

FILED: Aug 06, 2026, 10:58 am

BY DEPUTY:

Ms. KRYSHAWNA CHARLESTON

**DALLAS COUNTY
CIVIL SERVICE COMMISSION MEETING**

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON **MONDAY, August 17, 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 August _____, 2026, at _____.

**Robert B.
Wilson**

Digitally signed by Robert B.
Wilson
Date: 2026.08.06 10:41:31
-05'00'

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, August 17, 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=mf4e13c9e96792dd4910d8dec39459f89>

Join by meeting number

Meeting number (access code): **2482 621 2831**

Meeting password: **DCCSmeeting**

Tap to join from a mobile device (attendees only)

[+1-415-655-0001, 2482 621 2831##](#) 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
August 17, 2026
9:15 AM
General Fund

I. Health and Human Services - Additional Position

Pages 1 -14

Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Health Center Administrator	1	TBD	HM	\$91,121	\$28,216	\$119,337
Funding Source: General Fund						Cost: \$119,337

II. Commissioners Court Administration – Part 1 - Reclassification and Job Description Modifications

Pages 1 -33

A. Reclassification

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Governmental Affairs Analyst	1	1903	H	\$88,124	\$27,607	\$115,731
Proposed Position Governmental Affairs Manager	1	Same	L	\$117,300	\$33,535	\$150,835
Funding Source: General Fund						Cost: \$35,104

B. Job Description Modifications

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications to remove the CJIS requirement for the ERP Director (gr. IT16), ERP Assistant Director (gr. P), ERP Program Manager (gr. P), ERP Business Systems Analyst Lead (gr. N), ERP Business System Analyst Senior (gr. M), ERP Business System Analyst (gr. L), ERP Organizational Change Manager (gr. LM), and ERP Security Architect (gr. IT12) as outlined on attachments in the ERP Department with no change in job grade and no financial impact to the General Fund.

III. Commissioners Court Administration – Part 2 - Job Description Modifications

Pages 1 - 21

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications for the Director of Facilities from job grade P to C2, Director of Consolidated Services from job grade A2 to C2, Director of Planning & Development from job grade A2 to B2, and Director of Criminal Justice from job grade A2 to B2 as outlined on the attachments in the Commissioners Court Administration.

IV. Jury Services - Reclassifications

Pages 1 -23

Reclassifications						
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk IV	2	2698, 8160	08	\$101,296	\$39,984	\$141,280
Proposed Position Clerk V	2	Same	09	\$109,034	\$41,556	\$150,590
Funding Source: General Fund						Cost: \$9,310
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk II	5	1228, 2696, 5142, 7736, 9400	06	\$221,105	\$93,430	\$314,535
Proposed Position Clerk III	5	Same	07	\$234,310	\$96,112	\$330,422
Funding Source: General Fund						Cost: \$15,887
Total Cost (7 Positions):						\$25,197

V. Tax - Reclassifications and Deletion

Pages 1 -78

Reclassifications						
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Property Tax Manager (vacant)	1	1967	E	\$71,971	\$24,325	\$96,296
Proposed Position Program Analyst I	1	Same	C	\$64,743	\$22,856	\$87,599
Funding Source: General Fund						Savings: \$8,697
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Process Support Supervisor I	1	0776	A	\$58,286	\$21,544	\$79,830
Proposed Position Tax Accounting Supervisor	1	Same	E	\$71,971	\$24,325	\$96,296
Funding Source: General Fund						Cost: \$16,466
Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Process Support Supervisor I	1	0887	A	\$58,286	\$21,544	\$79,830
Proposed Position Program Analyst I	1	Same	C	\$64,743	\$22,856	\$87,599
Funding Source: General Fund						Cost: \$7,769

CIVIL SERVICE MEETING
August 17, 2026
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General Fund

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Bank Reconciliation Assistant	1	0734	10	\$58,240	\$21,534	\$79,774
Proposed Position						
Program Analyst I	1	Same	C	\$64,743	\$22,856	\$87,599
Funding Source: General Fund					Cost:	\$7,825

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk IV	1	1926	08	\$50,648	\$19,992	\$70,640
Proposed Position						
Process Support Supervisor II	1	Same	B	\$61,834	\$22,265	\$84,099
Funding Source: General Fund					Cost:	\$13,459

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk III	1	0774	07	\$46,862	\$19,222	\$66,084
Proposed Position						
Training Technician	1	Same	09	\$54,517	\$20,778	\$75,295
Funding Source: General Fund					Cost:	\$9,211

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk III	2	0718, 0785	07	\$93,724	\$38,444	\$132,168
Proposed Position						
Clerk IV	2	Same	08	\$101,296	\$39,984	\$141,280
Deleted Position						
Tax DP Coordinator II	1	7393	EM	\$75,299	\$25,001	\$100,300
Funding Source: General Fund					Savings:	\$91,188

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk II	1	0766	06	\$44,221	\$18,686	\$62,907
Proposed Position						
Clerk IV	1	Same	08	\$50,648	\$19,992	\$70,640
Funding Source: General Fund					Cost:	\$7,733

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Clerk I	2	0779, 0871	05	\$81,952	\$36,052	\$118,004
Proposed Position						
Clerk II	2	Same	06	\$88,442	\$37,372	\$125,814
Funding Source: General Fund					Cost:	\$7,810

Current Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Mail and Supply Clerk	1	0838	05	\$40,976	\$18,026	\$59,002
Proposed Position						
Clerk II	1	Same	06	\$44,221	\$18,686	\$62,907
Funding Source: General Fund					Cost:	\$3,905
Total Cost (12 Positions):						\$25,707

VI. Juvenile - Job Description Modification	Pages 1 - 5
The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modification for the Teacher (gr. D) position to change the minimum qualifications regarding special requirements, from Texas State Teacher certification preferred to Texas State Teacher certification required as outlined on Attachment A in the Juvenile Department with no change in job grade and no financial impact to the General Fund.	
VII. Auditor's Office - Job Title Change and Job Description Modifications	Pages 1 -4
The Human Resources/Civil Service Department recommends the Civil Service Commission approve a job title change and job description modifications for Accountant I (gr. 12, #1016) as outlined on Attachment A in the Auditor's Office with no change in job grade and no financial impact to the General Fund.	
VIII. Marshal Services - Job Description Modifications	Pages 1 -7
The Human Resources/Civil Service Department recommends the Civil Service Commission approve the job description modifications for the Assistant Chief (gr. 72) and Public Safety Screener (gr. 37) positions as outlined on attachments A and B in the Marshal Services Department with no change in job grade and no financial impact to the General Fund.	

IX. Patricia Dublin - Termination

Pages 1 -232

X. Shun-Hsuan Wang - Termination

Pages 1 -271