



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/17/2024

**SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION –
PRECINCT 4**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider an out-of-class pay extension effective on September 29, 2024.

BACKGROUND

Precinct 4 has been paying out-of-class pay to the incumbent of position 20003111 – Equipment Operator IV, Grade 29, for performing the duties of position 20003100 – Project Supervisor, Grade 72, since July 1, 2024. The Project Supervisor provides management of day-to-day operations of the department and oversight of the work production, quantity, and quality of work completed. This position schedules work assignments, assigns hours and work locations. The incumbent handles difficult problems, develops and documents programs and curriculum, monitors departmental resources, and ensures compliance with policies and laws. Both positions are funded by the Road and Bridge Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested that the out-of-class pay be extended through December 27, 2024 or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the Road and Bridge Fund will be approximately \$911.50 including fringe benefits. However, the cost is expected to be entirely offset by salary savings.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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