

FILED: Aug 12, 2025, 2:34 pm

BY DEPUTY:  
Brandon J. Mathurin

DALLAS COUNTY  
CIVIL SERVICE COMMISSION MEETING

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON **MONDAY, AUGUST 18, 2025, AT 10:30 AM**, AT THE DALLAS COUNTY COMMISSIONERS' COURTROOM, 500 ELM STREET, 2<sup>ND</sup> 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 August 12, 2025, at 2:34PM.

Robert B. Wilson

Digitally signed by Robert B.  
Wilson

Date: 2025.08.12 14:27:04 -05'00'

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

\*Itemized Agenda Attached



## DALLAS COUNTY HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE

### DALLAS COUNTY CIVIL SERVICE COMMISSION MEETING (WebEx DETAIL)

To join the Dallas County Civil Service Commission Meeting scheduled for Monday, August 18, 2025, beginning at 10:30 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=m4b5d5f6b75eaa4e25f0113b8094ac8d9>

**Join by meeting number**

Meeting number (access code): 2496 300 6940

Meeting password: DCCSmeeting

**Tap to join from a mobile device (attendees only)**

[+1-415-655-0001](tel:+14156550001).,24963006940## 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, 2<sup>nd</sup> Floor, Dallas, Texas 75202.

- **Testimony.** The following must be clearly visible and audible to the Civil Service Commission at all times during the hearing:
  1. The attorney or person representing the Department or Grievant in the hearing.
  2. The person that is testifying.

If you have any questions, please contact the Employee Relations Division at [EmployeeRelations-HR@dallascounty.org](mailto:EmployeeRelations-HR@dallascounty.org).

I. Grievance: Brian Barnes - Termination

Pages 1 - 100

II. Grievance: Ladetra Flores - Termination

Pages 0 - 75

GENERAL FUND POSITIONS

III. Institute of Forensic Science - New and Additional Positions

Pages 1 - 14

A.	New Position	# Pos	Pos #	Gd	Salary	Benefits	Salary & Benefits
	Forensic Biologist IV	1	TBD	JM	\$103,122	\$31,046	\$134,168
	<b>Funding Source:</b> General Fund					<b>Cost:</b>	\$134,168
B.	Additional Position	# Pos	Pos #	Gd	Salary	Benefits	Salary & Benefits
	Forensic Laboratory Technical Manager	1	TBD	KM	\$110,204	\$32,512	\$142,716
	<b>Deleted Positions</b>						
	Forensic Biologist I	3	0310, 0313, 0321	EM	\$219,315	\$74,499	\$293,814
	<b>Funding Source:</b> General Fund					<b>Savings:</b>	\$151,098
	<b>Total Savings (2 Positions):</b>						\$16,930

C. Job Description Modifications

The department requested job description modifications for Forensic Biology Supervisor (gr. KM) position as outlined on attachment A in the Institute of Forensic Sciences with no change in job grade and no financial impact to the General Fund.

IV. Health and Human Services - New and Additional Positions

Pages 1 - 13

A.	New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Building Services Coordinator	1	TBD	D	\$66,751	\$23,517	\$90,268
	<b>Deleted Position</b>						
	Case Manager (vacant)	1	4347*	DD	\$64,272	\$23,004	\$87,276
	<b>Funding Source:</b> General Fund - 5128 - HHS Finance Admin					<b>Cost:</b>	\$2,992
	*Position is from the Vacant Position Reserves Department.						
B.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Administrative Coordinator II	1	TBD	12	\$62,858	\$22,712	\$85,570
	Administrative Coordinator I	1	TBD	09	\$52,936	\$20,658	\$73,594
	<b>Deleted Position</b>						
	Program Coordinator I (vacant)	1	5018*	12	\$62,858	\$22,712	\$85,570
	LVN II (vacant)	1	9302*	09	\$52,936	\$20,658	\$73,594
	<b>Funding Source:</b> General Fund - 5128 - HHS Finance Admin					<b>Cost:</b>	\$0
	*Position is from the Vacant Position Reserves Department.						

**Total Cost (3 Positions):** \$2,992

V. Elections - New and Additional Positions

Pages 1 - 10

A.	New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Operations Manager	1	TBD	H	\$85,557	\$27,410	\$112,967
	Funding Source: General Fund					Cost:	\$112,967
B.	Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Business Analyst II	1	TBD	GM	\$82,476	\$26,773	\$109,249
	Funding Source: General Fund - 5128 - HHS Finance Admin					Cost:	\$109,249
	Total Cost (2 Positions):						\$222,216

VI. Facilities - Additional Positions

Pages 1 - 14

	Additional Positions	# Pos	Pos #	Gd	Salary	Benefits	Salary & Benefits
	Program Manager I	1	TBD	H	\$85,557	\$27,410	\$112,967
	Project Manager	1	TBD	K	\$107,658	\$31,985	\$139,643
						Cost:	\$252,610
	Deleted Position						
	Project Manager (vacant)	1	1719	PE10	\$127,113	\$36,012	\$163,125
	Funding Source: General Fund					Total Cost (2 Positions):	\$89,485

VII. Juvenile - Reclassification

Pages 1 - 9

	Reclassification						
	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Compliance Officer	1	1097	FF	\$71,190	\$24,436	\$95,626
	Proposed Position						
	Compliance Officer	1	Same	G	\$79,438	\$26,144	\$105,582
	Funding Source: General Fund - 5111					Cost:	\$9,956

VIII. Sheriff - Reclassification

Pages 1 - 11

	Reclassification						
	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	FSI Buyer	1	1955	A	\$56,589	\$21,414	\$78,003
	Proposed Job Title						
	Buyer	1	Same	12	\$62,858	\$22,712	\$85,570
	Funding Source: General Fund					Cost:	\$7,567

**IX. Road and Bridge District #4 - Reclassifications**

**Pages 1 - 15**

**Reclassifications**

<b>Current Position</b>	<b># Pos</b>	<b>Pos #</b>	<b>Grd.</b>	<b>Salary</b>	<b>Benefits</b>	<b>Salary &amp; Benefits</b>
Commissioner Office Manager	1	4105	C	\$62,857	\$22,711	\$85,568

**Proposed Position**

Program Coordinator II	1	Same	E	\$69,875	\$24,164	\$94,039
<b>Cost:</b>						\$8,471

<b>Current Position</b>	<b># Pos</b>	<b>Pos #</b>	<b>Grd.</b>	<b>Salary</b>	<b>Benefits</b>	<b>Salary &amp; Benefits</b>
Crew Chief (vacant)	1	6616	14	\$69,888	\$24,167	\$94,055

**Proposed Position**

Equipment Operator III	1	Same	10	\$56,534	\$21,403	\$77,937
<b>Savings:</b>						\$16,118

**Funding Source:** Road and Bridge Fund **Total Savings (2 Positions):** \$7,647

**X. Commissioner's Court Administration - New, Additional Positions, and Job Description Modifications**

**Pages 1 - 17**

<b>A.</b>	<b>New Position</b>	<b># Pos</b>	<b>Pos #</b>	<b>Grd.</b>	<b>Salary</b>	<b>Benefits</b>	<b>Salary &amp; Benefits</b>
	ERP Business System Analyst (vacant)	1	4926	L	\$113,883	\$33,274	\$147,157

**Deleted Position**

ERP Business System Analyst Senior	1	Same	M	\$122,720	\$35,103	\$157,823
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**Funding Source:** General Fund **Cost:** \$10,666

**B. Title Change and Job Description Modifications**

The department requested a job title change and job description modifications for the Financial System Training Manager (gr. LM) and Director of Finance and Accounting (gr. A2) and as outlined on attachments A and B in the Commissioner's Court Administration with no change in job grade and no financial impact to the General Fund.

**XI. Building Security and Fire Marshal's Office - New, Additional Positions, and Job Description Modifications**

**Pages 1 - 24**

<b>A.</b>	<b>New Position</b>	<b># Pos</b>	<b>Pos #</b>	<b>Grd.</b>	<b>Salary</b>	<b>Benefits</b>	<b>Salary &amp; Benefits</b>
	Security Systems Compliance Analyst	1	TBD	HM	\$88,467	\$28,013	\$116,480

**Deleted Position**

Marshal Service Peace Officer (vacant)	1	1000000294*	55	\$65,354	\$23,228	\$88,582
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**Funding Source:** General Fund 4003 – Fire Marshall **Cost:** \$27,898

\*Position is repurposed from the Fire Marshal's Office.

CIVIL SERVICE MEETING  
August 18, 2025  
10:30 AM

JOHN F WARREN  
COUNTY CLERK  
DALLAS COUNTY, TEXAS  
FILED: Aug 12, 2025, 2:34 pm  
BY DEPUTY:  
Brandon J. Mathurin

B.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Deputy Fire Marshal	1	TBD	66	\$68,078	\$23,792	\$91,870
	Administrative Analyst	1	TBD	12	\$62,858	\$22,712	\$85,570
	Clerk IV	1	TBD	08	\$49,171	\$19,878	\$69,049
						<b>Cost:</b>	\$246,489
	<b>Deleted Position</b>						
	Marshal Service Peace Officer (vacant)	3	1000000277* 1000000280* 1000000282*	55	\$196,062	\$69,684	\$265,746
	<b>Funding Source:</b> General Fund 4003 – Fire Marshall					<b>Savings:</b>	\$265,746
	*Position is repurposed from the Fire Marshal's Office.						
					<b>Total Cost (4 Positions):</b>		\$8,641

C. Job Description Modifications

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications for Marshal Service Sergeant – Shift Supervisor (gr. 56) as outlined on Attachment A in the Building Security with no change in job grade and no financial impact to the General Fund.

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XII. Human Resources/Civil Service - Job Title Change and Job Description Modifications

Pages 1 - 2

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications for thirty-six (36) positions located in the George Allen Court Building with no change in job grade and no financial impact to the General Fund.

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