

DALLAS COUNTY
CIVIL SERVICE COMMISSION MEETING

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS

FILED: Jan 20, 2026, 2:51 pm
BY DEPUTY:
Brandon J. Mathurin

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON **MONDAY, JANUARY 26, 2026, AT 9:15 AM**, AT THE DALLAS COUNTY COMMISSIONERS' COURTROOM, 500 ELM STREET, 2ND FLOOR, DALLAS, TEXAS 75202, TO DISCUSS THE MATTERS SET FORTH IN THE ATTACHED AGENDA.* A QUORUM (INCLUDING THE PRESIDING CHAIR) WILL BE PHYSICALLY PRESENT AT THAT LOCATION. THIS MEETING MAY INCLUDE A COMMISSIONER THAT WILL PARTICIPATE BY VIDEOCONFERENCE AND/OR DALLAS COUNTY CURRENT OR FORMER EMPLOYEE(S)/OFFICER(S) THAT WILL PARTICIPATE BY VIDEOCONFERENCE, PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.127. THE MEETING IS OPEN TO THE PUBLIC DURING THE OPEN PORTIONS OF THE MEETING, AND CITIZENS ARE WELCOME TO ADDRESS THE COURT. A CLOSED SESSION MAY BE HELD IF REQUIRED FOR PURPOSES PERMITTED BY Chapter 551,

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

I, the undersigned authority, do hereby certify that the above Public Notice of the Dallas County Civil Service Commission Meeting is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Dallas County Records Building, a place convenient and readily accessible to the general public at all times, and said Notice was posted on January 20, 2026, at 2:51 PM.

**Robert B.
Wilson**

Digitally signed by
Robert B. Wilson
Date: 2026.01.20
08:33:05 -06'00'

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

*Itemized Agenda Attached



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS
FILED: Jan 20, 2026, 2:51 pm
BY DEPUTY:
Brandon J. Mathurin

DALLAS COUNTY CIVIL SERVICE COMMISSION MEETING (WebEx DETAIL)

To join the Dallas County Civil Service Commission Meeting scheduled for **Monday, January 26, 2026, beginning at 9:15 AM.**

1. Click on the Join Meeting link below.

Join on your computer or mobile app

[Join meeting](#)

2. More ways to join:

Join from the meeting link

<https://dallascounty.webex.com/dallascounty/j.php?MTID=m6df55e05910868e40134f7ff81e5bf8e>

Join by meeting number

Meeting number (access code): [2494 730 4293](tel:+14156550001,,24947304293##)

Meeting password: [DCCSmeeting](#)

Tap to join from a mobile device (attendees only)

[+1-415-655-0001,,24947304293##](tel:+14156550001,,24947304293##) US Toll

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

Join by phone

+1-415-655-0001 US Toll

[Global call-in numbers](#)

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

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

CIVIL SERVICE MEETING

January 26, 2026

9:15 AM

GENERAL FUND POSITIONS

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS
FILED: Jan 20, 2026, 2:51 pm
BY DEPUTY:
Brandon J. Mathurin

I. Information Technology Services – New, Additional Position, Reclassifications, Job Title Changes and Job Description Modifications Pages 1 - 68

A.	New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	VoIP Engineer II	1	TBD	IT7	\$102,489	\$30,915	\$133,404

Funding Source: Major Technology Fund **Cost:** \$133,404

B.	Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Server Administrator	2	TBD	IT6	\$192,428	\$59,232	\$251,660

Funding Source: Major Technology Fund **Cost:** \$251,660

C.	Reclassifications	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
		Application Support & Development Manager (vacant)	1	7376	IT13	\$147,808	\$40,296	\$188,104

	Proposed Position	Assistant Director, Software Engineering	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
			1	Same	IT15	\$169,421	\$44,770	\$214,191

Funding Source: Major Technology Fund **Cost:** \$26,087

	Current Position	Continuous Improvement Agent (Courts) (vacant)	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
			1	4185	IT7	\$102,489	\$30,915	\$133,404

	Proposed Position	IT Organizational Change Management, Communication, and Training Specialist	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
			1	Same	IT7	\$102,489	\$30,915	\$133,404

Funding Source: Major Technology Fund **Cost:** \$0

	Current Position	Telecommunications Tech - VOIP (vacant)	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
			1	7185	09	\$54,517	\$20,985	\$75,502

	Proposed Position	VoIP Engineer I	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
			1	Same	IT6	\$96,214	\$29,616	\$125,830

Funding Source: Major Technology Fund **Cost:** \$50,328

Total Cost (6 Positions): \$461,479

CIVIL SERVICE MEETING
January 26, 2026
9:15 AM

GENERAL FUND POSITIONS

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS
FILED: Jan 20, 2026, 2:51 pm
BY DEPUTY:
Brandon J. Mathurin

D. Job Title Changes and Job Description Modifications

The Human Resources/Civil Service Department recommends the Civil Service Commission approve job title changes and job description modifications for the Senior VOIP Engineer (gr. IT10), VOIP Engineer (IT9), and Server Administrator (gr. IT6) position as outlined on attachments A-F in the Information Services Department with no change in job grade and no financial impact to the General Fund.

II. Public Defender – Additional Position Pages 1 - 8

Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Attorney III	1	TBD	ATT3	\$108,067	\$32,070	\$140,137

Funding Source: General Fund **Cost:** \$140,137

III. Health and Human Services - Additional Positions and Job Description Modifications Pages 1 - 38

A.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Nurse Practitioner/Physician Assistant	1	TBD	LM	\$119,834	\$34,506	\$154,340
	Lead Microbiologist	1	TBD	E	\$71,971	\$24,598	\$96,569
	Quality Control Analyst	1	TBD	C	\$64,743	\$23,102	\$87,845
	Medical Laboratory Technician I	1	TBD	08	\$50,648	\$20,184	\$70,832
	Clerk IV	2	TBD	08	\$101,296	\$40,368	\$141,664

Funding Source: General Fund **Total Cost (6 Positions):** \$551,250

B. Job Description Modifications

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

IV. Commissioners Court Administration – Reclassification Pages 1 - 13

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Accounting System Controls Auditor (vacant)	1	3986	HM	\$91,121	\$28,562	\$119,683

Proposed Position

ERP Business System Analyst Senior	1	Same	M	\$126,401	\$35,865	\$162,266
------------------------------------	---	------	---	-----------	----------	-----------

Funding Source: General Fund **Cost:** \$42,583

V. Emergency Management – Job Description Modifications Pages 1 - 16

The Human Resources/Civil Service Department recommends the Civil Service Commission approve job description modifications for the Assistant Chief of Emergency Services (gr. J), Emergency Management Officer Logistics & Critical Infrastructure (gr. H), Emergency Management Officer – Preparedness (gr. H), Emergency Management Officer – Operations (gr. H), Training & Exercise/Hazard Mitigation Coordinator (gr. G) and Emergency Planning/Volunteer Coordinator (gr. G) positions as outlined on attachments A - F in the Office of Homeland Security and Emergency Management Department with no change in job grade and no financial impact to the General Fund.

CIVIL SERVICE MEETING

January 26, 2026

9:15 AM

GRANT FUND POSITIONS

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS
FILED: Jan 20, 2026, 2:51 pm
BY DEPUTY:
Brandon J. Mathurin

VI. District Attorney – New Position and Additional Positions

Pages 1 - 24

A.	New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Mobile Device and Certified Geolocation Analyst	1	TBD	IM	\$98,128	\$30,012	\$128,140
Funding Source: State Grant Funds; No Cash Match Requirement							Cost: \$128,140
B.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Attorney IV	1	TBD	ATT4	\$128,153	\$36,228	\$164,381
Funding Source: Grant Funds; Match Requirement							Cost: \$164,381
	Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Attorney IV	1	TBD	ATT4	\$128,153	\$36,228	\$164,381
Funding Source: \$50K each from the discretionary funds from the County Clerk, District Clerk and Tax Assessor with the remainder that is, the amount over \$150K funded from DA State Forfeiture Funds							Cost: \$164,381
Total Cost (3 Positions):							\$456,902