

FILED: Nov 11, 2025, 2:04 pm

BY DEPUTY:
Lonnie Robinson

DALLAS COUNTY
CIVIL SERVICE COMMISSION MEETING

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON **MONDAY, NOVEMBER 17, 2025, 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 November 11, 2025, at 2:04pm.

Robert B. Wilson

Digitally signed by Robert B.
Wilson

Date: 2025.11.11 13:56:30 -06'00'

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

*Itemized Agenda Attached



DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

DALLAS COUNTY CIVIL SERVICE COMMISSION MEETING (WebEx DETAIL)

To join the Dallas County Civil Service Commission Meeting scheduled for Monday, November 17, 2025, 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=mdae1b30790abeed771a61e46569e8125>

Join by meeting number

Meeting number (access code): 2485 815 6829

Meeting password: DCCSmeeting

Tap to join from a mobile device (attendees only)

[+1-415-655-0001,,24858156829##](tel:+1-415-655-0001,24858156829##) 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 that is testifying.

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

GENERAL FUND POSITIONS

I. Consolidated Services – New Position, Reclassifications, Job Title Change and Job Description Modifications

Pages 1 - 27

A.	New Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	HHW Facility Supervisor	1	TBD	F	\$75,805	\$25,392	\$101,197
Funding Source: Household and Hazardous Waste Fund						Cost:	\$101,197

B. Reclassifications

	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Program Manager HHW	1	6373	I	\$95,219	\$29,410	\$124,629
	Proposed Job Title						
	HHW Manager	1	Same	J	\$103,483	\$31,121	\$134,604
Funding Source: Household and Hazardous Waste Fund						Cost:	\$9,975

	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	HHW Program Coordinator	1	8222	E	\$71,971	\$24,598	\$96,569
	Proposed Job Title						
	HHW Assistant Manager	1	Same	H	\$88,124	\$27,942	\$116,066
Funding Source: Household and Hazardous Waste Fund						Cost:	\$19,497

	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	HHW Administrative Assistant (vacant)	1	0489	09	\$54,517	\$20,985	\$75,502
	Proposed Job Title						
	Operations Analyst	1	Same	12	\$64,750	\$23,103	\$87,853
Funding Source: Household and Hazardous Waste Fund						Cost:	\$12,351

Total Cost Reclassifications (3 Positions): \$41,823

Grand Total Cost (4 Positions): \$143,020

C. Job Title Change and Job Description Modifications

The Human Resources/Civil Service Department recommends the Civil Service Commission approve a job title change and job descriptions modifications for the Fleet Fuel Analyst (gr. F) position as outlined on attachment A in the Consolidated Services Department with no change in job grade and no financial impact to the General Fund.

II. Probate Court Investigators' Office - Additional Positions

Pages 1 - 9

Additional Positions	# Pos	Pos #	Gd	Salary	Benefits	Salary & Benefits
Probate Court Investigator	2	TBD	FM	\$158,178	\$42,443	\$200,621
Funding Source: General Fund				Total Cost (2 Positions):		\$200,621

III. Constable Precinct #5 - Additional Position

Pages 1 - 9

Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Deputy Constable	1	TBD	66	\$70,138	\$24,219	\$94,357
Funding Source: General Fund					Cost:	\$94,357

IV. District Attorney – Additional Positions and Reclassifications

Pages 1 - 39

A.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Attorney IV	1	TBD	ATT4	\$128,153	\$36,228	\$164,381
	Attorney III	1	TBD	ATT3	\$108,067	\$32,070	\$140,137
	Clerk IV	5	TBD	08	\$253,240	\$100,920	\$354,160
Funding Source: DA State Forfeiture Fund (40007)					Cost (7 Positions):		\$658,678

B. Reclassifications

	Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Certified Forensic Digital Multimedia Evidence Analyst	1	4366	IM	\$98,128	\$30,012	\$128,140
	Proposed Position						

GENERAL FUND POSITIONS

Manager of Digital Multimedia Evidence	1	Same	KM	\$113,510	\$33,197	\$146,707
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Funding Source: General Fund	Cost:	\$18,567
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Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk I (vacant)	1	3484	05	\$40,976	\$18,182	\$59,158

Proposed Position

Clerk IV	1	Same	08	\$50,648	\$20,184	\$70,832
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Funding Source: General Fund	Cost:	\$11,674
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Cost (2 Positions):	\$30,241
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Total Cost (9 Positions):	\$688,919
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V. Information Technology Services – Reclassification and Deletion

Pages 1 - 18

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Product Owner Senior (vacant)	1	1000000577	IT10	\$122,709	\$35,101	\$157,810

Proposed Position

Assistant Director Strategy and Engagement	1	Same	IT15	\$169,421	\$44,770	\$214,191
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Deleted Position

Product Owner Senior (vacant)	1	1000000578	IT10	\$122,709	\$35,101	\$157,810
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Funding Source: Major Technology Fund	Savings:	\$101,429
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VI. Juvenile - Addition, Deletion and Reclassification

Pages 1 - 12

A.	Additional Position	# Pos	Pos #	Gd	Salary	Benefits	Salary & Benefits
	Compliance Officer	1	TBD	H	\$88,124	\$27,942	\$116,066

Deleted Position

Office Support - Research Assistant	1	8187	00	\$28,838	\$10,000	\$38,838
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GENERAL FUND POSITIONS

Funding Source: General Fund

Cost: \$77,228

B.

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Compliance Officer (vacant)	1	1097	G	\$81,822	\$26,637	\$108,459
Proposed Job Title						
Compliance Officer	1	Same	H	\$88,124	\$27,942	\$116,066

Funding Source: General Fund

Cost: \$7,607

Total Cost (2 Positions): \$84,835

VII. Fire Marshal - Reclassification

Pages 1 - 15

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Deputy Fire Marshal II	1	1000000000	68	\$88,026	\$27,921	\$115,947
Proposed Job Title						
Deputy Fire Marshal II	1	Same	69	\$101,208	\$30,650	\$131,858

Funding Source: General Fund 4003 – Fire Marshal

Cost: \$15,911

VIII. Public Defender – Reclassification

Pages 1 - 15

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Legal Assistant	1	3289	10	\$58,240	\$21,756	\$79,996
Proposed Job Title						
Legal Support Specialist	1	Same	D	\$68,754	\$23,932	\$92,686

Funding Source: General Fund

Cost: \$12,690

IX. Commissioners Court Administration – Job Title Change

Pages 1 - 6

The Human Resources/Civil Service Department recommends the Civil Service Commission approve a job title change for the Director of Finance and Accounting (gr. A2) as outlined on Attachment A in the Commissioner’s Court Administration with no change in job grade and no financial impact to the General Fund.