

FILED: Dec 08, 2025, 3:01 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, DECEMBER 15, 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 December _____, 2025, at _____.

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, December 15, 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=m106b2b066b47821d7458a53fdb3ad07c>

Join by meeting number

Meeting number (access code): **2490 288 2025**

Meeting password: **DCCSmeeting**

Tap to join from a mobile device (attendees only)

[+1-415-655-0001](tel:+1-415-655-0001).,**24902882025##** 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.

GENERAL FUND POSITIONS

I. Constable Precinct #3 - Additional Positions

Pages 1 - 9

Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Deputy Constable I	3	TBD	66	\$210,414	\$72,657	\$283,071
Funding Source: General Fund					Cost:	\$283,071

II. Institute of Forensic Science - Additional Position

Pages 1 - 8

Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Paralegal	1	TBD	15	\$75,816	\$25,394	\$101,210
Funding Source: General Fund					Cost:	\$101,210

III. Consolidated Services – Additional Positions, Reclassifications, and Job Description Modifications

Pages 1 - 33

A.	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Wireless Communications Specialist	2	TBD	HM	\$182,242	\$57,124	\$239,366
	Human Resources Generalist I	1	TBD	E	\$71,971	\$24,598	\$96,569
Funding Source: General Fund					Total Cost (3 Positions):	\$335,935	

B. Reclassifications

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Wireless Communications Manager	1	5489	KM	\$113,510	\$33,197	\$146,707
Proposed Position						
Wireless Communications Manager	1	Same	LM	\$119,834	\$34,506	\$154,340
Funding Source: General Fund					Cost:	\$7,633

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Paraprofessional Support (Library Associate) (part-time) (vacant)	1	9125	00 (10)	\$23,369	\$0	\$23,369
Proposed Position						
Library Associate (full-time)	1	Same	10	\$58,240	\$21,756	\$79,996
Funding Source: General Fund						\$56,627
					Total Cost Reclassifications (2 Positions):	\$64,260
					Grand Total Cost (5 Positions):	\$400,195

C. Job Description Modifications

The Human Resources/Civil Service Department recommends the Civil Service Commission approve job description modifications for the Wireless Communications Specialist (gr. HM), HHW Facility Supervisor (gr. F), and Operations Analyst (gr. 12) as outlined on attachments A-C in the Consolidated Services Department with no change in job grade and no financial impact to the General Fund.

GENERAL FUND POSITIONS

IV. Commissioners Court Administration – Reclassifications

Pages 1 - 27

Reclassifications

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Audit Manager III	1	0994	N	\$137,463	\$38,155	\$175,618

Proposed Position

Assistant Payroll Manager	1	Same	L	\$117,300	\$33,981	\$151,281
---------------------------	---	------	---	-----------	----------	-----------

Funding Source: General Fund Savings: \$24,337

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Audit Manager II	1	0963	L	\$117,300	\$33,981	\$151,281

Proposed Position

AP Audit Manager II	1	Same	L	\$117,300	\$33,981	\$151,281
---------------------	---	------	---	-----------	----------	-----------

Funding Source: General Fund Cost: \$0

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Accounting Clerk III	8	0024, 0958, 0974, 0995, 1007, 1010, 1013, 1305	08	\$405,184	\$161,473	\$566,657

Proposed Position

AP Accounting Tech III	8	Same	10	\$465,920	\$174,045	\$639,965
------------------------	---	------	----	-----------	-----------	-----------

Funding Source: General Fund Cost: \$73,308

Total Cost (10 Positions): \$48,971

GENERAL FUND POSITIONS

V. Sheriff's Department - Reclassifications

Pages 1 - 13

Reclassifications

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Director of Data Management Unit	1	6014	J	\$103,483	\$31,121	\$134,604
Proposed Position						
DMU Director	1	Same	L	\$117,300	\$33,981	\$151,281
Funding Source: General Fund					Cost:	\$16,677
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Assistant Director of Data Management Unit	2	2382, 4069	G	\$163,644	\$53,274	\$216,918
Proposed Position						
DMU Deputy Director	2	Same	J	\$206,966	\$62,242	\$269,208
Funding Source: General Fund					Cost:	\$52,290
Total Cost (3 Positions):						\$68,967

VI. Information Technology Services – Reclassification

Pages 1 - 14

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
IT Financial Analyst Senior	1	8744	IT7	\$102,489	\$30,915	\$133,404
Proposed Position						
IT Financial Analyst Lead	1	Same	IT9	\$115,736	\$33,657	\$149,393
Funding Source: Major Technology Fund					Cost:	\$15,989

VII. District Attorney – Reclassification and Job Description Modifications

Pages 1 - 43

A.

Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk IV (vacant)	1	1000000612	08	\$50,648	\$20,184	\$70,832
Proposed Position						
Legal Secretary	1	Same	08	\$50,648	\$20,184	\$70,832
Funding Source: General Fund					Cost:	\$0

The Human Resources/Civil Service Department recommends the Civil Service Commission approve job description modifications for the Certified Geolocation Analyst (gr. IM) as outlined on Attachment A in the District Attorney's Office with no change in job grade and no financial impact to the General Fund.

VIII. Juvenile – Job Title Change and Job Description Modifications

Pages 1 - 48

The Human Resources/Civil Service Department recommends the Civil Service Commission approve a job title change and job description modifications for the Deputy Director of Exec/Admin Services (gr. N) as outlined on Attachment A in the Juvenile Department with no change in job grade and no financial impact to the General Fund.

GENERAL FUND POSITIONS

IX. Auditor's Office – Job Title Change and Job Description Modifications

Pages 1 - 15

The Human Resources/Civil Service Department recommends the Civil Service Commission approve job title and job description modifications for Grants Audit Coordinator (gr. J, #8599, 8849), Internal Auditor III (gr. H, #5665, 5924, 5925, 6363, 7835, 9770), Internal Auditor II (gr. F, #311, 1296, 1304, 2767, 6127, 6547, 6580, 6948), Internal Auditor I (gr. 13, #6548, 9460) and Junior Auditor (gr. 10, #8499) as outlined on Attachments A – E in the Auditor's Office with no change in job grades and no financial impact to the General Fund.

JOHN F WARREN
COUNTY CLERK
DALLAS COUNTY, TEXAS

FILED: Dec 08, 2025, 3:01 pm

BY DEPUTY:
Lonnie Robinson

GRANT FUND POSITIONS

I. Commissioners Court Administration – New Position

Pages 1 -27

New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Director of Operations - Judicial and Corrections Services	1	TBD	D2	\$197,589	\$50,601	\$248,190
Funding Source: Grant Opioid Funds					Cost:	\$248,190

II. District Attorney – New, Additional Positions and Reclassifications

Pages 1 - 43

A.	New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
	Digital Intelligence Analyst	1	TBD	IM	\$98,128	\$30,012	\$128,140
	Funding Source: State Grant Funds; No Cash Match Requirement					Cost:	\$128,140

	Additional Positions	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
B.	Attorney IV	2	TBD	ATT4	\$256,306	\$72,456	\$328,762
	Funding Source: State Grant Funds; No Cash Match Requirement					Cost (2 Positions):	\$328,762

C. Reclassifications

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk IV (vacant)	5	*see below	08	\$253,240	\$100,920	\$354,160
*#1000000626, 1000000627, 1000000628, 1000000629, 1000000630						
Proposed Position						
Legal Secretary	5	Same	08	\$253,240	\$100,920	\$354,160
Funding Source: DA State Forfeiture Fund (40007)					Cost:	\$0
					Total Cost (8 Positions):	\$456,902

GRANT FUND POSITIONS

III. Juvenile – Reclassifications

Pages 1 - 48

Reclassifications

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Juvenile Probation Officer (vacant)	1	8353	EE	\$69,837	\$24,156	\$93,993
Proposed Position						
Deputy Director of Executive Services	1	Same	N	\$137,463	\$38,155	\$175,618
Funding Source: TJJD State Aid Grant Fund					Cost:	\$81,625
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Juvenile Probation Officer (vacant)	1	9952	EE	\$69,837	\$24,156	\$93,993
Proposed Position						
Clinician I/II	1	Same	GM	\$84,950	\$27,285	\$112,235
Funding Source: TJJD State Aid Grant Fund					Cost:	\$18,242
Total Cost (2 Positions):						\$99,867
