



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/04/2024

**SUBJECT: CONSIDERATION OF EXTENSIONS OF PROJECT EMPLOYMENT
– SHERIFF’S OFFICE AND CRIMINAL COURTS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider extensions of project employment for the employee numbers and position numbers outlined below with corresponding effective dates through September 30, 2024 for the Sheriff’s Office and Criminal Courts.

BACKGROUND

The current definition of a project employee is as follows: An individual employed by the County for a temporary period of more than one (1) year but not more than two (2) years unless a special extension has been granted by Commissioners Court. Project employees are monitored monthly by Human Resources staff using SAP data. Unfortunately, the four positions outlined below were overlooked during this monitoring process. Internal procedures have been updated and altered to avoid this from happening in the future.

On January 11, 2022, the Commissioners Court, through Court Order #137224, approved eight (8) project positions in relation to new reporting requirements with the enacted HB766 and SB6 by the Texas Legislature. These General Fund project positions in the Sheriff’s Office act as Grade 16 General Office Clerk VI, Warrants positions. These General Fund positions perform administrative tasks as required by HB766 and SB6 include entering bond information into Texas Law Enforcement Telecommunications System (TLETS) in addition to other tasks related to the new reporting requirements for bond conditions on violent offenses.

The General Fund project position in Criminal Courts acts as a Grade 17 Auxiliary Court Coordinator. This position is responsible for generating daily reports and providing case management for the Criminal Courts. Given the critical nature of these employees’ responsibilities, the Sheriff’s Office and Criminal Courts are requesting an extension of project employment through September 30, 2024.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth
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Personnel Number	Position Number	Organizational Unit	Effective Date
78247	20007717	50067201 - SO - Warrants Admin	4/6/2024
78341	20007718	50067201 - SO - Warrants Admin	5/18/2024
78358	20007719	50067201 - SO - Warrants Admin	5/25/2024
57411	20007734	10000368 - Criminal Courts-Auxiliary Coordinators	5/3/2024

FISCAL IMPACT

The FY 2024 net cost of the extension to the General Fund will be approximately \$116,188.29 including fringe benefits.