STATUS OF CHAIR		ACTION		
		OK / GOOD	NS (Not to Standard)	RETAIN	REPLACE	HOLD
Marek, Craig	Appr. Supervisor		N/S		X	
			1		1	

Staff Review and Comment

REPLACEMENT EQUIPMENT REQUEST

Department <u>Public Works</u>		Budget No. _____			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Chair - for GIS Analyst/Coordinator (Joel Wasinger)	10		\$350.00	damage from normal wear and tear over an extended lifetime; ergonomically unsuitable
2	Chair - for GIS Technician (Leah Bowyer)	10		\$350.00	damage from normal wear and tear over an extended lifetime; ergonomically unsuitable
3	Chair - for EIT (Brian Hooker)	10		\$350.00	damage from normal wear and tear over an extended lifetime; ergonomically unsuitable
4		10			
5		10			
6		10			
7		10			
8		10			
9		10			
10		10			

Form D

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Dalworth Dam Maintenance	
Estimated Cost	\$45,000	Department Priority
Brief Summary of Request		
<p>Maintenance costs to be paid to the Dalworth Soil and Water Conservation District (DSWCD) #519 for four (4) regional soil and water conservation dams located in the Rowlett Creek and Ten Mile Creek Watershed Areas.</p>		
Discussion of Need		
<p>These four earthen dam structures minimize soil erosion sedimentation, and provide flood control for the Cities of Sachse and Rowlett in District No. 2, and the Unincorporated Area in District No. 3. Increased land development and population growth downstream, and an increase in storm water runoff upstream make maintenance critical to the dams' proper function in protecting the watershed, private property, and the general public. This maintenance typically consists of mowing, fertilization, brush control, structure repairs, inspection from flood damages, emergency action plan work, and related miscellaneous work. The lack of maintenance could easily result in more extensive repairs, re-classification to a high hazard dam, and / or costly re-construction.</p>		
Staff Review and Comment		
Empty space for staff review and comment		
Form G		FY2015



DALLAS COUNTY PUBLIC WORKS

Date: April xx, 2014

MEMORANDUM

To: Commissioners Court

From: Alberta L. Blair, P.E.
Director of Public Works

Re: Dalworth Soil and Water Conservation District (DSWCD) #519
FY2014 Memorandum of Agreement (MOA) with Dallas County for Annual Maintenance
For Four (4) Regional Dams - Rowlett Creek and Ten Mile Creek Watershed Areas

BACKGROUND:

In the mid-1930's, the U.S. Congress began looking at ways to compliment the downstream flood control program of the U.S. Army Corps of Engineers (USACE). It passed flood control acts in 1936, 1944, and 1954 and assigned responsibility of the Watershed Protection and Flood Prevention Program to the USDA Soil Conservation Service (SCS), now the Natural Resources Conservation Service (NRCS).

Annual operation and maintenance of these flood water retarding structures (dams) and their components is the major responsibility of project sponsors being conservation districts, co-funded by city and county governments, and special purpose districts. At one time there were over ten (10) dams in the Dallas County area.

Since 1960 Dallas County has participated in the funding of four (4) regional soil and water conservation dams located in the Rowlett Creek and Ten Mile Creek Watershed areas with the Dalworth Soil and Water Conservation District (DSWCD) #519. These earthen dam structures minimize soil erosion sedimentation, and provide flood control for the Cities of Sachse and Rowlett in District No. 2 [three (3) dams], and the Unincorporated Area southeast of Wilmer in District No. 3 [one (1) dam].

The increase in land development and local population downstream, and an increase in storm water runoff upstream (from land development) make annual maintenance critical to the dam's proper function in protecting the watershed, private property, and the general public. This annual maintenance scope of work consists of, but is not limited to, mowing, fertilization, brush control, structure repairs, inspection from flood damages, emergency action plan work, and related miscellaneous work. The lack of dam maintenance could easily result in more extensive repairs, re-classification to a high hazard dam by the NRCS, and significant upgrade and / or costly reconstruction.

OPERATIONAL IMPACT:

The Dallas County Public Works Department will assume responsibility for the continuation of this annual agreement. DSWCD will be required to give the County seventy-two (72) hours prior notice for any work to be performed. Dalworth Soil and Water Conservation District #519 will also ensure the County's access for site inspection of the work performed since the dams are located in easements owned by DSWCD on private property.

FINANCIAL IMPACT:

In 2012, the County's Memorandum of Agreement (MOA) with DSWCD requested funding in the not-to-exceed amount of \$29,175.00. Costs for maintenance to the fifty (50) year-old dams continued to escalate. The FY2013 co-funding request was for a not-to-exceed amount of \$29,475.00. The FY2014 co-funding request is for a not-to-exceed amount of \$42,015.00. The MOA term is for one (1) year commencing on or after December 13, 2013, and continuing until December 12, 2014.

Funding participation in this soil and water conservation effort is not in compliance with County Road and Bridge Policy. However, maintenance of these four (4) earthen dams is of regional importance, and may be funded by General Fund Account No. 105.2550.08312.0000 (County Road and Bridge District No. 5).

LEGAL IMPACT:

N/A

PROJECT SCHEDULE:

N/A

MWBE PARTICIPATION:

N/A

STRATEGIC PLAN COMPLIANCE:

Continuation of the agreement with Dalworth Soil and Water Conservation District #519 complies with Dallas County Strategic Plan Goals No. 4 in that the County proactively addresses critical regional issues. Said joint effort addresses maintenance and risk amelioration for high hazard dams in urbanized areas.

RECOMMENDATION:

Authorize execution of the Memorandum of Agreement (MOA) with Dalworth Soil and Water Conservation District (DSWCD) #519 and Dallas County for a one (1) year maintenance term for these four (4) soil and flood control dams in a not-to-exceed amount of \$42,015.00 to be funded by General Fund Account No. 105.2550.08312.0000 (County Road and Bridge District No. 5).

Alberta L. Blair, P.E.
Director of Public Works

Attachments

cc: Antoinette Bacchus, P.E., Assistant Public Works Director, Transportation / Planning Division
Jack D. Hedge, P.E., Assistant Public Works Director, Program Management Division
Hamid Baħa, P.E., Project Manager
Rick Loessberg, Director, Planning and Development
Ryan Brown, Director, Budget Office
Teresa Guerra Snelson, Assistant District Attorney, Chief, Civil Section
Virgil Helm, Manager, Dalworth Soil and Water Conservation District (DSWCD) #519

**Estimate of Maintenance Funds Needed- FY 2014 Dalworth SWCD
for Rowlett and Ten Mile Crk. Watersheds, Dallas County**

Maintenance Needs	Site 10 Rowlett Crk. WS	Site 11 Rowlett Crk. WS	Site 12 Rowlett Crk. WS	Site 10 Ten Mile Crk. WS	Shared Expenses	Totals
Mowing	\$1,920.00	\$1,120.00	\$ 960.00	\$ 1,080.00		\$5,080.00
Fertilization*	\$ 1,560.00	\$ 910.00	\$ 780.00	\$ 1,170.00		\$ 4,420.00
Structure Repair	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Inspections, Inc. Flood Damages*	\$ 2,275.00	\$ 2,275.00	\$ 2,275.00	\$ 2,275.00		\$ 9,100.00
Brush Control	\$ 1,560.00	\$ 910.00	\$ 390.00	\$ 585.00		\$ 3,445.00
Weed Control	\$ 1,560.00	\$ 910.00	\$ 780.00	\$ 1,170.00		\$ 4,420.00
Debris Removal	\$ 500.00	\$ 500.00	\$ 250.00	\$ 200.00		\$ 1,450.00
Emergency Plans (EAPs)	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Administration	\$1,275.00	\$1,275.00	\$1,275.00	\$1,275.00	\$ -	\$5,100.00
Miscellaneous	\$500.00	\$500.00	\$500.00	\$500.00	\$ -	\$ 2,000.00
Totals	\$ 11,150.00	\$ 8,400.00	\$ 7,210.00	\$ 8,255.00	\$7,000.00	\$42,015.00

ADM-Misc. Funds requested to stay in compliance with increased TCEQ Maintenance Requirements

TCEQ requires A yearly site inspection, and an inspection after each flood event*

Note: Dalworth SWCD provides all personnel, equipment and supplies used to perform maintenance, all transportation, and any repairs to equipment. Estimate of funds needed reflect all items provided by Dalworth SWCD.

Note (2): Outside funds will not be available to Dalworth SWCD for maintenance expenses in 2014 - 2015

Note (3) Estimate for Fertilization raised due to large increase in fertilizer prices

Dalworth SWCD 2014 Backup Documentation of Maintenance Funds Needed for Dallas County

	Rowlett Site 10 12 Ac.	Rowlett Site 11 7 Ac.	Rowlett Site 12 6 Ac.	Ten Mile # 10 9 Ac.	Totals
Mowing	\$480.00 Each Mow	\$280.00 Each Mow	\$240.00 Each Mow	\$360.00 Each Mow	
Fertilization	\$780.00 per Appl.	\$455.00 Per Appl	\$390.00 Per Appl.	\$585.00 Per Appl.	
Structure Repair	per bids Per Appl.	per Bids Per Appl.	per Bids Per Appl.	per Bids Per Appl.	
Inspections,	\$325.00	\$325.00	\$325.00	\$325.00	
Brush Control	\$780.00	\$455.00	\$390.00	\$585.00	
Weed Control	\$780.00	\$455.00	\$390.00	\$585.00	
Debris Removal	\$ 40.00 hr. ***	\$ 40.00 hr ***	\$ 40.00 Hr ***	\$40.00 hr. ***	
Emergency Plans	\$ 40.00 Hr. As Needed	\$ 40.00 Hr As Needed	\$40.00 Hr As Needed	\$40.00 Hr As Needed	
Administration	\$ 40.00 hr. \$ 1275.00	\$ 40.00 hr. \$1,275.00	\$ 40.00 hr. \$1,275.00	\$ 40.00 hr. \$1,275.00	
Miscellaneous	\$ 40.00 hr. \$500.00	\$ 40.00 hr. \$500.00	\$ 40.00 hr. \$500.00	\$ 40.00 hr. \$500.00	
				Budget	\$42,015.00

* Brush Control & Weed Spray Costs are same, However different Treatment methods are used

** Inspections required monthly and after flooding rains

*** 4 hr. Min if other work cannot be scheduled that day

COURT ORDER

ORDER NO. _____

DATE: April xx, 2014

STATE OF TEXAS ¶

COUNTY OF DALLAS ¶

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on

the _____ xxxx day of _____ April, 2014, on motion made

by _____, and seconded

by _____, the following order was adopted:

WHEREAS, the matter set forth below was briefed before the Commissioners Court on April xx, 2014; and

WHEREAS, since 1960 Dallas County has participated in the funding of four (4) regional soil and water conservation dams located in the Rowlett Creek and Ten Mile Creek Watershed Areas with the Dalworth Soil and Water Conservation District (DSWCD) #519, and said earthen dam structures minimize soil erosion sedimentation, and provide flood control for the Cities of Sachse and Rowlett in District No. 2, and the Unincorporated Area in District No. 3; and

WHEREAS, the increase in land development and local population downstream, and an increase in storm water runoff upstream make maintenance critical to the dam's proper function in protecting the watershed, private property, and the general public, and said maintenance typically consists of mowing, fertilization, brush control, structure repairs, inspection from flood damages, emergency action plan work, and related miscellaneous work, and the lack of same could easily result in more extensive repairs, re-classification to a high hazard dam, and / or costly re-construction; and

WHEREAS, the FY2014 co-funding request is for a not-to-exceed amount of \$42,015.00 for a one (1) year maintenance term via a Memorandum of Agreement (MOA) for these four (4) soil and erosion control earthen dams which is of significant regional importance; and

WHEREAS, said term would commence on or after December 13, 2013, and continue until December 12, 2014.

WHEREAS, continuation of the MOA with Dalworth Soil and Water Conservation District (DSWCD) #519 complies with Dallas County Strategic Plan Goal No. 4 in that the County proactively addresses critical regional issues; and

WHEREAS, the Director of Public Works recommends the FY2014 Memorandum of Agreement (MOA) for Annual Maintenance with Dalworth Soil and Water Conservation District (DSWCD) #519 in a not-to-exceed amount of \$42,015.00 for a one (1) year maintenance term for approval, and that the County Judge execute same.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED by the Dallas County Commissioners Court that the County Judge is hereby authorized and directed to execute the FY2014 Memorandum of Agreement (MOA) with Dalworth Soil and Water Conservation District (DSWCD) #519 of these four (4) soil and erosion control earthen dams for a one (1) year maintenance term in a not-to-exceed amount of \$42,015.00, to be paid from General Fund Acct. 105.2550.08312.0000 (County Road & Bridge District No. 5).

DONE IN OPEN COURT, this the _____ xxxx day of _____ April, 2014.

Clay Lewis Jenkins, County Judge

Dr. Theresa Daniel, District No. 1

Mike Cantrell, District No. 2

John Wiley Price, District No. 3

Dr. Elba Garcia, District No. 4

Recommended For Approval:

Alberta L. Blair, P.E., Director of Public Works

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

DALWORTH SOIL AND WATER CONSERVATION DISTRICT #519

AND

DALLAS COUNTY

WHEREAS, the Dalworth Soil and Water Conservation District #519 (hereinafter "District") and Dallas County (hereinafter "County") desire to enter into a one (1) year agreement for the maintenance of flood control structures in the Rowlett Creek and Ten Mile Creek watershed areas; and

WHEREAS, Texas Agriculture Code Section § 201.152 provides authorization for local governments to enter into agreements with soil and water conservation districts to maintain dams, flood retention structures, canals, drains, levees, or other improvements for flood control and drainage relating to flood control or for making the necessary outlets and maintaining them; and

WHEREAS, Senate Bill No. 316, passed in 1959, provides authorization for local governments to enter into interlocal agreements with the U.S. Department of Agriculture and Soil Conservation Districts to maintain certain improvements constructed as part of the soil conservation program, including earth dams, spillways, etc.;

NOW THEREFORE, this Memorandum of Agreement is hereby made and entered into by the District and County upon and for the mutual consideration stated herein.

I. PURPOSE

The terms and conditions set forth in this Agreement provide the cooperation framework for the District and County to undertake a variety of maintenance functions, services and activities. Such approval will require, at a minimum, project definition of scope, type, location and estimated resources required by the District and by the County.

II. TERM

The term of this one (1) year agreement shall commence on December 13, 2012, and continue until December 12, 2013.

III. SCOPE OF SERVICES

Upon receipt of County's approval of each individual project, District shall perform services in the Rowlett Creek and Ten Mile Creek watershed areas during the term of this Agreement.

Services may include improvements and maintenance of flood control structures in the above-named watershed areas. Such work may include mowing, fertilizing, brush removal, fence repair, and other pre-approved repair improvement projects that shall be inspected by Dallas County forces. District inspections including those resulting from flood damages, emergency action plan work, and related miscellaneous work shall also be part of said scope of services.

IV. PERFORMANCE OF WORK

District shall obtain County's prior written approval for all services performed under this Agreement. District shall obtain such approval by submitting to Dallas County Director of Public Works a detailed proposal identifying the work to be performed, the location, and estimated cost of such work, the equipment to be used, and the parties performing the work (see attached Exhibit "A"). Upon receipt of Dallas County Director of Public Works' signed approval of such proposal, District shall perform the proposed work. District shall perform no services not specifically described in the approved proposal.

V. BILLING AND PAYMENT

Upon completion of work, District shall submit to County a detailed invoice describing the work performed, and detailing all costs incurred in the performance of such work, which detail shall include a breakdown of all labor, equipment, and materials costs. All invoiced amounts shall fairly compensate the performing party for the services performed. Prior to payment of the submitted invoice, County shall have the right to perform an inspection of the work. Upon inspection and a finding by County that the work is satisfactory, County shall reimburse District for 100% of all undisputed invoiced amounts. **The total amount County shall pay to District under this Agreement shall not exceed \$42,015.00 (Forty-Two Thousand, Fifteen Dollars) for a term of one (1) year.**

VI. INDEMNIFICATION

District agrees to indemnify and save harmless the County from any liability District may suffer as a result of claims, demands, costs, judgments against District arising out of or in any way related to the performance of work and services under this Agreement or arising from any accident, injury or damage of any kind whatsoever, to any person or persons, or to the property of any person(s) or corporation(s) occurring during the performance of this Agreement and on or about this project, except for any liability or damages caused by the negligence of the County, its agents, officers and/or employees.

II. TERMINATION

Either District or County may terminate this Agreement by providing the other party thirty (30) days written notice of its intent to terminate. The written notice of the intent to terminate shall be delivered to the following:

Chairman
Dalworth Soil and Water Conservation District # 519
320 Westway Place, Suite 511
Arlington, Texas 76018

Director of Public Works
Dallas County Public Works
411 Elm, 4th Floor
Dallas, Texas 75202

All work will be billed within the first five (5) working days after the end of the month in which it was performed.

District and County certify that this interlocal agreement is executed in accordance with the governing provisions of the Texas Interlocal Cooperation Act, as amended, and that any required separate documented approval by the County will be accomplished as a condition precedent to the execution of this Agreement.

It is mutually agreed that this Agreement becomes effective at the time of the last signature and will continue in effect until voided by official notification by either party. It will be subject to such revisions as may be mutually agreed upon in writing.

The County of Dallas has executed this Agreement pursuant to Commissioners Court Order No.

_____, on this _____ day of _____, 2014.

**DALWORTH SOIL AND WATER
CONSERVATION DISTRICT #519:**

COUNTY OF DALLAS:

By: _____
Bobby G. Waddle, Vice-Chairman

By: _____
Clay Lewis Jenkins, County Judge

Date: _____

Date: _____

**APPROVED AS TO FORM:
Dallas County
Craig Watkins
District Attorney**

**Teresa Guerra Snelson
Chief, Civil Division**

By: _____
Paul E. Hamilton
Assistant District Attorney

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>Transportation Engineer Workstation</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification

One (1) Dell 3600 Precision Workstation \$2,500
 The workstation cited has been specified to meet the demanding requirements of the computer-aided design (CAD) software which the transportation engineer will use to perform his regular duties. In particular the software requires advanced processing, memory and graphics. These requirements exceed even the County's enhanced PC specification.

Expected Benefits

Continued ability to manage and support the County's MCIP projects and Public Works' engineering and technical functions of the design and review processes on project plans.

Department Head Signature _____	Priority _____
Department Contact Person <u>Tushar Solanki</u>	Phone <u>6458</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

**QUOTATION**

Quote #: 643969109
 Customer #: 122468867
 Contract #: 42AFU
 Customer Agreement #: DIR SDD-1951
 Quote Date: 02/01/2013
 Customer Name: DALLAS CO

Date: 2/1/2013

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: JUSTIN HOSPIE PHONE: 1800 - 2893355
 Email Address: Justin_Hospie@Dell.com Phone Ext: 50000

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$2,097.72 GROUP TOTAL: \$2,097.72

Description	Quantity
Dell Precision T3600,MT, 635W (225-2090)	1
Four Core XEON E5-1607, 3.0GHz, 10M, Dell Precision T3600 (317-8696)	1
8GB DDR3 UDIMM 1600,NECC,4x2GB,Dell Precision (317-9076)	1
Dell USB Entry Keyboard,No Hot Keys,English,Precision Desktop (331-1965)	1
Dell UltraSharp 2007FP, Standard, 20in Viewable Image Size, HAS, VGA/ DVI, CLIENT (320-4683)	1
2GB nVIDIA Quadro 4000,Dual Monitor,2DP and 1DVI,Dell Precision Tx600 (320-3292)	1
500GB,SATA,3.5",7200,NCQ,16M (342-3436)	1
C1 SATA 3.5 Inch,1-2 Hard Drive,Dell Precision T3600 (331-4815)	1
Windows 7 Professional,Media, 64-bit,Fixed Precision, English (421-5609)	1
Windows 7 Label, OptiPlex, Fixed Precision, Vostro Desktop (330-6228)	1
Windows 7 XP Mode,Opti/PWS/Lat/Vost (421-2262)	1
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),Precision Desktop (421-5335)	1
Dell Data Protection Access, Precision Tx600 (421-7814)	1
Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)	1
PERC H310 SATA/SAS Controller for Dell Precision, T3600 (342-5069)	1
8X DVD+/-RW,Data Only,Dell Precision T3600,T5600 and T7600 (318-1326)	1
Screw for Slim Opticals,Dell Precision T3600 and T5600 (310-4279)	1
Thank you for Choosing Dell (318-2231)	1
Dell AX510 black Sound Bar forUltraSharp Flat Panel DisplaysDell Optiplex/Precision/Latitude (313-6414)	1
Precision T3600,635W 90 Percent Efficiency Power Supply (331-4092)	1
Enable Low Power Mode for EUP Compliance,Dell Precision Desktop (342-2635)	1
Regulatory Label,Dell Precision T3600 (331-4090)	1
Power Cord,125V,2M,C13,Dell Precision (330-3157)	1
Documentation,English and French,Dell Precision (331-2477)	1
RAID,CNTRL,INTEL,PAYG,A,T3600 (331-4107)	1
Energy Star Not Selected,Dell Precision Desktop (330-3201)	1
No Out-of-Band Systems MGMT,Dell Precision T3600 (331-4113)	1
Resource DVD contains Diagnostics and Drivers,Dell Precision T3600 (331-4093)	1

NO RAID,Dell Precision Tx600 (331-4816)	1
Quick Reference Guide,English,Dell Precision T3600,T5600 and T7600 (331-4094)	1
Shipping Material for System,Dell Precision T3600 (331-4091)	1
No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)	1
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 2 Year Extended (994-2282)	1
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (994-7970)	1
Dell Limited Hardware Warranty Plus Service Extended Year(s) (938-3758)	1
Dell Limited Hardware Warranty Plus Service Initial Year (934-7327)	1

*Total Purchase Price:	\$2,097.72
Product Subtotal:	\$2,097.72
Tax:	\$0.00
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS
	(* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

This proposal is not intended to create a contractual relationship. Unless expressly agreed otherwise in a writing signed by the parties, all orders by DALLAS CO for Dell products and services shall be subject to Dell's Terms and Conditions of Sale-Direct, which can be found at www.dell.com/terms, and which incorporate Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. Please read those terms carefully and in their entirety, and note in particular that Dell EqualLogic and EqualLogic-branded products, Dell|EMC and EMC-branded products, PowerVault ML6000 tape libraries, non-Dell-branded enterprise products, enterprise software, and customized hardware or software products may not be returned at any time. Orders also shall be subject to the terms of any applicable service contract(s), which can be found at www.dell.com/servicecontracts.

All information supplied to DALLAS CO for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

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PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Public Works</u>	Budget No	<u>2010</u>
Brief Title of PIR	<u>Training / Administrative Updates</u>		
Estimated Cost	<u>\$12,700.00</u>	Department Priority	<u> </u>
Brief Summary of Request			
<ul style="list-style-type: none"> * 2014 Fall Texas Association of County Engineers and Road Administrators Conference (TACERA) - 1 employee @ \$700.00: Total Cost: \$700.00 * 2015 Texas Public Works Association (TPWA) Short Course (New Braunfels) - 8 employees @ \$700.00/employee: Total Cost: \$5,600.00 * 2015 TPWA Annual Conference - 2 employees @ \$800.00/employee: Total Cost: \$1,600.00 * 2015 American Public Works Association (APWA) National Congress (Phoenix, AZ) 2 employees @ \$2,000.00/employee: Total Cost \$4,000.00 * Webinar Training - 4 sessions @ \$200.00/session: Total Cost: \$800.00 			
Discussion of Need			
<p>Request for Public Works personnel to attend the 2014 Fall TACERA Conference is needed in order for the department to remain up to date on various County related issues and legislation. The 2015 TPWA Short Course is requested in order to provide up to eight engineers state mandated continuing education in a cost and time efficient manner. The 2015 TPWA Annual Conference and APWA National Congress are requested in order for the department to remain updated on various County related issues and legislation, along with information related to the department's APWA self - assessment and accreditation efforts. Request for training webinars are needed for department wide state mandated continuing education in a cost and time efficient manner.</p>			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Public Works</u>	Budget No. _____
Title of PIR	<u>Enterprise GIS, Phase Two</u>	Request Type _____
PIR #	_____ (assigned by Data Services)	Possible Funding Source

Description of Need and Justification
 Cost: TBD

Meeting with IT: April, 2014
 Governance Committee Briefing: May, 2014
 Phase Two Budget: End of May, 2014

Expected Benefits

Department Head Signature _____	Priority _____
Department Contact Person <u>Joel Wasinger</u>	Phone <u>214-653-7460</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

Form H **FY2015**

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Hand Striper	
Estimated Cost	\$3000.00	Department Priority
Brief Summary of Request		
<p>PowrLiner™ 1800M Airless Striping Machine (and accessories): Walk-behind airless striping machine (and accessories) for use in tight quarters and on smaller jobs when the truck-mounted striper is impractical (e.g., parking lots, bike trails, crosswalks).</p>		
Discussion of Need		
<p>The sign crew has needed this equipment for various projects, including: trails (e.g., Goat Island Preserve), parks, parking lots, crosswalks, stop bars, lane closures, gore striping, hash marks. Customers for the work include the County's CDBG program, Open Space program, Road and Bridge Districts, MCIP program and in revenue-producing projects for cities.</p> <p>Renting the striper introduces delays and is typically unfeasible. At times, in lieu of proper equipment, staff have had to use hand rollers, that are messier, produce unsatisfactory results and take twice the time (and more). Moreover the increasing frequency with which the device is used suggests that a County-owned striping machine will quickly pay for itself.</p> <p>With the new airless striping machine the sign crew will be able to do work more efficiently and with better--more professional, higher quality--results. The equipment will open the possibility for Dallas County to provide additional and more efficient services to Dallas County Road and Bridge Districts, Open Space, Facility Services and our partner cities.</p>		
Staff Review and Comment		
Form G		FY2015



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FREE SHIPPING WITHIN THE CONTINENTAL US

The PowrLiner™ 1800M Airless Striping Machine is a preferred choice for those needing a medium-duty airless painting striper. It is perfect for contractors who need a line striper for smaller jobs on pavement, fields or turf. This simple, compact striper weighs only 250 lbs. It is easy to use, transport and store. It is powered by a dependable, easy-starting Subaru® 126cc OHC engine and designed to carry a 5-gallon pail of paint. The PowrLiner™ 1800M Airless Striping Machine is equipped with LX-40 spray gun that can be mounted on right or left side of unit. The SC-6™ Reversible Striping Tip with 1/4"ID x 50' long airless spray hose will give you hours of clog free striping. Plus, the adjustable front tire can be locked at any angle for striping circles and arcs. The PowrLiner™ 1800M Airless Striping Machine is backed by a 48 month limited warranty.

\$2651.00 Quantity: 1

Related Parts

- SC-6™ Reversible Striping Tip (1/4" ID x 50' Long)
- Image of SC-6 tip
- \$32.50 Add to Cart
- SC-6™ Reversible Striping Tip (1/4" ID x 50' Long)
- Image of SC-6 tip

Specifications Parts Accessories

Engine
5-gallon pail
Airless
Walk behind
41"H x 30"W x 54"L
Hand operated, handle mounted spray controls
Dual handles with cushioned grips, swivel front wheel and no flat tires



Item No. 10002252
\$32.50 Add to Cart

5 Gallon Paint Attachment (EK9425)



Item No. 10002252
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Related Accessories

5 Gallon Paint Attachment (EK9425)



Item No. 10002252
\$39.00 Add to Cart

Paint Product - 1 Gallon (2500)
PowrLayer Paint Striper



Item No. 10002252
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Suction hose filter, foot filter on pickup tube and filter in spray gun

100M Airless Striping Machine

Water or oil base paints

Pressure, fully adjustable 0-3300 psi

Pressure, spray gun with reversible tip, 2"-12" adjustable line width with 50' hose length

48 months

Three, 11.5" no flat tires



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- 3. 10002254 - PowrLiner™ 1800M Airless Striping Machine
- 4. 10002255 - PowrLiner™ 1800M Airless Striping Machine
- 5. 10002256 - PowrLiner™ 1800M Airless Striping Machine
- 6. 10002257 - PowrLiner™ 1800M Airless Striping Machine
- 7. 10002258 - PowrLiner™ 1800M Airless Striping Machine
- 8. 10002259 - PowrLiner™ 1800M Airless Striping Machine
- 9. 10002260 - PowrLiner™ 1800M Airless Striping Machine
- 10. 10002261 - PowrLiner™ 1800M Airless Striping Machine
- 11. 10002262 - PowrLiner™ 1800M Airless Striping Machine
- 12. 10002263 - PowrLiner™ 1800M Airless Striping Machine
- 13. 10002264 - PowrLiner™ 1800M Airless Striping Machine
- 14. 10002265 - PowrLiner™ 1800M Airless Striping Machine
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- 16. 10002267 - PowrLiner™ 1800M Airless Striping Machine
- 17. 10002268 - PowrLiner™ 1800M Airless Striping Machine
- 18. 10002269 - PowrLiner™ 1800M Airless Striping Machine
- 19. 10002270 - PowrLiner™ 1800M Airless Striping Machine
- 20. 10002271 - PowrLiner™ 1800M Airless Striping Machine

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\$2651.00 Quantity: 1

Related Parts

SC-6 Spray Gun Tip, 2"-4" Lines



Item No: 10002257
\$32.50 [Add to Cart](#)

SC-6 Spray Gun Tip, 4"-6" Lines



[Specifications](#) [Parts](#) [Accessories](#)



SC-6 Spray Gun Tip, 2"-4" Lines
SC-6 Spray Gun Tip, 2"-4" wide lines, for PowrLiner airless paint striping machines ... [Read More](#)

\$32.50



SC-6 Spray Gun Tip, 4"-6" Lines
SC-6 Spray Gun Tip, 4"-6" wide lines, for PowrLiner airless paint striping machines ... [Read More](#)

\$32.50

SC-6 Spray Gun Tip, 5"-8" Lines
\$32.50 [Add to Cart](#)



5"-8" Lines
5"-8" wide lines, for PowrLiner airless paint striping  \$32.50
[Read More](#)

SC-6 Spray Gun Tip, 10"-12" Lines



SC-6 Spray Gun Tip, 10"-12" Lines
\$32.50 [Add to Cart](#)

10"-12" Lines
SC-6 Spray Gun Tip, 10"-12" wide lines, for PowrLiner airless paint striping machines ...  \$32.50
[Read More](#)

Related Accessories

5 gallon paint strainers (Pkg of 5)



Item No: 10001508
\$39.00 [Add to Cart](#)

Sharp Protector, 3 lb bottle (32 oz),
PowrLiner Paint Strippers



Item No: 10000001
\$12.95 [Add to Cart](#)



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Related Parts

[SC-6™ Reversible Striping Tip, 1/4" ID x 50" Long](#)



SC-6™ Reversible Striping Tip, 1/4" ID x 50" Long

\$33.50 [Add to Cart](#)

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\$2651.00 Quantity: 1

[Specifications](#) [Parts](#) [Accessories](#)



5 gallon paint strainers (Pkg of 5)

Newstripe's 5-gallon Pail Strainers let you pour paint directly into a 5-gallon pail to strain out...

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\$39.00



Pump Protector, 1 qt bottle (32 oz), PowrLiner Paint Strippers

PowrLiner™ paint strippers, 1 quart bottle (32 oz) ...

[Read More](#)



\$12.95



Item No. 10002252

\$32.50 [Add to Cart](#)



SC-5 Spray Gun Tip, 5" - 5" Lines



Item No. 10002252

\$32.50 [Add to Cart](#)

Related Accessories

5 gallon paint strainers (Pkg s.1.5)



Item No. 10001988

\$39.00 [Add to Cart](#)



Pump Protector, 4 qt bottle (32 oz)
PowerDyer Paint Strippers



Item No. 10002252

\$12.95 [Add to Cart](#)



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PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Public Works	Budget No
Brief Title of PIR	Enterprise GIS	
Estimated Cost	To be determined	Department Priority

Brief Summary of Request

Development of an enterprise GIS (geographic information system). Components of such a system include (but may not be limited to):

- 1) Computer hardware
- 2) Computer software
- 3) Other equipment
- 4) Consultant services
- 5) Training
- 6) Staff

A Public Works IDIQ contractor will shortly begin a full needs assessment and study aimed at development of an enterprise GIS for Dallas County. Results of the study—and details of funding needs—are expected by May 2013.

Discussion of Need

Multiple departments within Dallas County have used GIS software over the years. These include Health and Human Services, Emergency Management, Elections and the Sheriff's Department. Public Works has established the most enduring and strongest GIS program. Public Works GIS now provides services to these and many other departments.

Demand for GIS products has grown steadily over time. Within the last two years in particular, West Nile Virus mosquito eradication and redistricting efforts significantly taxed the current system and highlighted both the value of a viable GIS and the need for a significant upgrade to the current system and resources. Untapped potential is virtually unlimited.

Among needs identified: a truly enterprise-class server-based system, more robust data development and management, user-friendly mapping (interactive and printable) and spatial analysis, browser-based mapping, hardware upgrades, software enhancements, staffing, application development.

Public Works proposes phasing of an enterprise GIS to begin with the establishment of a core system within the department but with the intention and capacity to gradually grow that system to incorporate other departments and finally include a full-featured public-facing Internet mapping interface.

Needs exist and are known that far exceed the capacity of our current system, but many of the potential uses of GIS are yet unimagined. GIS is an essential element of the most popular mobile applications on our smart phones and GIS provides an intuitive, compelling visual way to access data and understand the world. Implementation of a Dallas County enterprise GIS will increase effectiveness and efficiency across the organization and provide whole new dimensions of service to our residents, businesses and visitors.

Staff Review and Comment

PURCHASING DEPARTMENT

Department #1080

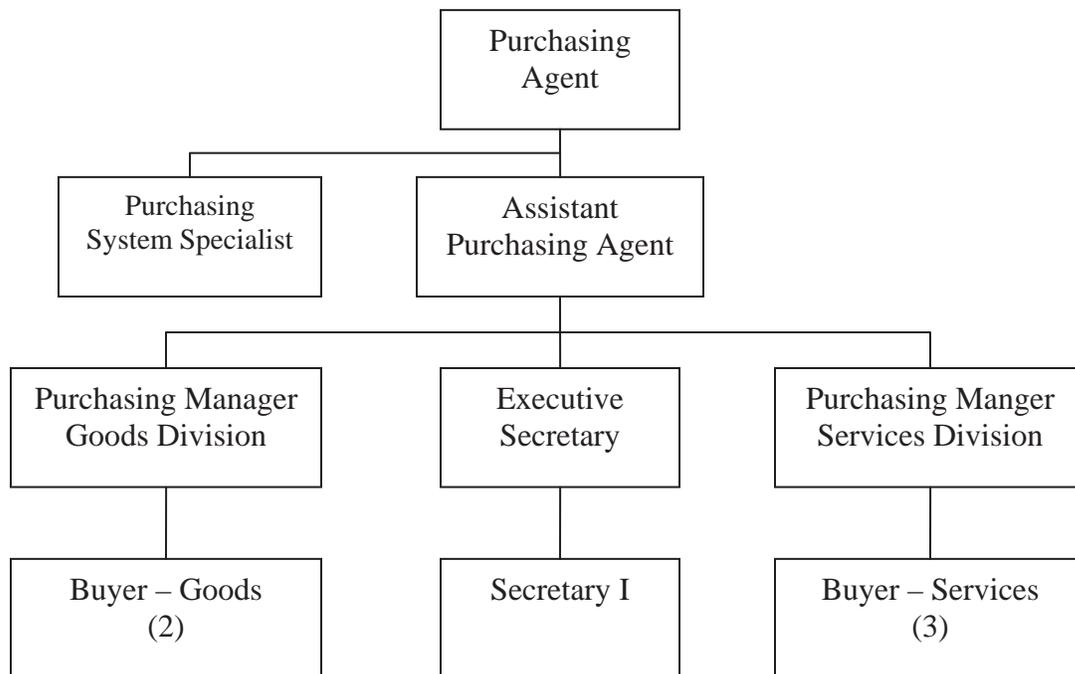
Mission Statement

The mission of the Purchasing Department is to provide Dallas County Departments with professional services, support and advice for execution of departmental programs resulting in the effective procurement of quality and cost effective goods and services.

Description

This department is responsible for maintaining vendor lists, reviewing new products, establishing and maintaining annual contracts and ensuring that the County receives goods and services at competitive prices. The Purchasing Agent of the County is selected by the Dallas County Commissioners.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Baseline Budget for Purchasing represents a continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$593,864	\$818,546	\$902,564	\$917,616
Operations	10,896	11,193	14,937	14,332
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$604,761	\$829,739	\$917,501	\$931,948

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	11	11	11	12

Authorized Position Detail (Grade)

1 Purchasing Director (D2)	2 Senior Buyer (E)
1 Assistant Purchasing Agent (M)	3 Buyer (B)
1 Purchasing Manager - Goods (H)	1 Executive Secretary (10)
1 Purchasing Manager - Services (H)	1 Senior Secretary (8)
1 Purchasing System Specialist (G)	

ROAD & BRIDGE DISTRICT #1

Department 105.2510

Mission Statement

The mission of Dallas County’s Road and Bridge District #1 is the effective maintenance, improvement and construction of roads and/or road systems throughout the County through direct financial contribution and collaboration with other road and bridge districts and cities.

Description

Road and Bridge District #1, under the supervision of Commissioner Dr. Theresa M. Daniel, responsible for the maintenance, improvement and construction of roads in Commissioner District #1 of the County was reorganized in late FY2007 as a Grant-In-Aid organization. The department’s annual budget allocation is now free to be used in road projects with area municipalities and other Road and Bridge Districts.

FY2015 Baseline Budget Highlights

- The FY2015 Road and Bridge District #1 baseline budget reflects the continuation of the same services.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$475,043	\$416,159	\$403,090	\$530,492
Operations	303,113	254,718	272,339	290,289
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$778,156	\$670,877	\$675,429	\$820,781

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	7	7	7	7

Authorized Position Detail (Grade)

1 County Commissioner (OO)	1 Clerk IV (10)
2 Commissioner Executive Asst. II (H)	1 Light Truck Driver (5)
1 Commissioner Executive Asst. I (F)	
1 Commissioner Office Manager (C)	

ROAD & BRIDGE DISTRICT #2

Department 105.2520

Mission Statement

The mission of Dallas County’s Road and Bridge District #2 is the effective maintenance, improvement and construction of roads and/or road systems throughout the County through direct financial contribution and collaboration with other road and bridge districts and cities.

Description

Road and Bridge District #2, under the supervision of Commissioner Mike Cantrell and is responsible for the maintenance, improvement and construction of roads in Commissioner District #2 of the County, was reorganized in FY2006 as a Grant-In-Aid organization. Presently, District #2 maintains approximately 6.417 miles of County road and the department’s annual budget allocation free to be used in road projects with area municipalities and other Road and Bridge districts.

FY2015 Baseline Budget Highlights

- The FY2015 Road and Bridge District #2 Baseline Budget reflects the continuation of service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$449,712	\$579,401	\$576,386	\$591,598
Operations	1,016,198	871,665	1,131,203	139,602
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,465,910	\$1,451,066	\$1,707,589	\$731,200

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	8	7	7	7

Authorized Position Detail (Grade)

1 County Commissioner (OO)	1 Senior Secretary (8)
2 Commissioner Executive Asst. II (H)	1 Program Coordinator (12)
1 Commissioner Executive Asst. I (F)	
1 Commissioner Office Manager (C)	

ROAD & BRIDGE DISTRICT #3

Department 105.2530

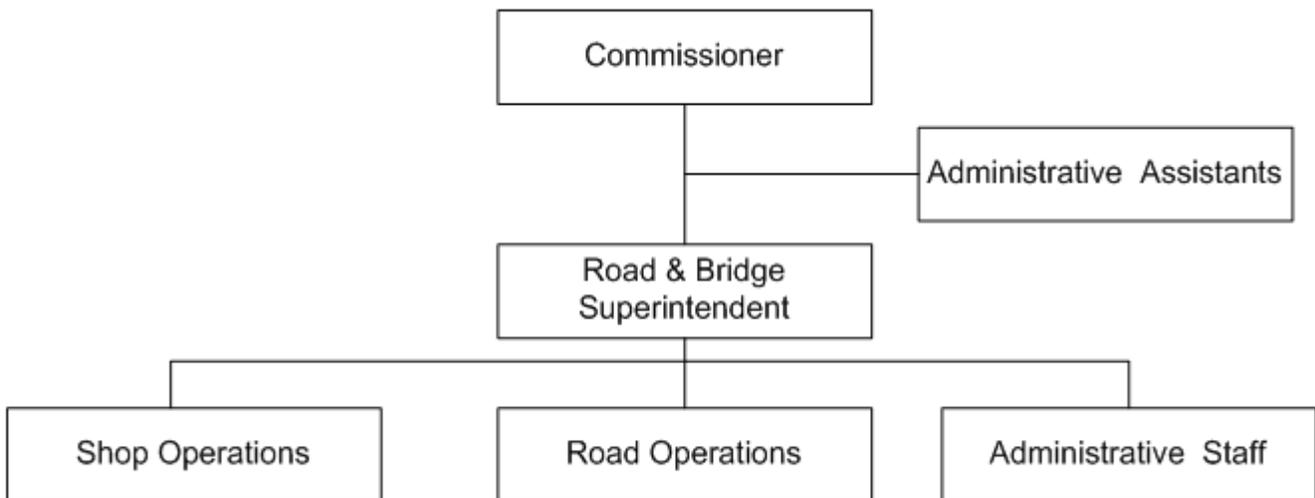
Mission Statement

The mission of Dallas County’s Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #3, under the supervision of Commissioner John Wiley Price, is responsible for the maintenance, improvement and construction of roads in the central and southeast portions of the County. Presently, District #3 maintains approximately 110.166 miles of County road and participates in numerous joint road projects and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Road and Bridge District #3 Baseline Budget reflects the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,960,885	\$2,188,435	\$1,891,333	\$2,498,930
Operations	1,475,541	1,161,619	674,827	1,107,882
Capital	<u>0</u>	<u>0</u>	<u>88,619</u>	<u>0</u>
Total	\$3,436,426	\$3,350,054	\$2,654,779	\$3,606,812

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	47	47	47	47

Authorized Position Detail (Grade)

1 County Commissioner (OO)
 1 Road and Bridge Superintendent (L)
 1 Commissioner Executive Asst. II (H)
 1 Road Manager (H)
 1 Commissioner Executive Asst. I (F)
 1 Mechanic Supervisor (D)
 1 Road Supervisor (D)
 1 Commissioner Office Manager (C)
 1 Administrative Assistant (A)
 5 Crew Chief (10)
 3 Mechanic (10)
 8 Equipment Operator III (8)
 1 Shop Assistant / Safety Coordinator (8)
 7 Equipment Operator II (7)
 1 Accounting Clerk II (7)
 11 Equipment Operator I (6)
 1 Road and Bridge Crewmember (6)
 1 Light Truck Driver (5)

ROAD & BRIDGE DISTRICT #4

Department 105.2540

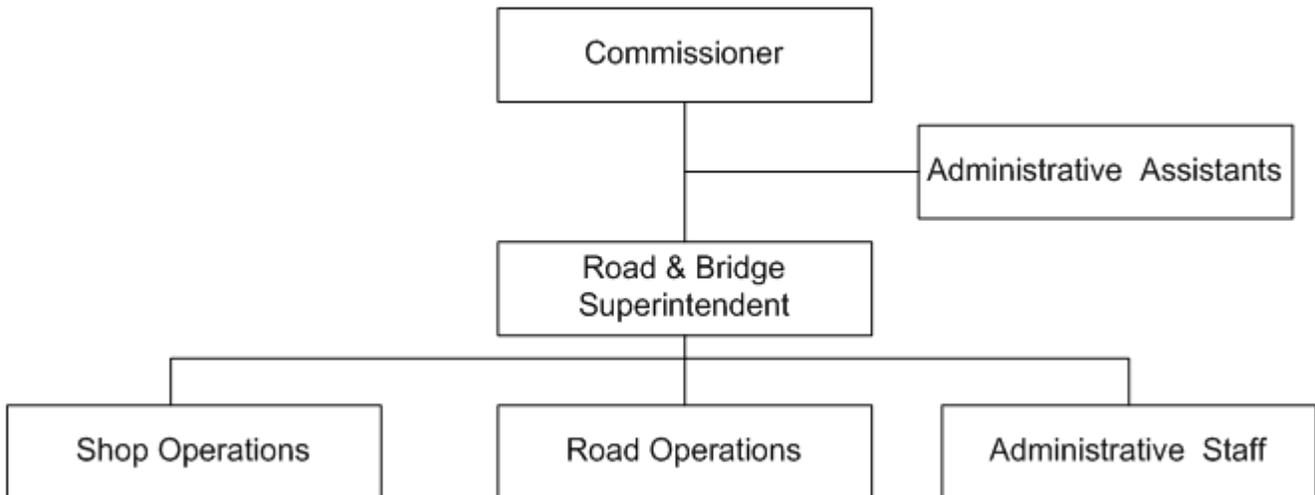
Mission Statement

The mission of Dallas County’s Road and Bridge Districts is the effective maintenance, improvement and construction of roads and/or road systems throughout the County, utilizing construction and management techniques designed to maximize operational efficiency and manage increasing traffic volume through tangible improvements to transportation systems both existing and under development.

Description

Road and Bridge District #4, under the supervision of Commissioner, Dr. Elba Garcia, is responsible for the maintenance, improvement and construction of roads in the west and southwest portions of the County. Presently, District #4 maintains approximately 3.563 miles of County road and participates in numerous joint road projects and fully reimbursed contract work with area municipalities.

Organizational Chart



FY2015 Baseline Budget Highlights

- The FY2015 Road and Bridge District #4 Baseline Budget reflects the continuation of current service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,379,849	\$1,348,308	\$1,246,730	\$1,964,358
Operations	936,784	881,484	506,827	779,082
Capital	<u>0</u>	<u>31,805</u>	<u>0</u>	<u>0</u>
Total	\$2,316,633	\$2,261,597	\$1,753,557	\$3,083,025

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	37	37	37	37

Authorized Position Detail (Grade)

- 1 County Commissioner (OO)
- 1 Road and Bridge Superintendent (L)
- 2 Commissioner Executive Asst. II (H)
- 1 Road Manager (H)
- 1 Mechanic Supervisor (D)
- 1 Road Supervisor (D)
- 1 Commissioner Office Manager (C)
- 2 Mechanic (10)
- 2 Crew Chief (10)
- 1 Accounting Clerk IV (9)
- 2 Equipment Operator IV (9)
- 1 Senior Secretary (8)
- 7 Equipment Operator III (8)
- 9 Equipment Operator II (7)
- 4 Equipment Operator I (6)
- 1 Road and Bridge Crewman (5)

SHERIFF'S OFFICE

Mission Statement

The Dallas County Sheriff's Office is committed to protect and serve the community with integrity, pride and professionalism through the operation of a safe and humane jail system that meets all statutory mandates and is certified by the State of Texas Commission on Jail Standards.

The Dallas County Sheriff's Office is additionally committed to swift, fair and effective enforcement of laws in Dallas County.

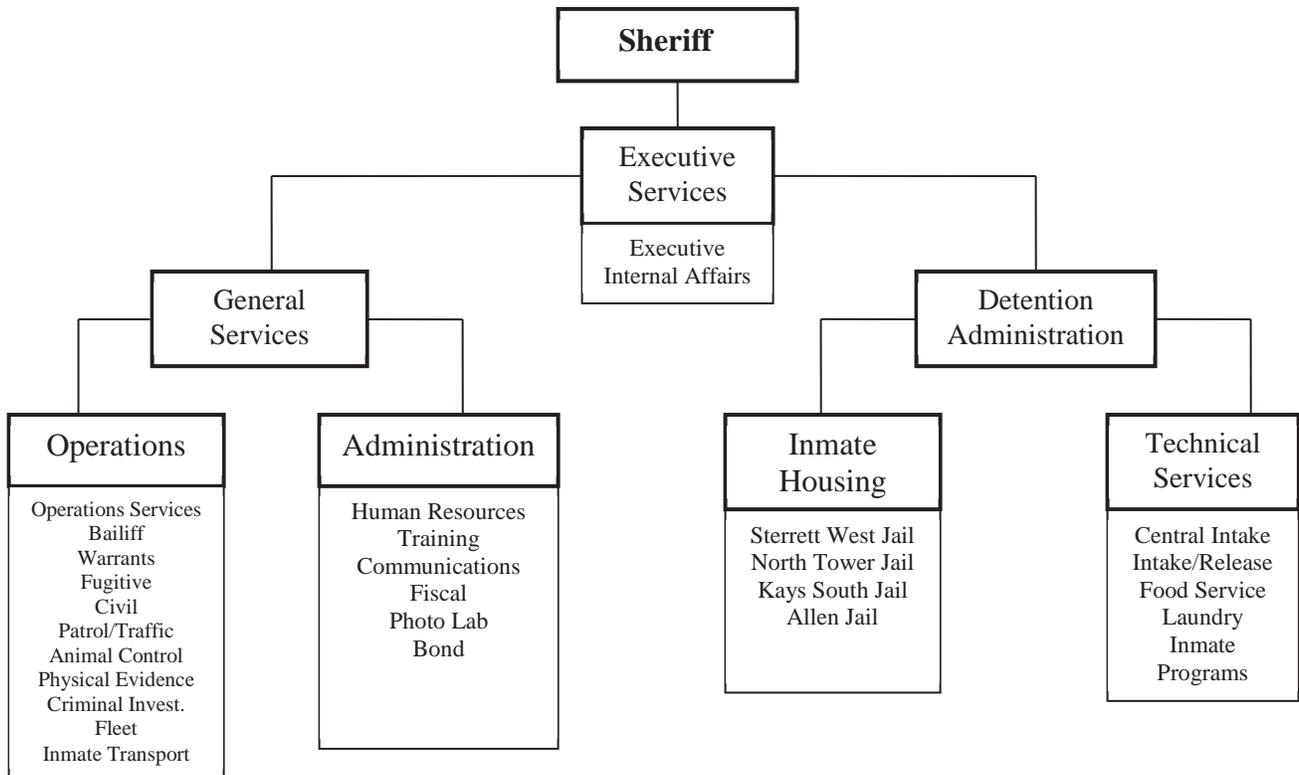
Description

The County Sheriff is an elected official and administers the largest department within County government. In Dallas County, the Sheriff's responsibilities center on jail administration and law enforcement in unincorporated parts of the County. The Sheriff's Office is comprised of two major sections, General Services and Detention Administration. The Executive Chief Deputy directs the day-to-day operations of each section. Two Chief Deputies manage the General Services and Detention Administration sections. These Chief Deputies are additionally supported by four Assistant Chief Deputies. As illustrated on the organizational chart, the Sheriff's Office consists of a total of twenty-seven budgets each representing a functional area. These budgets are shown on the following pages.

The Sheriff's Office operates six major jail facilities (two of which are currently depopulated) with a total of 7,074 bunks, a central kitchen providing more than 9.5 million meals a year, a central laundry washing more than two million pounds a year, a book-in process that processes more than 100,000 individuals a year, as well as, numerous support operations.

For over the past twenty years, the County has held a contract with the City of Dallas to function as the city jail. This annual contract is funded at approximately \$8.7 million. Currently, the County has an open-ended contract to hold inmates for the U.S. Marshal, Dallas Independent School District, Dallas Area Rapid Transit and Baylor Hospital. In addition, the Sheriff's Office provides law enforcement services to the Town of Sunnyvale.

Organizational Chart



FY2015 Budget Highlights

- The Jail staffing was adjusted based on the projected average Jail population of 6,511.
- During FY2015, the Sheriff’s Office reorganized the Executive staff, thereby adding two (2) Assistant Chief Deputies, one to General Services and one to Detention Services. With the additions, the Sheriff’s Office deleted one (1) Captain, five (5) Clerk I, and (1) Clerical Assistant.
- For FY2014, a new department has been created to distinguish between George Allen BCOC staff and Inmate Transport operations.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$128,292,849	\$135,559,748	\$130,919,306	\$130,424,433
Operations	11,103,806	11,147,533	6,215,860	5,677,158
Capital	<u>0</u>		832,282	<u>0</u>
Total	\$139,396,655	\$147,062,061	\$137,967,449	\$136,101,591

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	2,281	2,169	2,169	2,165

Authorized Position Detail (Grade)

1 County Sheriff (Official)	10 Detention Service Manager (43)
1 Attorney IV	1 Classification Supervisor (42)
1 Chief Financial Officer (M)	43 Detention Service Supervisor (42)
1 Director of Food Service (J)	20 Classification Specialist (40)
1 Director of Inmate Programs (J)	1324 Detention Service Officer (40)
1 Data Director (J)	1 Cook Chill Specialist (10)
1 Fiscal Manager (H)	1 Intake Coordinator (10)
1 Public Information Officer (H)	1 Accounting Clerk IV (9)
2 Assistant Director (G)	4 Food Service Technician (9)
1 Assistant Director of Inmate Programs (G)	3 Clerk V (9)
1 Assistant Director of Operations (G)	2 Accounting Clerk III (8)
1 Photographic Services Manager (G)	24 Clerk IV (8)
1 Assistant Manager III (F)	15 Communication Technician (8)
1 Audio Visual Manager (D)	1 Evidence Registrar (8)
1 Production Manager (C)	2 Head Cook (8)
18 Process Support Supervisors (A)	1 Human Resources Technician
1 Buyer (A)	6 Senior Secretary (8)
6 Communications Supervisor (A)	1 Legal Secretary (8)
1 Photographer (A)	1 Video Technician Assistant (8)
1 Administrative Assistant (A)	3 Accounting Clerk II (7)
1 Executive Secretary (A)	4 Bulk Food Technician (7)
1 Executive Chief Deputy (75)	11 Clerk III (7)
2 Chief Deputy (73)	2 Photo Technician II (7)
6 Assistant Chief Deputy (72)	14 Cashier II (6)
7 Captain (70)	54 Clerk II (6)
15 Lieutenant (69)	2 Data Entry Clerk II (6)
49 Sergeant (68)	11 Secretary (6)
1 Public Safety Coordinator (67)	1 Accounting Clerk I (6)
338 Deputy (66)	112 Clerk I (5)
2 Detention Commander (44)	25 Clerical Assistant II (4)

SHERIFF'S OFFICE - EXECUTIVE

Department #3110

Description

The major function of the Executive Division is to formulate, execute and enforce the policies of the Dallas County Sheriff's Office. The County Sheriff is an elected position with a four-year term.

FY2015 Budget Highlights

- The FY2015 Budget for the Executive Division represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$760,553	\$877,636	\$875,717	\$924,620
Operations	42,558	44,411	23,419	33,172
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$803,111	\$922,047	\$899,136	\$957,792

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	10	10	10	10

Authorized Position Detail (Grade)

1 Sheriff (Official)	1 Captain (70)
1 Attorney (IV)	1 Executive Secretary Official (A)
1 Public Information Officer (H)	2 Senior Secretary (8)
1 Assistant Manager III (F)	1 Legal Secretary (8)
1 Executive Chief Deputy (75)	

SHERIFF'S OFFICE - GENERAL SERVICES

Department #3121

Description

The General Services Division provides the planning, direction and control of all of the administrative and support services in the General Services Bureau. In addition, the division provides administrative support and control of field operations and judicial services. These divisions include: Intelligence, Bailiff, Warrants, Fugitive, Civil, Patrol, Freeway Management, Criminal Investigation and Physical Evidence Divisions, and the Administrative Division that consists of Personnel, Training, Communications, Fiscal Affairs and Fleet Management.

FY2015 Budget Highlights

- During FY2014, the Sheriff's Office reorganized the Executive Staff and one (1) Assistant Chief Deputy to General Services.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$781,769	\$ 964,361	\$ 896,993	\$ 897,331
Operations	9,550	9,807	6,977	9,750
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$791,346	\$974,168	\$903,970	\$907,081

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	8	8	9	9

Authorized Position Detail (Grade)

1 Chief Deputy (73)	1 Sergeant (68)
3 Assistant Chief Deputy (72)	1 Senior Secretary (8)
3 Captain (70)	

SHERIFF'S OFFICE - HUMAN RESOURCES

Department #3122

Description

The Human Resources Division recruits, interviews, investigates, screens and hires all qualified applicants for certified law enforcement and civilian positions within the Dallas County Sheriff's Office. The hiring process for certified law enforcement officers includes a drug screen, polygraph, physical exam and extensive background investigation.

FY2015 Budget Highlights

- In FY2013, the Sheriff Human Resources Division was reorganized and added one (1) Human Resources Technician and one (2) Detention Service Officers to address the increased processing and screening of applicants.
- The leased space that Sheriff Human Resources was housed in was allowed to expire as the Division moved into the Records building in FY2012.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$383,989	\$516,572	\$560,186	\$580,693
Operations	194,415	175,415	216,728	178,420
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$578,404	\$691,987	\$776,913	\$759,113

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	6	9	9	9

Authorized Position Detail (Grade)

1 Sergeant (68)	1 Human Resources Technician (8)
2 Deputy (66)	1 Clerk II (6)
3 Detention Service Officer (40)	1 Clerk I (5)

SHERIFF'S OFFICE - TRAINING ACADEMY

Department #3123

Description

The Training Academy prepares and presents in-house training programs for all Sheriff's Office personnel in state-mandated basic courses for certified law enforcement and detention personnel, as well as providing this service for other local law enforcement agencies. The Sheriff's Training Academy is under contract with the Texas Commission on Law Enforcement Officer's Standards and Education (TCLEOSE) to conduct basic certification courses. The Training Academy also operates a state-of-the-art gun range that is utilized by area law enforcement agencies for a fee.

FY2015 Budget Highlights

- The FY2015 Budget for the Training Academy Division represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$425,056	\$483,041	\$468,434	\$484,485
Operations	98,933	93,323	95,203	99,760
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$523,989	\$576,364	\$563,637	\$584,245

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	7	7	7	7

Authorized Position Detail (Grade)

3 Sergeant (68)	1 Secretary (6)
1 Deputy (66)	2 Data Entry Clerk II (6)

SHERIFF'S OFFICE – COMMUNICATIONS

Department #3124

Description

This division is the 24-hour communications center for Dallas County law enforcement, fire, ambulance, rescue service and 9-1-1 emergency service. The Communications Division handles calls for service, dispatch and the flow of criminal justice information. This division also monitors the court, fire, door/elevator and evidence locker alarm systems.

FY2015 Budget Highlights

- During FY2014, one (1) Sergeant position was deleted and one (1) Lieutenant position was created to provide direct supervision of 34 employees in the 24/7 Communications Center.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2014 Budget
Personnel	\$1,510,043	\$1,734,734	\$1,734,734	\$1,785,880
Operations	130,532	140,668	140,668	\$142,840
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,640,575	\$1,875,402	\$1,875,402	\$1,928,720

Staffing Trends

Staff Category	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget
Full Time Employees	35	35	35	35

Authorized Position Detail (Grade)

1 Lieutenant (69)	15 Communication Technician (8)
1 Sergeant (68)	11 Clerk II (6)
6 Communications Supervisor (A)	1 Clerk I (5)

SHERIFF'S OFFICE - FISCAL AFFAIRS

Department #3125

Description

The major function of the Fiscal Affairs Division is to collect, account and distribute all moneys received by the Sheriff's Office. The purchasing function for the entire department is handled in this office. The billing of bond recovery invoices and collection of these invoices are also processed by the Fiscal Affairs Division. The Fiscal Affairs Division is responsible for the operation of the property evidence room. Uniforms are budgeted centrally in this division. In FY2004, the Fiscal Affairs Division took over the bond window and warrant confirmation function from the Bonds Division.

FY2015 Budget Highlights

- The FY2015 Budget for the Fiscal Division represents a continuation of FY2014 service levels.
- The FY2013 Budget for the Fiscal Affairs Division included the addition of a one (1) Deputy position.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,610,862	\$1,839,785	\$1,884,673	\$1,826,878
Operations	556,213	531,185	568,706	464,892
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$2,167,075	\$2,370,970	\$2,453,379	\$2,291,770

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	32	33	33	33

Authorized Position Detail (Grade)

1 Chief Financial Officer (M)	2 Accounting Clerk III (8)
1 Fiscal Manager (H)	1 Evidence Registrar (8)
3 Bond/Warrant Processing Supervisor (A)	18 Clerk IV (8)
2 Deputy (66)	3 Accounting Clerk II (7)
1 Accounting Clerk IV (9)	1 Clerk II (6)

SHERIFF'S OFFICE - PHOTO LAB

Department #3126

Description

The Photo Lab provides photographic laboratory services to the Dallas County Sheriff's Office, as well as all Dallas County governmental offices, departments and courts, and to all area criminal justice/governmental agencies on a fee basis. The lab serves as the nucleus for planning, research, maintenance, standardization, requisitioning and issuing of all photographic equipment and supplies for the Dallas County Sheriff's Office.

FY2015 Budget Highlights

- The FY2015 Budget for the Photo Lab represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$214,345	\$240,642	\$262,152	\$235,467
Operations	59,992	26,570	35,529	31,544
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$274,337	\$267,212	\$297,681	\$267,011

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Full Time Employees	4	4	4	4

Authorized Position Detail (Grade)

1 Photographic Services Manager (G) 2 Photo Technician II (7)
 1 Photographer (A)

SHERIFF'S OFFICE - BONDS

Department #3128

Description

The Bond Division processes warrants through the Criminal Justice system, provides approval and acceptance of all bonds posted in Dallas County (excluding municipal courts) and confirms the existence of active warrants issued by Dallas County courts. The Fiscal Affairs Division now assists in the regulation of the entire bail bond business in Dallas County. As part of the FY2004 10% plan to reduce expenditures, the Sheriff's Office reorganized the Bond Division and absorbed the Pre-Trial Release Department into the Bond Division, eliminating the Pre-Trial Release Department.

FY2015 Budget Highlights

- The FY2015 Budget for the Bonds Division represents a continuation of FY2014 service levels.
- In FY2013, the Bonds Division was part of the Data Management Unit reorganization. This included the addition of one Assistant Data Manager (G), and the reclassification of the Data Manager Grade I to Director Grade J. The Assistant Data Managers received the new title of Assistant Director.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,869,554	\$2,040,680	\$2,000,933	\$2,252,689
Operations	43,692	41,900	45,979	40,850
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,913,246	\$2,082,580	\$2,046,913	\$2,293,539

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Full Time Employees	49	47	49	49

Authorized Position Detail (Grade)

1 Data Director (J)	2 Clerk III (7)
2 Assistant Director (G)	1 Secretary (6)
2 Process Support Supervisor (A)	31 Clerk I (5)
7 Clerk II (6)	1 Clerical Assistant II (4)

SHERIFF'S OFFICE - BAILIFF

Department #3129

Description

The Bailiff Division provides security to the courts in four different locations on a daily basis, including auxiliary courtrooms for visiting judges. The responsibility of performing bailiff functions for the Justice of the Peace Courts belongs to the Constable Offices. Bailiffs are generally responsible for security, transporting prisoners, execution of warrants and serving civil papers. The functions of the Bailiff Division are conducted through a combination of full-time Sheriff's Deputies and a bailiff pool of part-time employees who can be assigned as needed to the courts.

FY2015 Budget Highlights

- The FY2015 Budget for the Bailiff Division represents a continuation of FY2014 service levels.
- The Bailiff Division FY2012 Budget included the addition of two bailiffs for elected official courts.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$7,676,999	\$9,000,726	\$8,365,663	\$8,081,708
Operations	6,194	8,992	4,992	7,197
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$7,683,193	\$9,009,718	\$8,370,655	\$8,088,905

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	80	80	80	80
Bailiff Pool	\$1,741,561	\$1,982,374	\$1,968,340	\$1,800,000

Authorized Position Detail (Grade)

1 Lieutenant (69)	75 Deputy (66)
3 Sergeant (68)	1 Clerk I (5)

SHERIFF'S OFFICE - WARRANT EXECUTION

Department #3130

Description

The Warrant Execution Division performs various tasks related to the service of criminal warrants and the apprehension of persons with outstanding felony and misdemeanor charges. This division also executes mental illness warrants and orders of protective custody. The Warrant Execution Division works with various law enforcement agencies on focused crime task forces.

FY2015 Budget Highlights

- The FY2015 Budget for the Warrant Execution Division represents a continuation of FY2014 service levels.
- The Warrant Execution Division Budget for FY2012 included the deletion of 11 deputy positions as part of budget balancing.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$3,773,919	\$4,332,074	\$4,204,032	\$4,581,740
Operations	160,000	171,591	161,921	166,400
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$3,934,020	\$4,503,665	\$4,365,953	\$4,748,140

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Full Time Employees	59	59	59	59

Authorized Position Detail (Grade)

1 Lieutenant (69)	3 Clerk III (7)
5 Sergeant (68)	1 Secretary (6)
47 Deputy (66)	2 Clerk I (5)

SHERIFF'S OFFICE - FUGITIVE

Department #3131

Description

The Fugitive Division provides the transportation of all persons wanted by Dallas County from out-of-County and out-of-State and aids other states in extradition of those persons who are in Dallas County's custody. Dallas County has a contract with the U.S. Marshal to provide some transportation for prisoners wanted in Dallas County. Dallas County utilizes the State's travel rate to operate as cost effectively as possible.

FY2015 Budget Highlights

- The FY2015 Budget for the Fugitive Division represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,058,945	\$1,227,590	\$1,193,602	\$1,161,201
Operations	672,664	580,478	630,850	664,185
Total	\$1,731,610	\$1,808,068	\$1,824,451	\$1,825,385

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	16	16	16	16

Authorized Position Detail (Grade)

1 Lieutenant (69)
1 Sergeant (68)
10 Deputy (66)

1 Data Entry Clerk (5)
3 Clerk I (5)

SHERIFF'S OFFICE - CIVIL

Department #3132

Description

This division conducts sales on abandoned vehicles and real property. In addition, the Civil Division of the Sheriff's Office is responsible for the correspondence, collection and dispersal of all monies, the issuance of deeds and/or titles connected with vehicle sales.

FY2015 Budget Highlights

- The FY2013 Budget for the Civil Division includes the addition of one Clerk II.
- In FY2012, the Civil Division Budget included the addition of 18 deputy positions, one Sergeant and three clerks as the service of Civil District and County Clerk papers transitioned from Constables to the Sheriff's Office.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,574,332	\$1,876,577	\$1,876,236	\$1,694,065
Operations	147,635	146,508	121,106	145,573
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,721,966	\$2,023,085	\$1,997,342	\$1,839,638

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	28	28	28	28

Authorized Position Detail (Grade)

1 Sergeant (68)
20 Deputy (66)

2 Clerk III (7)
5 Clerk II (6)*

* One Clerk II is funded through the Dallas Land Bank Grant.

SHERIFF'S OFFICE - CRIMINAL INVESTIGATIONS

Department #3134

Description

The Criminal Investigation Division provides various law enforcement activities in unincorporated Dallas County including investigating criminal offenses, making arrests, preparing charges for prosecution, maintaining records and criminal files and providing testimony as required. The Criminal Investigations Division assists local municipalities with investigations as requested. One authorized Deputy is reimbursed by the Town of Sunnyvale based on their contract with the County to provide police services.

FY2015 Budget Highlights

- The FY2015 Budget for the Criminal Investigations Division represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$2,030,591	\$2,377,897	\$2,218,673	\$2,165,642
Operations	121,697	144,346	137,970	163,500
Total	\$2,152,288	\$2,522,243	\$2,356,644	\$2,329,142

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	27	27	27	27

Authorized Position Detail (Grade)

2 Lieutenant (69)	1 Secretary (6)
1 Sergeant (68)	1 Accounting Clerk I (6)
21 Deputy (66)	1 Clerk II (6)

SHERIFF'S OFFICE - FLEET MANAGEMENT

Department #3136

Description

The major function of Fleet Management is to account for the 230 vehicles assigned to the Sheriff's Office and to coordinate all transactions affecting those vehicles. The unit also oversees the installation of emergency equipment in all vehicles.

FY2015 Budget Highlights

- The FY2015 Budget for the Fleet Management Program represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$86,066	\$100,999	\$94,520	\$92,524
Operations	60,376	66,243	43,030	70,769
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$146,442	\$167,242	\$137,549	\$163,293

Staffing Trends

Staff Category	FY2010 Actual	FY2011 Actual	FY2013 Actual	FY2014 Budget
Full Time Employees	1	1	1	1

Authorized Position Detail (Grade)

1 Deputy (66)

SHERIFF'S OFFICE - FREEWAY MANAGEMENT

Department # 3137

Description

In FY2000, Dallas County implemented a Freeway Management Program, whereby, Dallas County entered into a freeway management partnership with the Texas Department of Transportation and various cities in the southern portion of the County. As a result, the Dallas County Sheriff's Office provides a full range of law enforcement services to the region's freeway system, including dedicated units for accident investigation, traffic enforcement and freeway clearance.

FY2015 Budget Highlights

- The FY2015 Budget for the Freeway Management Program represents a continuation of FY2014 service levels.
- The FY2012 Budget for the Freeway Management Program included the deletion of five (5) Deputy III, thirty-two (32) Deputy I, and a Clerk I, Grade 5.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$9,159,788	\$ 9,708,697	\$9,593,358	\$9,021,781
Operations	1,073,427	1,139,691	1,277,535	1,184,008
Capital	<u>0</u>	<u>0</u>	832,282	<u>0</u>
Total	\$10,233,214	\$10,848,388	\$11,703,175	\$10,205,789

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	123	123	123	123

Authorized Position Detail (Grade)

4 Lieutenant (69)	2 Secretary (6)
16 Sergeant (68)	2 Clerk II (6)
97 Deputy (66)	1 Clerk I (5)
1 Public Safety Coordinator (67)	

SHERIFF'S OFFICE - DETENTION ADMINISTRATION

Department #3140

Description

Detention Administration conducts the daily operations of the Detentions Division which consists of four jail facilities, Support Services and Inmate Programs. The division ensures that the processing and housing of inmates complies with Article 5115.1 Vernon's Texas Civil Statutes.

FY2015 Budget Highlights

- During FY2014, the Sheriff's Office reorganized the Executive Staff in FY2014 and added one (1) Assistant Chief Deputy to Detention Services.
- The FY2013 Budget for the Detention Administration Division included the transfer of one (1) Detention Service Supervisor and two (2) interim Detention Service Officers for the construction of the Medical Modification Unit.
- The FY2012 Budget for the Detention Administration Division included the movement of a Senior Secretary to the Executive Division with it being titled a Legal Secretary.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$810,668	\$1,011,301	\$992,317	\$856,092
Operations	18,459	20,346	25,457	24,192
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$829,126	\$1,031,647	\$1,017,774	\$880,284

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	10	13	14	14

Authorized Position Detail (Grade)

1 Chief Deputy (73)	2 Deputy (66)
3 Assistant Chief Deputy (72)	5 Detention Service Officer (40)
1 Detention Service Supervisor (42)	2 Senior Secretary (8)

SHERIFF'S OFFICE - STERRETT NORTH JAIL

Department #3141

The North Jail Tower at the Lew Sterrett Jail was opened in May of 1993. The North Tower is the County's largest jail and was designed to house 2,364 prisoners. In the summer of 1994, additional bunks were added bringing the number of bunks to 3,292. The Sterrett North Jail has two building control centers which allow access between the outside areas and the inside areas and is composed of six housing floors. A portion of the facility is used for a jail industry program, in which inmates make and repair mattresses, coveralls and shower curtains.

FY2015 Budget Highlights

- The FY2013 Budget included the transfer of two (2) Detention Service Officers to Detention Services for the Medical Modification Project.
- The FY2012 Budget included the movement of ten (10) deputy positions to the George Allen Transportation Unit.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$20,812,657	\$23,964,804	\$23,824,193	\$23,754,646
Operations	359,384	415,650	424,746	389,665
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$21,172,041	\$24,380,454	\$24,248,939	\$24,144,311

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	425	425	425	425

Authorized Position Detail (Grade)

1 Detention Service Commander (44)	409 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)
11 Detention Service Supervisor (42)	

SHERIFF'S OFFICE - STERRETT WEST JAIL

Department #3142

Description

The Sterrett West Tower at the Lew Sterrett Jail is designed to house 1,478 prisoners. The Sterrett West Jail has two building control centers that allow access between the secured and unsecured areas. A third control center, located in the loading dock/kitchen area, is no longer being used or staffed. The Sterrett West Jail is composed of nine housing floors and an infirmary. The Court Desk operation is responsible for transporting all prisoners to and from scheduled court appearances and is part of the Sterrett West Jail budget.

FY2015 Budget Highlights

- The FY2015 Budget for the West Tower represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$14,130,487	\$17,909,125	\$17,365,380	\$17,383,578
Operations	30,846	275,590	282,788	267,664
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$14,161,333	\$18,184,715	\$17,648,168	\$17,651,241

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	316	316	316	316

Authorized Position Detail (Grade)

1 Detention Commander (44)	301 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)
10 Detention Service Supervisor (42)	

SHERIFF'S OFFICE – ALLEN JAIL

Department #3145

Description

The George Allen Jail is an 807-bed maximum security facility located on the upper floors of the George L. Allen Sr. Courts Building in downtown Dallas. The Allen Jail has three building control centers, two of which control access between the unsecured areas and the jail. There are four housing floors each with a control center in the Allen Jail.

FY2015 Budget Highlights

- The FY2015 Budget for the Executive Division represents a continuation of FY2014 service levels.
- The FY2014 Budget for the George Allen Jail reflects the addition of the new Inmate Transport Department, with all but 30 officers to cover officers in BCOC being moved to Inmate Transport.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$14,130,487	\$14,006,437	\$8,674,599	\$1,553,276
Operations	30,486	193,189	104,940	0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$14,161,333	\$14,199,626	\$8,779,539	\$1,553,276

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	181	231	30	30

Authorized Position Detail (Grade)

30 Detention Service Officers (40)

SHERIFF'S OFFICE – CENTRAL INTAKE

Department #3147

Description

Central Intake is responsible for the processing of arrested persons into the Dallas County jail system. Activities include searching prisoners, approving arrest documents, computer processing, escorts to Magistrates and Pre-Trial Release, record processing, collections and storage of valuables. The Central Intake Division is responsible for two control centers, one which permits access from the Sterrett lobby, and another which controls access into the holding cells. Central Intake staff is responsible for classifying fingerprints of incoming prisoners and verifying the identities of prisoners prior to their release.

FY2015 Budget Highlights

- During FY2014, the Sheriff's Office reorganized the Executive Staff and deleted one (1) Clerical Assistant, Grade 4.
- In FY2013, the Central Intake Division was part of the Data Management Unit reorganization that includes the deletions of one (1) Clerk I and two (2) Clerical Assistants.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$9,375,473	\$ 10,886,627	\$ 10,919,308	\$ 10,457,541
Operations	169,414	220,180	271,512	238,798
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$9,544,887	\$11,106,807	\$11,190,820	\$10,696,339

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	202	199	198	198

Authorized Position Detail (Grade)

1 Captain (70)	3 Clerk V (9)
3 Lieutenant (69)	3 Clerk III (7)
6 Sergeant (68)	48 Clerk I (5)
2 Deputy (66)	22 Clerical Assistant II (4)
3 Process Support Supervisor (A)	1 Secretary (6)
105 Detention Service Officer (40)	
1 Intake Coordinator (10)	

SHERIFF'S OFFICE – KAYS SOUTH TOWER

Department #3148

Description

The Kays South Tower opened in March of 2009. The Kays South Tower is the County's only direct supervision facility and was designed to house 2,304 prisoners. The Kays South Tower has one main building control center which allow access between the outside areas and the inside areas and is composed of four housing floors each with nine pods that house sixty-four (64) prisoners per pod. Each of the four floors also has a medical or dental area.

FY2015 Budget Highlights

- The FY2015 Budget for the Kays South Tower represents a continuation of FY2014 service levels.
- The Kays South Tower FY2011 Budget includes the movement of 10 deputy positions to the transportation unit.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$15,932,727	\$18,079,133	\$18,325,679	\$17,644,467
Operations	335,344	383,613	\$403,498	\$261,500
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$18,488,562	\$18,462,746	\$18,729,176	\$17,905,967

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	322	322	322	322

Authorized Position Detail (Grade)

1 Detention Commander (44)	307 Detention Service Officer (40)
3 Detention Service Manager (43)	1 Secretary (6)
10 Detention Service Supervisor (42)	

SHERIFF'S OFFICE – CLASSIFICATION/RELEASE

Department #3150

Description

The Classification/Release Division continues the processing of County jail inmates from the Central Intake Division into the County jail system. Processing inmates into the County jail system includes prisoner search, storage of property and money, issuance of jail clothing, prisoner classification, transfer to assigned jails and transfer of inmates to Court and other facilities. The Classification/Release Division processes court dispositions and computes all fines and time imposed by the Courts. The Classification/Release Division is also responsible for public information concerning inmates. This section distributes more than 135,000 pieces of mail to the prisoners each year.

FY2015 Budget Highlights

- During FY2014, the Sheriff's Office reorganized the Executive Staff and deleted five (5) Clerk I, Grade 5 positions.
- The Classification / Release Division FY2012 Budget includes the movement of 25 deputy, 5 Detention Service Supervisors and 87 Detention Service Officer positions to the Transportation Unit.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$7,782,547	\$8,334,826	\$7,995,307	\$7,622,406
Operations	254,215	250,916	236,735	221,530
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$8,036,762	\$8,585,742	\$8,232,042	\$7,843,756

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	146	146	138	141

Authorized Position Detail (Grade)

1 Captain (70)	4 Clerk IV (8)
3 Lieutenant (69)	1 Clerk III (7)
8 Sergeant (68)	14 Cashier II (6)
10 Process Support Supervisor (A)	25 Clerk II (6)
1 Classification Supervisor (42)	1 Secretary (6)
20 Classification Specialist (40)	28 Clerk I (5)
25 Detention Service Officer (40)	

SHERIFF'S OFFICE – INMATE PROGRAMS

Department #3151

Description

The Inmate Programs Division coordinates all education for inmates within the jails, all alcohol and substance abuse programs and all outside agency contact with inmates. This division is also responsible for supplying indigent inmates with hygiene kits. The Library Section provides law library and general circulation services to the inmates. The Recreation Section coordinates and inspects all gym programs. The Video Services Section maintains televisions in the jail system and produces programming for the inmates. The Sheriff's Office offers no religious services directly but, coordinates and schedules religious services conducted by volunteers and church groups.

FY2014 Budget Highlights

- During FY2014, one Detention Service Officer (DSO) was added to assist in the Sheriff Print Shop, also funded by the Commissary Escrow Account.
- Beginning in FY2008 all funding for the Inmate Programs Division will provide by the Commissary Escrow Account.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$0	\$0	\$0	\$0
Operations	0	0	0	0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$0	\$0	\$0

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	\$0	\$0	\$0	\$0

Authorized Position Detail (Grade)

1 Director of Inmate Programs (J)*	13 Detention Service Officer (40)*
1 Assistant Director of Inmate Programs (G)*	1 Video Technician Assistant (8)*
1 Audio Visual Manager (D)*	

* These positions are funded through the Commissary Escrow Account.

SHERIFF'S OFFICE – FOOD SERVICE

Department #3152

Description

The Food Service Division is responsible for the purchase, storage, preparation and delivery of all meals for inmates housed in the Dallas County jail facilities. All food provided for the five Dallas County Jails, the Juvenile Detention Center and the Emergency Shelter are prepared in the Central Kitchen and transported to the individual jails in large refrigerated trucks. In addition to food service, the management of the Food Service Division is responsible for the supervision of Laundry Services. The Sheriff's Office uses trusty labor throughout the Central Kitchen, resulting in the need to staff Detention Service Officers to supervise the trustees.

FY2015 Budget Highlights

- The FY2015 Budget for the Food Services represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,730,016	\$1,975,478	\$1,888,400	\$1,921,668
Operations	6,239,461	6,048,571	6,257,596	6,627,537
Capital	<u>0</u>	354,780	0	0
Total	\$8,007,367	\$8,378,829	\$8,145,996	\$8,192,205

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	33	33	33	33

Authorized Position Detail (Grade)

1 Director of Food Service (J)	1 Cook Chill Specialist (10)
1 Assistant Director of Operations (G)	4 Food Service Supervisor (9)
1 Production Manager (C)	1 Buyer (A)
2 Head Cook (8)	1 Detention Service Supervisor (42)
4 Bulk Food Technician (7)	16 Detention Service Officer (40)
1 Clerk II (6)	

SHERIFF'S OFFICE – LAUNDRY SERVICES

#3153

Description

The Laundry Services Division is responsible for washing, drying and sorting the clothing and bedding for all inmates in the County Jail as well as in the Juvenile Detention Center. The folding and sorting of clean laundry are done in each jail by the laundry officers authorized in those facilities.

FY2015 Budget Highlights

- The FY2015 Budget for the Laundry Services represents a continuation of FY2014 service levels.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$1,136,780	\$1,361,063	\$1,364,052	\$1,336,232
Operations	17,323	15,070	14,623	21,800
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,154,103	\$1,376,133	\$1,378,676	\$1,358,032

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	24	24	24	24

Authorized Position Detail (Grade)

2 Detention Service Supervisor (42)

22 Detention Service Officer (40)

SHERIFF'S OFFICE – INMATE TRANSPORT

Department #3154

Description

Undergoing a reorganization in FY2013, The Inmate Transport Division, comprised of the Mental Health Unit, Intercity Transport, and TDC, is responsible for transporting inmates in all situations that do not involve medical attention.

FY2015 Budget Highlights

- The FY2014 Budget includes funding for the Inmate Transport Division as a standalone department no longer under George Allen.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$0	\$0	\$2,799,991	\$11,900,311
Operations	0	0	1,243	92,950
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$0	\$0	\$2,801,234	\$12,066,637

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	0	0	199	151

Authorized Position Detail (Grade)

1 Captain (70)
54 Deputy (66)
7 Detention Service Supervisors (43)
87 Detention Service Officer (40)
1 Secretary (6)



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

May 6, 2014

TO: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget & Policy Analyst

SUBJECT: FY2015 Baseline Budget Sheriff's Office

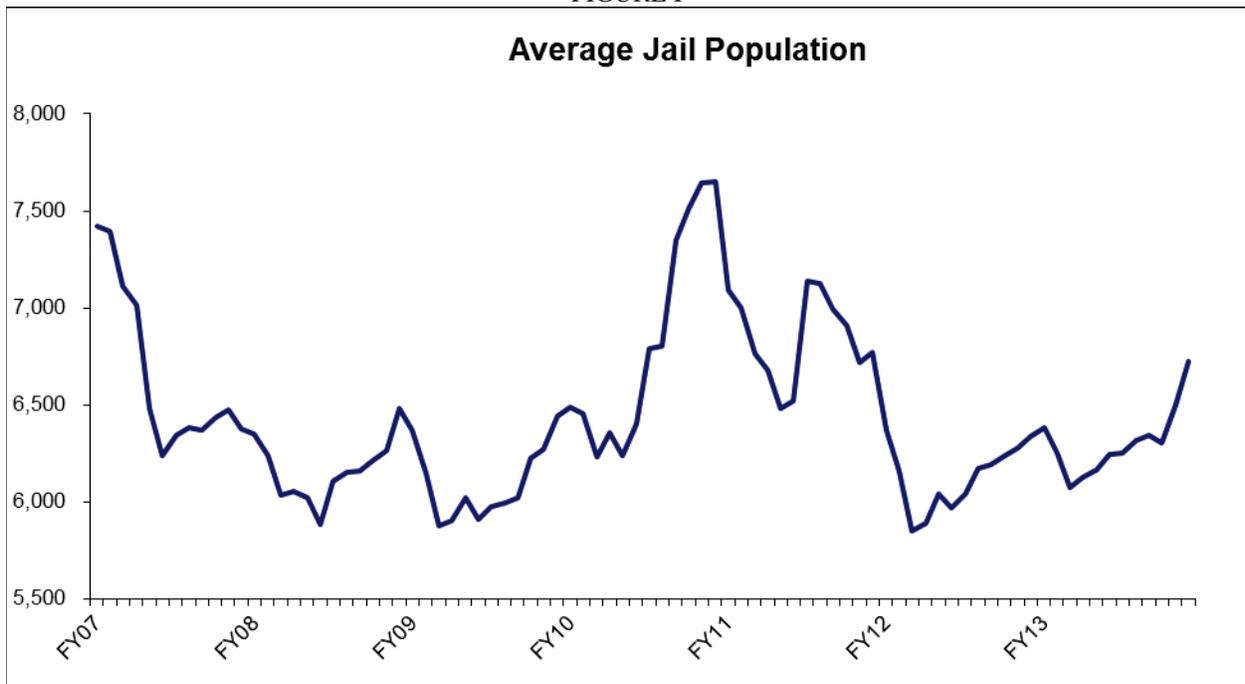
BACKGROUND

The Office of Budget and Evaluation has used estimates based on past expenditures and historic trends to develop the Sheriff's Office FY2015 Baseline Budget. The purpose of this analysis is to highlight key components and provide a detailed explanation of the impact these items will have on the Baseline Budget.

POPULATION PROJECTION

The Office of Budget and Evaluation is estimating an average jail population of 6,511 for FY2015. This population is based on recent County inmate trends and estimated population.

FIGURE I



JAIL FACILITIES

The FY2015 Sheriff's Office Baseline Budget includes full fiscal year funding for the North Tower, West Tower, Kays South Tower. The Office of Budget and Evaluation projects that the North Tower, West Tower and Kay's South Tower will be operating at full capacity, with George Allen Jail operating as an overflow facility. The Jail is currently undergoing construction for the Medical Modification project which is projected to be completed by early FY2015.

DETENTION COSTS

Table I identifies those expenses that are closely correlated with the overall jail population. In addition, the table shows the FY2015 estimate for total detention expenses along with the projected cost per inmate. In FY2014, clothing and bedding expenses were funded from the Sheriff's Commissary Escrow Fund. The detention expenses listed in Table I have been included in the FY2015 Baseline Budget.

TABLE I
DETENTION EXPENDITURES

	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Baseline
Average Population	6,828	6,849	6,127	6,307	6,475	6,511	6,511
Groceries	\$5,383,384	\$5,534,068	\$5,351,775	\$5,137,984	\$5,150,000	\$4,770,996	\$5,150,000
Jan Supplies - Kitchen	231,843	221,472	504,647	283,619	300,000	333,109	300,000
Clothing & Bedding Laundry Supplies							
Jan Supplies - Jails	734,248	1,056,660	1,146,926	1,185,605	1,096,850	1,288,182	1,288,182
Total	\$5,615,227	\$6,812,200	\$7,003,348	\$6,323,589	\$6,246,850	\$6,059,178	\$6,438,182

	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projection	FY2015 Baseline
Groceries - Per Meal	\$0.52	\$0.59	\$0.59	\$0.58	\$0.79	\$0.79	\$0.79
Jan Supplies - Kitchen	\$24	\$32	\$82	\$45	\$46	\$51	\$46
Clothing & Bedding Laundry Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Jan Supplies - Jails	\$99	\$155	\$187	\$188	\$169	\$198	\$198

*Note, clothing, bedding expenses, and laundry supplies were funded through the Sheriff Drug Commissary Escrow Fund beginning in FY2008.

SHERIFF'S OFFICE OVERTIME

Data through March 2014 indicates that the Sheriff's Office has had an average of 16 Detention

Service Officer vacancies. The Sheriff's Office FY2015 Baseline Budget was developed with the assumption that there will be an average of 16 Detention Service Officer positions vacant throughout FY2015. For FY2015, \$1.5 million in overtime has been budgeted as a result of anticipated vacancies and incidental overtime usage.

STEP RAISES

The FY2015 Baseline Budget does not include step raises or any other compensation increases.

RECOMMENDATION

The various impacts of the items detailed above result in an FY2015 Sheriff's Office Baseline Budget of \$143.396 million, which is \$61,499 more than the FY2014 projected expenditures of \$143.335 million due to higher expenditures in overtime, fuel, and jail supplies.

The Office of Budget and Evaluation recommends that the FY2015 Baseline Budget be established at \$143.396 million.

The various impacts of the items detailed above result in an FY2015 Sheriff's Office Baseline Budget of \$143.396 million, which is similar to the FY2014 projected expenditures of \$143.335 to align with the upward trend in jail population.

The Office of Budget and Evaluation recommends that the FY2013 Baseline Budget be established at \$143.396 million.



DALLAS COUNTY
OFFICE OF BUDGET AND EVALUATION

June 5, 2014

TO: Commissioners Court
THROUGH:  Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: Sheriff's Office PIR Analysis – FY2015

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The department of Sheriff's Office has submitted the following staffing requests for consideration by the Commissioners Court:

New Positions

1. Clerk III, Grade 7 – Station 9 Reporting Clerk
2. Quartermaster Clerk, Grade 7
3. Deputy I, Grade 66 – Three (3) Intake Security Positions

Detached to New Positions

1. Three (3) Quality Assurance DSOs
2. School Coordinator DSO – Training
3. Fleet Officer - DSO
4. Nine (9) Intake DSOs
5. Three (3) DSO Recruiters
6. Gun Range Deputy

Reclassifications

1. Quartermaster, Grade 8 to Grade 10

The Station 9 Reporting Clerk (Clerk III) would be responsible for looking up traffic reports online, and assisting the Deputy in filtering extra reports. This position would assist the current Deputy at Station 9 in clerical work so that the Deputy may focus on law enforcement duties involving deciphering and verifying background checks.

The Quartermaster Clerk, Grade 7, would assist the Quartermaster with uniform distribution and the fulfillment of the uniform contract.

The three (3) Deputy I, Grade 66 positions would serve as additional security in the Intake Division.

The current detached positions have been serving in their respective roles, and the Sheriff requests that the detached positions become new positions to return positions back to the Jails and reduce overtime.

FINANCIAL IMPACT/CONSIDERATIONS

The Clerk III, Grade 7 for Station 9 is proposed at a recurring cost of \$45,501.

The Quartermaster Clerk, Grade 7, is proposed at a recurring cost of \$45,501.

The three (3) Deputy I, Intake Security positions are proposed at a recurring cost of \$202,302.

The total requested for five (5) new positions is \$293,301.

The estimated saved overtime for the eighteen (17) detached DSOs and one (1) detached Deputy is estimated at \$185,394

The reclassification of the Quartermaster, proposed from a Grade 8 to Grade 10, is proposed at a recurring additional cost of \$3,644.

RECOMMENDATION

The Office of Budget and Evaluation proposes monitoring overtime in the Jails and will recommend additional staff if warranted. OBE also proposed monitoring the Quartermaster to assess duties and workload.

The requested detached DSOs and Deputy do not produce a cost-savings to cover the costs of the additional five (5) positions.

As such, no staffing changes are recommended by the Office of Budget and Evaluation.

**DALLAS COUNTY SHERIFF DEPARTMENT
BUDGET POSITION REQUEST SUMMARY**

Position Description	Number of Positions	Salary	FICA	Retirement	Insurance	Total Cost
Station 9 Clerk 7	1	30,451.00	2,329.50	3,288.71	8,200.00	44,269.21
PREA Coordinator	1	55,765.00	4,266.02	6,022.62	8,200.00	74,253.64
Grant Coordinator	1	61,902.00	4,735.50	6,685.42	9,200.00	82,522.92
Jail Clerks	9	258,714.00	19,791.62	27,941.11	73,800.00	380,246.73
Receptionist	1	28,746.00	2,199.07	3,104.57	8,200.00	42,249.64
Civil Deputy	1	44,408.00	3,397.21	4,796.06	8,200.00	60,801.28
DSOs - Detached Quality Assurance Less Overtime	3	101,088.00 151,618.50	7,733.23 11,598.82	10,917.50 16,374.80	24,600.00 0.00	144,338.74 179,592.11
DSO - Detached School Coordinator for Training	1	33,696.00	2,329.50	3,288.71	8,200.00	47,514.21
DSO - Detached Fleet Officer	1					

Reclass Position

Sheriff Assistant

Grade F To H	1	8,008.00	613.00	865.00	9,486.00
Quartermaster Grade 8 to A	1				
Total Request					1,065,274.48

DALLAS COUNTY SHERIFF DEPARTMENT
BUDGET POSITION REQUEST SUMMARY

Position Description	Number of Positions	Salary	FICA	Retirement	Insurance	Total Cost
New Positions						
Station 9 Clerk 7	1	31,054.00	2,375.63	3,571.21	8,500.00	45,500.84
Quartermaster Clerk	1	31,054.00	2,375.63	3,571.21	8,500.00	45,500.84
Deputy Security Positions - Intake	3	148,386.00	11,351.53	17,064.39	25,500.00	202,301.92
Total	5					293,303.60
Detached Positions						
DSOs - Detached Quality Assurance Less Overtime	3	115,128.00 172,692.00	8,807.29 13,210.94	13,239.72 19,859.58	25,500.00 0.00	162,675.01 205,762.52
DSO - Detached School Coordinator for Training Less Overtime	1	38,376.00 57,564.00	2,329.50 4,403.65	4,413.24 6,619.86	8,500.00 0.00	53,618.74 68,587.51
Deputy - Detached Fleet Officer	1	49,462.00	2,329.50	5,688.13	8,500.00	65,979.63
DSO - Intake Detached positions	9	345,384.00 518,076.00	26,421.88 39,632.81	39,719.16 59,578.74	76,500.00 0.00	488,025.04 617,287.55
DSO - Detached Recruiters	3	115,128.00 172,692.00	8,807.29 13,210.94	13,239.72 19,859.58	25,500.00 0.00	162,675.01 205,762.52
Deputy - Detached to Gun Range	1	49,462.00 74,193.00	3,783.84 5,675.76	5,688.13 8,532.20	8,500.00 0.00	67,433.97 88,400.96
Net Savings Detached Positions	18					(185,393.65)
Reclass Position						
Quartermaster Grade 8 to 10	1	3,644.00				3,644.00
Total Request Savings						111,553.95

TAX ASSESSOR/COLLECTOR

Department #1035

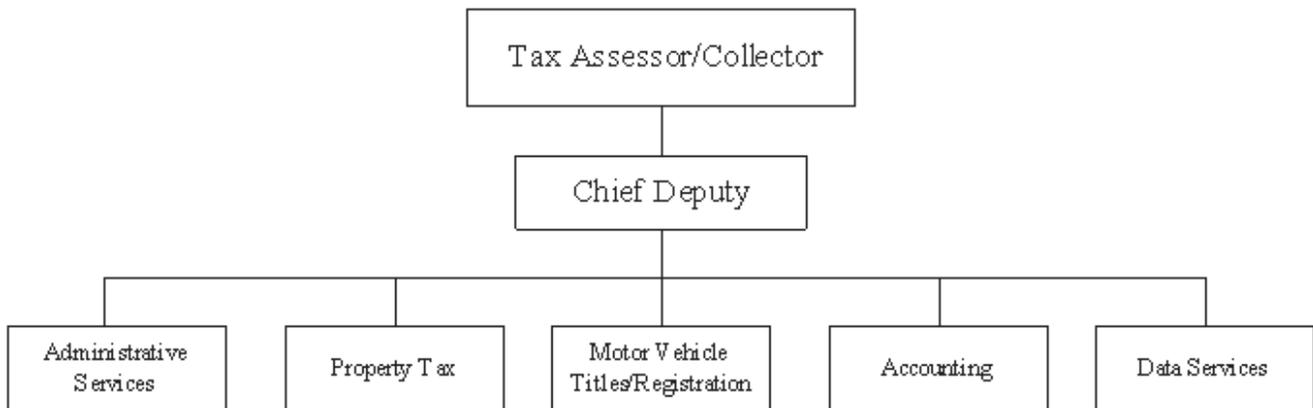
Mission Statement

The mission of the Dallas County Tax Office is to efficiently and effectively collect and account for property tax revenues owed to the County and to all client organizations contracting with the County for tax collection services.

Description

The Tax Office (with nine branch offices) collects current and delinquent ad valorem taxes on real and personal property for Dallas County, the Hospital District, Community College District and over 25 cities, school districts, and special districts. The branch offices are strategically located throughout the County in order to provide convenient, customer service oriented services. The Tax Assessor/Collector is elected County-wide to a four year term.

Organizational Chart



FY2015 Baseline Budget Highlights

- FY2015 Baseline Budget represents a continuation of FY2014 service levels.
- During FY2012 Commissioners Court approved a Tax Office reorganization resulting in the deletion of one grade 5 position, one grade 6 position, and the creation of one IT Tech, grade EM, position.
- The FY2012 Adopted Budget represents a continuation of FY2011 service levels, which includes the decrease of the operating cost associated with the closing of the Valley View Tax Office.
- During FY2011 Commissioners Court approved a Tax Office reorganization resulting in the deletion of twelve positions, addition of six positions, and one re-class. The overall staff decreased by six positions.
- During FY2010 Commissioners Court approved a Tax Office reorganization resulting in the reclassification – upgrade of three positions, deletion of three positions, and creation of two positions.
- As part of their Tax Office Budget Balancing Strategies, salaries and benefits line item was decreased by \$347,400 (positions funded directly from VIT) and operating line items were decreased by \$110,713.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Baseline
Personnel	\$10,249,337	\$10,830,148	\$11,091,159	\$11,046,510
Operations	761,875	727,076	784,165	786,463
Capital	<u>327,926</u>	<u>40,535</u>	<u>0</u>	<u>0</u>
Total	\$10,577,263	\$11,597,759	\$11,875,324	\$ 11,832,973

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	223	223	222	222
Extra Help	\$ 174,361	\$ 266,642	\$ 252,137	\$269,786
Overtime	\$18,009	\$14,623	\$13,500	\$19,000

Authorized Position Detail (Grade)

1 Tax Assessor/Collector (Official)	1 Administrative Assistant (A)
1 Chief Deputy (O)	3 Process Support III (C)
1 Tax D P Manager (KM)	14 Process Support Supervisor (A)
1 Tax Accounting Manager (KM)	1 Training Technician (9)
1 Manager III (I)	1 Bank Reconciliation Assistant (10)
1 Program Manager II (I)	4 Accounting Clerk III
1 IT Tech (EM)	5 Clerk IV (8)
1 Manager II (H)	2 Senior Secretary (8)
2 Manager I (G)	23 Clerk III (7)
1 Senior Tax D P Coordinator (FM)	2 Lead Customer Service Representatives
1 Tax D. P. Coordinator (EM)	113 Clerk II (6)
1 Assistant Manager II (E)	1 Tax Courier
1 Human Resource Specialist (E)	2 Accounting Clerk I (6)
10 Office Branch Supervisor (D)	17 Customer Service Representatives (6)
1 Tax D P Coordinator I (CM)	1 Data Entry Operator III (6)
1 Collections Manager (C)	1 Secretary I (6)
1 Customer Service Supervisor II (C)	2 Clerk I (5)
	1 Mail & Supply Clerk (5)



Dallas County
Office of Budget and Evaluation

April 22, 2014

To: Commissioners Court
Through: Ryan Brown, Budget Officer
From: Charles Reed, Budget and Policy Analyst
Subject: Texas A&M AgriLife FY2015 Budget Request Recommendations

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. As such, the Texas A&M AgriLife Extension has submitted the following requests:

1. refilling of one (1) County Extension Director position;

The County Extension Director position has been requested to serve as a department head to maintain relationships between other departments and outside agencies. It is needed to ensure the County has an approved program plan and to provide oversight for the development and management of the office. This position was eliminated in FY2011 due to State cutbacks in the program. The State has decided to refund the position for FY2015.

FINANCIAL IMPACT

The refilling of one (1) County Extension Director position has no additional cost to the County. The \$24,082 supplement for this position was never eliminated from the County budget in anticipation of the State refunding the position.

RECOMMENDATION

The Office of Budget and Evaluation recommends authorizing the refilling of one (1) County Extension Director position.

This recommendation has no additional cost to the County.

PROGRAM IMPROVEMENT REQUEST

ADDITIONAL STAFF

Department	CONSTABLE'S OFFICE PRECINCT 1	Budget No	3312
Brief Title of PIR	DEPUTY CONSTABLE II GRADE 67		
Approx. Net Cost	pending net calculation	Department Priority	1

Brief Summary of Request

Processing the OME caseload within National Association of Medical Examiners (NAME) accreditation standards requires the addition of a full-time Medical Examiners (Gr. F1). Failure to add the Medical Examiner positions will result in the loss of NAME accreditation.

Discussion of Need

The last increase in Medical Examiner staffing was made in FY2007, when two Medical Examiners were added to bring the autopsy caseload within NAME standards. Prior to that, the most recent Medical Examiner position additions were made during FY2000 and FY91, also to decrease the average per physician caseload.

NAME standards rank performance criteria as Phase I (important) or Phase II (essential). To receive full accreditation, no Phase IIs are permitted. The updated standards assign a Phase I deficiency to offices where MEs are required to perform more than 250 autopsies per year, and a Phase II deficiency if more than 325 autopsies per year are performed. To calculate the "number of autopsies", Pathology Fellows "count" as ½ a position and residents may not be counted. External examination workload also must be factored in, with 3-5 externals counting as 1 autopsy (we count 1/5). The administrative duties of the Chief and Deputy Chief Medical Examiner should be considered (i.e., their caseload allocation should appropriate recognize administrative responsibilities*).

*In large and complex offices, the chief may spend almost all of his or her time in non-autopsy activities; in such instances, that position should be eliminated from the fractional denominator. By contrast in a small office or in an office organized so that administrative duties are not a substantial burden, it may be appropriate to make only a modest reduction of the fractional denominator.

Discussion of Related Performance Measure

The OME currently reports autopsy numbers and total case turnaround time in the performance measures quarterly report. The numbers in this report are generated using NAME standards (i.e., limiting "credit" for cases performed by Fellows and adding a portion (1/5) of external examinations to the autopsy case count).

Staff Review and Comment

County Extension Director

1. Provides leadership for all human and material resources in assigned county. This position reports to the district Extension administrator.
2. Recruits, selects and supervises urban Extension personnel in assigned county. Supervises the orientation and professional development of Extension personnel.
3. Seeks input into the recruitment, selection, training, and performance appraisal of Extension faculty from the relevant regional program director, specialty program directors, assigned leadership at the Cooperative Extension Program at Prairie View A&M University, district Extension administrator and/or Associate Director as appropriate.
4. County Extension Director ensures their county has an approved county program plan. Has final approval for Organizational and Individual Development plans for those he/she supervises.
5. Provides input on the recruitment and selection of specialty program positions, e.g. ENP, BLT and IPM, to directors and coordinators of specialty programs and the Cooperative Extension Program at Prairie View A&M University, where appropriate. Supervises all faculty in assigned county and conducts performance review with appropriate input from directors and coordinators of specialty programs.
6. Coordinates with the Regional Program Directors, Urban Program Director, Community Economic Development Program Director, District Extension Administrator, Senior Administrative Leadership Team and the Cooperative Extension Program at Prairie View A&M University to identify program direction, acquire resources for program enhancement and set priorities for resource allocation to most effectively impact Extension programming for urban clientele.
7. Provides input to the appropriate Associate Director into the performance appraisal of the Regional Program Directors and District Extension Administrators.
8. Interprets and/or implements applicable TAMUS policies and Extension rules and procedures.
9. Provides oversight for the development and management of the county budget.
10. Serves as liaison with the County Commissioners Court as delegated by the district Extension administrator.
11. According to county structure, either serves as a department head in county government system or maintains relationship with assigned county/city department head.

12. Works cooperatively with the district Extension administrator to interpret educational programs to key leaders and state and federal elected officials, and to identify and procure external resources for the enhancement of Extension educational programs in the county.
13. Responsible for compliance with Affirmative Action/Equal Opportunity/Civil Rights/Americans with Disabilities Act Guidelines related to programming and employment functions.
14. Provides oversight for the development and management of the office emergency preparedness plan and serves as liaison with the county office of emergency management.
15. Provides on going support, training and counsel related to the County Extension Agent Career Ladder System.

July 17, 2007

TRUANCY COURT CLERKS

Department #4033

Mission Statement

The mission of the Dallas County dedicated Truancy Courts is to hear cases timely and ensure consistency in disposition and enforcement of the truancy court orders.

Description

Senate Bill 358 passed during the 78th Legislature established the Truancy Courts as a constitutional court. Currently, Dallas County operates five dedicated Truancy Courts. The primary goal of the Truancy Court model is to be more proactive in reducing truancy in Dallas County by utilizing a case management approach. Once the truant is placed under a court order, case managers provide monitoring of school attendance, counseling, referrals to local resources, and other family-strengthening services to truants and their families. Dallas County Truancy Courts receive case filings from Dallas Independent School District (D.I.S.D.), Garland Independent School District (G.I.S.D.), Richardson Independent School District (R.I.S.D.), Mesquite Independent School District (M.I.S.D.) and Texas Can Academy.

FY2015 Baseline Budget Highlights

- FY2015 Budget represents a continuation of FY2014 service levels.
- Truancy Court Clerks FY2014 baseline budget includes 5 additional positions (3 Clerk II, 1 Bookkeeper, and 1 Process Support Supervisor) due to the opening of the Grand Prairie Truancy Court
- Budget includes only those positions with the clerical functions

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$997,412	\$1,103,151	\$1,265,748	\$1,338,928
Operations	0	0	0	0
Capital	0	0	0	0
Total	\$997,412	\$1,103,151	\$1,265,748	\$1,338,928

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	24	29	30	30

Authorized Position Detail (Grade)

1 Truancy Court Manager (G)
5 Process Support Supervisors (A)
6 Clerks III - Bookkeeper (7)
18 Clerks II (6)

TRUANCY COURT ADMINISTRATION

Department #1011

Mission Statement

The mission of the Dallas County dedicated Truancy Courts is to hear cases timely and ensure consistency in disposition and enforcement of the truancy court orders.

Description

Senate Bill 358 passed during the 78th Legislature established the Truancy Courts as a constitutional court. Currently, Dallas County operates five dedicated Truancy Courts. The primary goal of the Truancy Court model is to be more proactive in reducing truancy in Dallas County by utilizing a case management approach. Once the truant is placed under a court order, case managers provide monitoring of school attendance, counseling, referrals to local resources, and other family-strengthening services to truants and their families. Dallas County Truancy Courts receive case filings from Dallas Independent School District (D.I.S.D.), Garland Independent School District (G.I.S.D.), Richardson Independent School District (R.I.S.D.), Mesquite Independent School District (M.I.S.D.) and Texas Can Academy.

FY2015 Baseline Budget Highlights

- FY2015 Budget represents a continuation of current service levels.
- Truancy Court Administration FY2014 baseline budget includes 2 additional positions (1 Magistrate and 1 Juvenile Case Manager) due to the opening of the Grand Prairie Truancy Court.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Baseline
Personnel	\$949,347	\$998,382	\$1,202,009	\$1,203,919
Operations	263,059	271,416	324,276	294,796
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$1,212,405	\$1,269,797	\$1,526,285	\$1,498,715

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget
Full Time Employees	10	12	12	12
Extra Help	\$5,647	\$90,217	\$0	\$0

Authorized Position Detail (Grade)

6 Magistrates
1 Truancy Coordinator (G)
5 Juvenile Case Managers (EE)

VETERANS SERVICES

Department #2060

Mission Statement

The mission of Veterans Services is to assist county residents and family members who served in the Armed Forces of the United States in accessing entitlements provided to veterans and administered by the Department of Veterans Affairs.

Description

The Veterans Services Office assists veterans and/or family members in accessing Department of Veterans Affairs entitlement programs. The department also provides consultation to Commissioners Court and veterans service organizations; facilitates loan applications; collaborates with various political entities on veterans affairs; and is the Dallas County representative at all veteran commemorative events.

FY2014 Budget Highlights

- In the FY2013 Budget, Commissioners Court added a Senior Secretary (Grade 8) position.

Financial Trends

Budget Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Personnel	\$125,764	\$170,758	\$180,288	\$222,741
Operations	5,691	9,905	4,003	\$1,750
Capital	0	0	0	0
Total	\$131,455	\$180,663	\$184,291	\$224,491

Staffing Trends

Staff Category	FY2012 Actual	FY2013 Actual	FY2014 Proj.	FY2015 Baseline
Full Time Employees	2	3	3	3
Extra Help	\$5,474	\$5,000	\$20,000	\$20,000

Authorized Position Detail (Grade)

1 Veterans Services Officer (I)
1 Senior Secretary (8)

1 Caseworker I (CC)



DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

June 5, 2014

TO: Commissioners Court
THROUGH: Ryan Brown, Budget Officer
FROM: Erica Terrazas, Budget and Policy Analyst
SUBJECT: Veteran Services PIR Analysis – FY2015

BACKGROUND

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. Veteran Services has submitted the following requests for consideration by Commissioners Court:

1. Assistant Veteran Service Officer/Lead Caseworker, Grade FF
2. Assistant Veteran Service Officer/ Caseworker, Grade CC
3. Clerk II, Grade 6

The primary focus of Veteran Services is veterans' assistance. This assistance is directed toward ensuring that all Dallas County veterans receive every benefit to which they are entitled. The new positions requested in anticipation of a possible increase in volume of veterans served due to military personnel expected to return to Texas from the Afghanistan drawdown. Approximately 106,000 Veterans currently reside in Dallas County.

Current staff is composed of a Veteran Service Officer, a Caseworker I, a Senior Secretary, and a part time Clerk. In FY2014, the part time Clerk was added to assist the Veteran Services Department in fielding phone calls, assisting walk-ins, and other clerical duties as assigned.

Veteran Services proposes the addition of three (3) staff to assist with the increase in volume of veterans.

FINANCIAL IMPACT

The estimated recurring annual cost of the Lead Caseworker, Grade FF position is \$61,164 and \$3,686 in new equipment, and \$10,000 for space renovation to accommodate for the new position.

The estimated recurring annual cost of the Caseworker, Grade CC position is \$53,555 and \$3,686 in related equipment.

The estimated recurring annual cost of the Clerk II, Grade 6 position is \$43,443.

RECOMMENDATION

The number of veterans who utilize Dallas County Veteran Services is unknown, as well as the number of Veterans returning to Dallas County. As such, the Office of Budget and Evaluation proposes the addition of one (1) Lead Caseworker, Grade FF position at a recurring cost of \$61,164 and \$13,686 in related equipment and space renovation for a total of \$74,850.

OPERATING BUDGET

FISCAL YEAR

2015

**CAPITAL IMPROVEMENT
PLAN**

**PREPARATION
MANUAL**



**DALLAS COUNTY
Office of Budget and
Evaluation**

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Veteran Services</u>	Budget No <u>2060</u>
Brief Title of PIR	<u>Assistant Veteran Service Officer/Lead Caseworker Gr FF</u>	
Approx. Net Cost	<u>\$64,850.00</u>	Department Priority <u>1</u>

Brief Summary of Request Assists the director with developing & managing the department; supervising, training & evaluating staff. Coordinates case management activities & assists staff in performing services specific to Veterans & their families to include counseling clients & coordinating with federal and state agencies.

Discussion of Need In 2014, it is estimated that more than 100,000 military personnel will be returning from Afghanistan resulting in a potential spike in the number of personnel leaving the military. Texas currently has the second largest number of Veterans (1.7m) in the nation and also has the largest number of female Veterans nationwide. There are more than 106,000 residing in Dallas County. At the end of the draw down the number of entering the state will be incomparable to any Veteran population increase experienced since the end of the Vietnam War. Also, as Veterans age in Texas, there will continue to be a need for care and assistance for older Veterans. Women Veterans, who need healthcare and services that differ from their male counterparts, also tend to access services at a higher rate than male Veterans. In preparation for the influx of military personnel and the anticipated workload increase, this office must be properly staffed. Benefit - increased productivity and services. Current staffing consists of: 1 - Director, 1 - Caseworker I Grade CC, 1 - Senior Secretary Grade 8, 1 - PT Clerk II Grade 6.
Vision 1 Indicator: Prioritize mission-critical, statutory and mandated programs and services (IAW TX Govt Code Sec 434.032). **Vision 5:** Dallas County is the destination of choice for residents and businesses.

Discussion of Related Performance Measure
Vision 1 Indicator(s): Clearly articulate the County's role and responsibilities to the public.
 Provide mission critical programs and services to the public.
 Current staffing is not adequate to effectively serve those Veterans and family members who are currently residing in Dallas County. Without additional staffing, the office will be unable to operate at its full potential, jeopardizing service to the public.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Assistant Veteran Service Officer (Lead Case worker Gr FF)	
Staff Cost		
Grade	FF	
Salary	44,200.00	
FICA @ 7.65%	3381.30	
Retirement @ 11.5%	5,083.00	
Insurance @ \$8,500	8,500.00	
Total		<u>\$61,164.00</u>
Related Equipment	\$ Amount	
Number		
Desk	\$696.00	
Furniture	\$832.00 (high back chair, side-arm chair, 5 shelf bookcase)	
Computer	\$1,025.00	
Printer	\$250.00	
Network Cabling	\$200.00	
Software	\$300.00	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	\$383.00 (Desk return w/pedestal)	
Total		<u>\$3686.00</u>
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	\$10,000.00	
Total		<u>\$10,000.00</u>
Less Additional Revenue Source		
Grand Total		<u>\$74,850.00</u>

Form E1

FY2015



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

New Position Description Request Form

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

A. Identification / General Information

Proposed Position Title:	Lead Caseworker
Proposed Position Grade:	FF
Department Name:	Veteran Services
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Tracy Little
Supervisor Phone:	972-692-4939
Supervisor Email:	tlittle@dallascounty.org
Court Order # and Date:	

B. Brief Description of the New Position

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

The purpose of this position is to coordinate case management activities and assist the Director with developing and managing the department's goals, objectives and budget.
This is accomplished by analyzing clients needs, implementing a plan of action and ensuring compliance with all established policies and procedures. Responsible for employee training and evaluations of processes. Reviews and provides guidance with problematic issues.
Other duties include managing the VIMS (case management system), the VA access system (1-VA VPN Remote), maintaining the office website and providing outreach.

C. Essential Functions of the New Position

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: Assists in supervising, training and evaluating staff and resolving complex problematic issues to ensure that clients needs are met.	Time	E or NE
Tasks performed to accomplish this function:	35%	E
a. Continuously reviews and monitors staff productivity; makes adjustments as needed.		
b. Evaluates staffs knowledge of case management policies and procedures, ensures program compliance with state and federal guidelines.		
c. Determines environmental threat assessments and develops emergency procedures to ensure staff and client safety.		
d. Assists in completing performance evals and other personnel related functions.		
2. Function: Assists in casework activities, assesses risks or needs, conducts counseling sessions.	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Interviews clients to determine their needs and eligibility for benefits based on federal law, researches medical conditions, interprets medical diagnostic codes and treatment and examination reports to include medical terminology.		
b. Provides peer support services to clients who may have post-traumatic stress disorder, traumatic brain injury or military sexual trauma. May interview and counsel family members and refer for further treatment. Coordinates with appropriate mental health agencies for treatment plan and also upon discharge from treatment.		
3. Function: Audits case management files to ensure they're maintained IAW applicable rules, regulations, policies and procedures.		
Tasks performed to accomplish this function:	15%	E
a. Audits case management records in the Veterans Information Management System (VIMS), accesses the Veterans Affairs 1-VA VPN Remote records system to determine status of claims processing. Responsible for quality reviews of office staff records.		
b. Ensures that records are maintained IAW 38CFR and other federal regulations, routinely reviews laws and regulations for updates to ensure currency and compliance.		
4. Function: Coordinates weekly case file reviews with staff, discusses resolution of problematic cases, discusses optional therapeutic treatment	Time	E or NE
Tasks performed to accomplish this function:	15%	E
a. May participate in interview sessions with staff member. Periodically reviews client's case notes to ensure completeness.		
b. Discusses progress of cases and case disposition with staff to ensure compliance with established federal regulations.		
c. Manages assigned case loads and may reassign cases, as necessary.		
d. Receives and consolidates statistical data from staff used to analyze data, prepare reports and identify trends to recommend optional services		
5. Function: Educates and establishes relationships with community agencies and Dallas County employees	Time	E or NE
Tasks performed to accomplish this function:	10%	E
a. Attends meetings, coordinates and schedules presentations at assisted living facilities, nursing homes, senior living centers and other locations.		
b. Participates in and schedules staff to participate in hiring events, expo's		

and commemorative events.		
c. Verifies Veteran's military service status and assigns staff to prepare letters		
for community benefits and services, i.e. WIC, Dallas Central Appraisal District,		
for property tax exemptions and verifies military service time for TCDRS credit.		

D. 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 checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. 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 checked="" 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 checked="" 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.)

Fax machine, printer, copier, scanner

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)

VIMS Software - Veterans Information Management System for case management, 1-VA VPN Remote (VA proprietary software).
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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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input checked="" 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 checked="" type="radio"/>	1.	Driving	<input type="radio"/>	<input checked="" 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 checked="" 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 checked="" type="radio"/>	7.	Physical danger or abuse (specify):	<input checked="" 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 checked="" 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.

F. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: <small>business/public administration, behavioral or social sciences or related field.</small>
<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.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: work related field
<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.	Initial training and certification per Texas Government Code Sec. 434.031
2.	Accreditation by the Department of Veterans Affairs
3.	Peer-to-Peer facilitator certification by state agency
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type? <small>Class C</small>

G. 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 checked="" 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.

Reviews cases of office staff to determine equitable case loads, plans and implements service plans. Coordinates and plans client service schedules, additional treatment plans, and determines methods of crisis intervention. Maintains employees work & vacation schedules and tracks & monitors all accruals. Coordinates, organizes and implements Veteran specific events and activities. Coordinates and manages the county-wide flag retirement ceremony working with veteran service organizations, government and civilian agencies.

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 checked="" 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.

Total county amount \$ 226,935.00 \$4345.00 (operating budget)	Total grant amount \$ 0
Additional comments:	

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>
Caseworker II Gr CC	1
Secretary Gr 8	1
PT Clerk Gr 6	1

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 (check 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 checked="" 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
Comments: _____	

_____ <i>Tracy Little</i>	_____ Date
_____ Department Head/Elected Official Signature	_____ Date
Comments: _____	

PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	<u>Veteran Services</u>	Budget No <u>2060</u>
Brief Title of PIR	<u>Assistant Veteran Service Officer/Caseworker Gr CC</u>	
Approx. Net Cost	<u>\$57,241.00</u>	Department Priority <u>2</u>

Brief Summary of Request Interviews clients, obtains information and analyzes their needs, plans, implements and manages case records, counsels clients, investigates and advocates on their behalf and applies all applicable laws, regulations and procedures as established by state and federal government. Also request any associated furniture and computer/software.

Discussion of Need In 2014, it is estimated that more than 100,000 military personnel will be returning from Afghanistan resulting in a potential spike in the number of personnel leaving the military. Texas currently has the second largest number of Veterans (1.7m) in the nation and also has the largest number of female Veterans nationwide. There are more than 106,000 residing in Dallas County. At the end of the draw down the number of entering the state will be incomparable to any Veteran population increase experienced since the end of the Vietnam War. Also, as Veterans age in Texas, there will continue to be a need for care and assistance for older Veterans. Women Veterans, who need healthcare and services that differ from their male counterparts, also tend to access services at a higher rate than male Veterans. In preparation for the influx of military personnel and the anticipated workload increase, this office must be properly staffed. Benefit - increased productivity and services. Current staffing consists of: 1 - Director, 1 - Caseworker I Grade CC, 1 - Senior Secretary Grade 8, 1 - PT Clerk II Grade 6.
Vision 1 Indicator: Prioritize mission-critical, statutory and mandated programs and services (IAW TX Govt Code Sec 434.032). Vision 5: Dallas County is the destination of choice for residents and businesses.

Discussion of Related Performance Measure
Vision 1 Indicator(s): Clearly articulate the County's role and responsibilities to the public.
Provide mission critical programs and services to the public.
Current staffing is not adequate to effectively serve those Veterans and family members who are currently residing in Dallas County. Without additional staffing, the office will be unable to operate at its full potential, jeopardizing service to the public.

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Assistant Veteran Service Officer (Case worker Gr CC)	
Staff Cost		
Grade	CC	
Salary	\$37,814.00	
FICA @ 7.65%		
Retirement @ 11.5%	4,348.61	
Insurance @ \$8,500	8,500.00	
Total		\$53,555.38
Related Equipment	\$ Amount	
Number		
Desk	\$696.00	
Furniture	832.00	
Computer	1,025.00	
Printer	250.00	
Network Cabling	200.00	
Software	300.00	
Vehicle		
Travel		
Pager		
Cell Phone		
Other	383.00 (desk rtn/wpedestal)	
Total		\$3,686.00
Other Costs (describe)		
Special Training		
Consultant Fees		
Renovation/Space		
Total		\$0
Less Additional Revenue Source		
Grand Total		\$57,241.38

Form E1

FY2015

General Instructions: Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

A. Identification / General Information

Recommended Position Title:	Caseworker I
Recommended Position Grade:	CC
Department Name:	Veterans County Service Office
Position Number:	TBD
Supervisor Name:	Tracy Little
Supervisor Phone:	972-692-4939
Supervisor Email:	tlittle@dallascounty.org

B. Brief Description of the Position

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

<p>The purpose of this position is to counsel, advise, and provide technical assistance to Veterans and eligible family members in filing for benefit claims, as well as county and state benefits, where applicable. Interviews clients, obtains information and analyzes their needs, plans, implements and manages case records, investigates and advocates on their behalf and applies all applicable laws, regulations and procedures as established by state and federal government.</p>
<p>This is accomplished by providing advice about various programs and eligibility requirements and in assisting with the completion of required forms and other correspondence necessary to file a claim or an appeal with the Department of Veterans Affairs.</p>
<p>Other duties include providing outreach to clients who are shut in, presenting benefit presentations to nursing homes & assisted living facilities and to other agencies/organizations throughout Dallas County.</p>

C. 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.

Position Description Questionnaire
Dallas County

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: Must have the ability to understand and apply DVA laws & regulations when assisting veterans & surviving spouses in applying for DVA benefits for compensation and pension.	Time	E or NE
Tasks performed to accomplish this function:	70%	E
a. Reviews the client's request for benefit assistance to determine client's eligibility for benefits.		
b. Informs the client of required documents necessary to file a claim and assists the client in the completion of all required forms.		
c. Electronically requests Discharge Documents, Military Records, Military Medical Records, and replacement of Medals and Decorations from the National Personnel Records Center, as needed.		
d. Submits all required documents & forms to the VA Regional Office for processing. Is the liaison between the DVA & the client, ensuring that requests for additional information are understood and provided by the client to the DVA.		
e. Assists the client with the appointment of a fiduciary, if applicable.		
f. Assists the client with the claims disagreement/appeals process, if applicable.		
g. Assists the client in requesting a debt waiver for DVA benefit overpayments, if applicable.		
2. Function: Provides information to clients regarding other DVA and State benefits and assists them in applying for each.	Time	E or NE
Tasks performed to accomplish this function:	15%	E
a. Provides information and assistance in completing applicable forms regarding enrollment in the VA Healthcare System, Educational Benefits, Insurance Benefits, Home Loan Benefits and Burial Benefits.		
b. Provides information and assistance in completing applicable forms regarding Property Tax Exemptions for Disabled Veterans.		
c. Provides information and assistance in completing applicable forms regarding Texas Veterans Land Board, State Veterans Homes, Cemetery Programs, Free Drivers License, Free Hunting and Fishing Licenses and Free Park Admissions.		
3. Function: Maintains case management records and appropriate documents.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Gathers required documents and prepares copies of claims for filing.		
b. Ensures that files are in compliance with HIPPA laws.		
c. Ensures that copies of client correspondence received from the DVA are added to files.		
4. Function: Provides information to clients regarding upgrades of both military discharge and characterization of military service and for correction of military records.	Time	E or NE

Position Description Questionnaire
Dallas County

Tasks performed to accomplish this function:	5%	E
a. Assesses the circumstances regarding client's military discharge or characterization of military service or correction of military records.		
b. Informs the client of applicable laws and assists in determining eligibility of upgrades or correction.		
c. Provides client with applicable forms and guidelines needed to apply/appeal.		
d. Electronically requests Discharge Documents, Military Records, Military Medical Records, and replacement of Medals and Decorations from the National Personnel Records Center, if needed.		
5. Function: Verifies DVA benefit eligibility and provides eligibility letters to clients seeking Human Services/Financial benefits.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Verifies client's DVA benefit status with the DVA.		
b. Prepares eligibility letters for client's submission to Health & Human Services for human services/financial benefits.		

D. 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 checked="" type="checkbox"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E. 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 checked="" 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 checked="" 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"/>

Position Description Questionnaire
Dallas County

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.)

Fax, copier, scanner, shredder, overhead projector

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)

VIMS Software – Veteran Information Management System

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. N/A

Environmental Condition			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.	<input type="checkbox"/> 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"/>

Health and Safety Conditions			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 checked="" type="radio"/>	6.	Communicable diseases	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify): May occasionally encounter clients suffering from post traumatic stress disorder (PTSD) or who are aggressive	<input checked="" 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 checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input checked="" type="radio"/>	6.	Residential Facility (not secure) Assisted Living Facility, Nursing Home
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Position Description Questionnaire
Dallas County

<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="radio"/>	3.	Other (Specify) Client's residence						

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

F. 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 checked="" type="radio"/>	5.	Four-year Bachelor's degree in: Behavioral Science or a job related field of study.
<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 checked="" 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.	Initial training and certification per Texas Govt Code Sec 434-031
2.	Accreditation by the Dept of Veterans Affairs
3.	Peer-to-Peer facilitator certification by state agency
4.	

5. Valid Drivers License Required? Yes No If Yes, what type? Class C

G. 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 checked="" 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.

Will be responsible for planning of incumbent's daily activities to include scheduling of client's office visits, home visits and community outreach activities.

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 checked="" 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.

Position Description Questionnaire
Dallas County

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.

Total county amount \$ 226,935.00	Total grant amount \$0
Additional comments: \$4,345.00	

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>
_____	_____
_____	_____
_____	_____

Position Description Questionnaire
Dallas County

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 (check 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 checked="" 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.

H. 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Juvenile Probation Officer
	2. Disease Intervention Specialist
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Juvenile Residential Officer I or II
	2. HHS Case Manager

J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature
Comments:

Date

Tracy Little

Department Head/Elected Official Signature
Comments:

Date

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	<u>Veteran Services</u>	Budget No.	<u>2060</u>
Position Title	<u>Clerk II Grade 6 (Full time)</u>	Position No.	<u>4084</u>
Current Grade	<u>Clerk II Grade 6 (PT)</u>	Job Code	<u>1160100</u>
		Department Priority	<u>3</u>

Description of Changes in Work Being Performed Clerk will also be responsible for conducting preliminary interviews of clients, inputting data into the Veterans Information Management System, and creating case management files.

Reason/Authority for Change (see Budget Manual) Clerk will be required to be certified by the Department of Veterans Affairs, through the Texas Veterans Commission and must complete annual training and pass the mandated certification exam in order to interview clients and conduct business, on the client's behalf, with the VA.

Departmental Cost Worksheet

Current Grade 6		Proposed Grade 6	
Salary	\$23,899.00	Salary	\$29,328.00
FICA (7.65%)	1,828.27	FICA (7.65%)	2,243.59
Retirement (11.5%)	2,748.38	Retirement (11.5%)	3,372.72
Total	\$28,475.65	Total	\$34,944.31
		Total Annual Impact	\$6,468.66

Staff Review and Comment

PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Clerk II Grade 6 (FULL TIME)	
Staff Cost		
Grade	6	
Salary	\$29,328.00	
FICA @ 7.65%		
Retirement @ 11.5%	3,372.00	
Insurance @ \$8,500	8,500.00	
	Total	\$43,443.00
Related Equipment	\$ Amount	
Number		
Desk	_____	
Furniture	_____	
Computer	_____	
Printer	_____	
Network Cabling	_____	
Software	_____	
Vehicle	_____	
Travel	_____	
Pager	_____	
Cell Phone	_____	
Other	_____	
	Total	\$0
Other Costs (describe)		
Special Training	_____	
Consultant Fees	_____	
Renovation/Space	_____	
	Total	\$0
Less Additional Revenue Source		
	Grand Total	\$43,443.00

Form E1

FY2015



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:	Clerk II Part time
Proposed Position Title:	Clerk II FULL TIME
Current Position Grade:	6
Department Name:	Veteran Services
Position Number:	4084
Supervisor Name:	Tracy Little
Supervisor Phone:	972-692-4939
Supervisor Email:	tlittle@dallascounty.org

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 provide administrative support to the Veteran Services office staff thereby reducing their administrative workload, resulting in increased office efficiency, case management and outreach.
This is accomplished by <u>conducting preliminary interviews of clients, entering data into the case management system, researching federal laws and policies, processing and maintaining client files, submitting case files for processing to the VA, requesting military service and medical records, researching potential grant sources.</u>
Other duties include managing schedules, researching community events for office staff participation, tracking client needs assessment data, ordering office supplies, time & attendance.

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.
Due to the resignation of the Senior Secretary in May 2014, clerk will be responsible for completing some of the tasks previously assigned to the secretary. Will also function as assistant to service ofcrs.
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.
Clerk will be required to be certified by the Dept of VA in order to perform client intake and assist with filing claims for benefits. Will also be responsible for timekeeping and ordering of supplies.
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.
New duties assigned to clerk due to resignation of senior secretary. Clerk will also need to interview clients and occasionally file claims for benefits and must be certified by VA to do so.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties will be removed from the position.
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?
Will have the authority to enter time for department employees, reconcile expenditures in budget and order supplies and equipment.
What specific tasks or activities make the job duties/responsibilities more complex?
Will assume some secretarial duties as indicated above and will also function as a service officer assistant; inputting data into the Veterans Information Management System, completing client intake.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
N/A
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
The clerk will be expected to provide exceptional direct assistance or referral services to clients & to establish relationships with other county departments to accomplish some tasks. Strategy 1.5 - Maintain a diverse, talented, and capable workforce to execute core Dallas County functions.

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 ↓	Time	E or NE
Function: Maintains exterior of facilities		

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: Answers routine inquiries & resolves basic customer service issues.	Time	E or NE
Tasks performed to accomplish this function:	40%	E
a. Receives all incoming calls and may route to appropriate office staff member when warranted.		
b. Assesses client's needs to determine appropriate action to take regarding claims, basic information requests and services.		
c. Provides client with requested forms, program information, appropriate community service provider contact information, prepares benefit verification letters.		
d. Conducts initial interviews for all requests for financial assistance and submits application packages to client.	Time	E or NE
2. Function: Inputs data into the Veterans Information Management System (VIMS)		
Tasks performed to accomplish this function:	25%	E
a. Receives case file from caseworker.		
b. Verifies client's personal data.		
c. Accurately transcribes case notes.		
d. Cross references case files with the case management system and enters data.		
e. Inputs compensation amounts and dates when awarded by the Department of Veterans Affairs.		
3. Function: Creates case management files.	Time	E or NE
Tasks performed to accomplish this function:	25%	E
a. Ensures that files are in compliance with HIPPA laws.		
b. Gathers required documents and prepares copies of claims for filing.		
c. Ensures that copies of client correspondence received directly from the client or Department of Veterans Affairs are included in the files.		
d. Monitors suspenses for timely submission of casework to the Department of VA.		
e. Submits completed claims folder to appropriate service agency for action - Dept of VA, Texas Veterans Commission, DAV (Disabled American Veterans), etc., and ensures that the client receives a copy of submitted correspondence.		
4. Function: Maintains/reconciles time & attendance reporting	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Enters time into the time and attendance system for office staff.		
b. Monitors vacation and sick leave accruals; informs office director of accrual max balances.		
c. Processes leave request forms; verifies leave balances before submitting to supervisor for approval.		
5. Function: Maintains office files, orders supplies, forms and informational pamphlets.	Time	E or NE
Tasks performed to accomplish this function:	5%	E
a. Sets up files in accordance with retention policy and HIPPA laws.		
b. Ensures that file folders are properly checked out from file cabinet and returned after use.		
c. Ensures that forms are current and adequately stocked, replenishes when needed.		

d. Ensures that adequate office supplies are on hand; requisitions when needed, monitors office budget to ensure funds are available.		

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 checked="" 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 checked="" 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 checked="" 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 checked="" 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.)

Fax machine, copier, scanner

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)

VIMS Software - Veterans Information Management System for Case Management

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. N/A

<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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input checked="" 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 checked="" type="radio"/>	6.	Communicable diseases	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify): May encounter illness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify): aggressive clients or those w/mental illness	<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 checked="" 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.

N/A	

G. Position Minimum Requirements

2. 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 checked="" 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:
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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 checked="" 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.	Initial training and certification per Texas Government Code Sec. 434.031
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" 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 checked="" 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 checked="" 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.

5. **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.

Total county amount \$ 226,935.00	Total grant amount \$ 0.0
Operating budget: \$4,345.00	
<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.
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<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 checked="" 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.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Lavette Domineck _____ Date _____
 Employee Signature

 Immediate Supervisor Signature Date _____

Comments:
Tracy Little _____ Date _____
 Department Head/Elected Official Signature

 Comments:



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk II	Job Code:	6000900	Job Grade:	06
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C, D, or C-JD	EEO Code:	F04

Summary of Functions: Performs a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives, prepares, verifies and processes a variety of documents, instruments, records, bills, payments and receipts.	20	E
2. Inputs data to complete routine correspondence, forms, reports and documents.	20	E
3. Researches, locates, pulls and prepares a variety of documents, records and other assigned data.	20	E
4. Effectively answers routine inquiries and resolves basic customer service issues.	20	E
5. Collects, inputs, updates and reconciles data, funds or inventory and maintains filing/storage of documents and supplies.	15	E
6. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Two (2) years job related experience or 30 hours of college or a combination of the two. Experience in a customer service environment a plus.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 30 wpm or 60 kspm, with knowledge of computer applications and standard word processing

software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

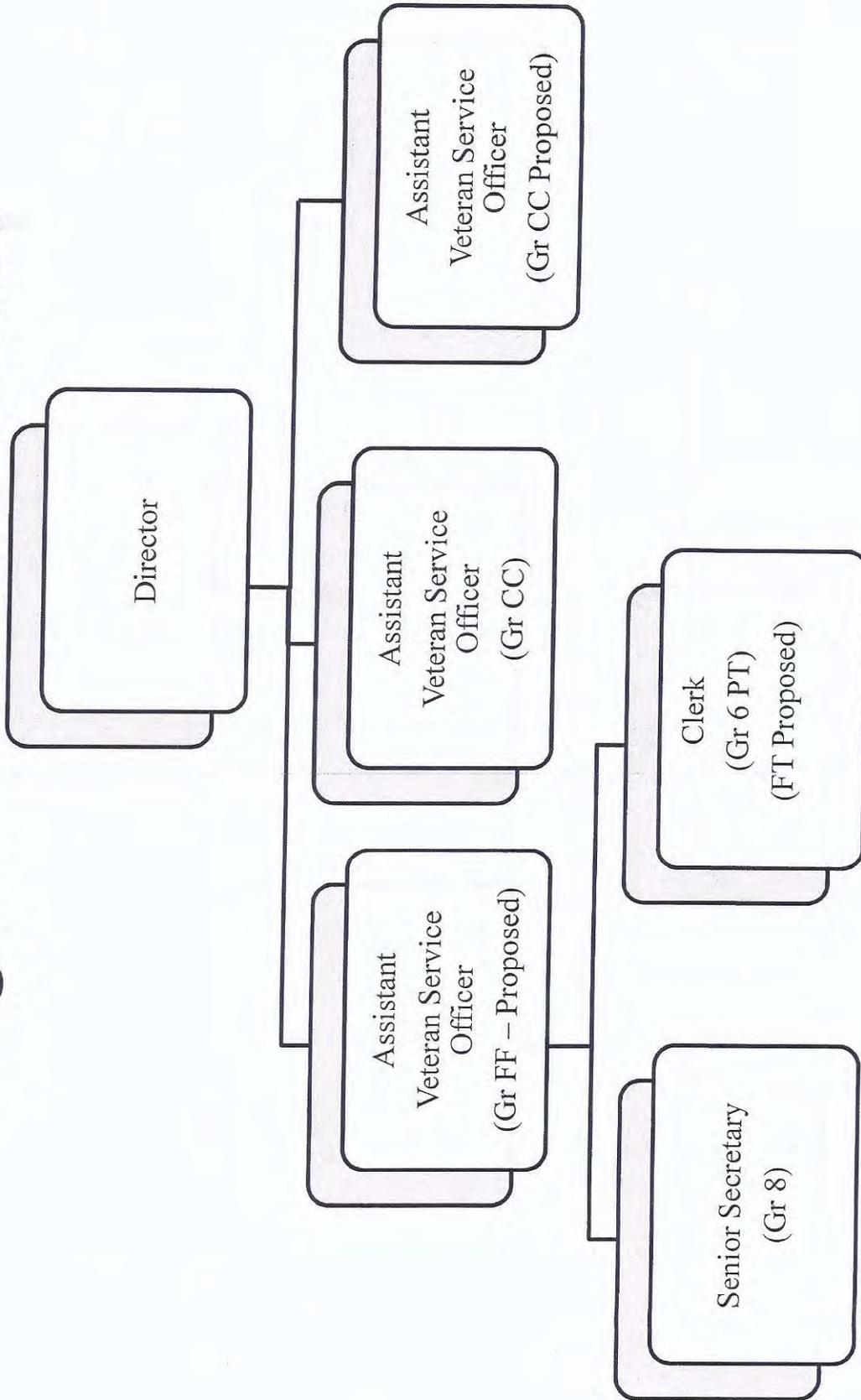
Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003, 6/21/2004,
8/24/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Organizational Chart



PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Veteran Services</u>	Budget No	<u>2060</u>
Brief Title of PIR	<u>Reconfiguration of Office Space</u>		
Estimated Cost	<u>\$10,000.00</u>	Department Priority	<u>1</u>
Brief Summary of Request			
<p>If PIR for additional staff is approved, current office space will be insufficient and additional space will be needed.</p>			
Discussion of Need			
<p>Due to the nature and sensitivity of the job, the current office space is inadequate to meet the requirements of privacy and confidentiality for our clients.</p>			
Staff Review and Comment			
Empty space for staff review and comment			

Form G

FY2015

PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	<u>Veteran Services</u>	Budget No	<u>2060</u>
Brief Title of PIR	<u> </u>		
Estimated Cost	<u>\$1,650.00</u>	Department Priority	<u>1</u>
Brief Summary of Request			
EPSON POWERLITE 1771W - LCD projector		\$1,000.00	
Epson Duet Ultra Portable Projector Screen projection screen - 80 in.		\$150.00	
Wireless Hot Spot AT&T Data Service @ \$37.00/mo.		\$450.00	
HDMI Cable		\$50.00	
Discussion of Need			
<p>The office currently participates in numerous community outreach events, visits nursing homes and assisted living facilities and other agencies that provide services to Veterans or where Veterans may reside. A projector will allow presentations to be given by office staff, in a more professional manner, when conducting community outreach, during expos and other events. Will also be used when conducting in-house meetings and training.</p> <p>Vision 1 - Dallas County is a model interagency partner</p> <p>Indicator:</p> <ul style="list-style-type: none"> - Clearly articulate County's role and responsibilities to the public. 			
Staff Review and Comment			