



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 09/17/2024

SUBJECT: **CONSIDERATION OF A CHANGE TO THE TABLE OF  
ORGANIZATION - TAX OFFICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider a change to the Table of Organization for the Tax Office to reclassify a Motor Vehicle Specialist II position to Motor Vehicle Specialist I position effective September 17, 2024.

**BACKGROUND**

Tax Office is requesting that a Grade 16 Motor Vehicle Specialist II position (#20002420) be reclassified to Grade 15 Motor Vehicle Specialist I position to process motor vehicle registration and title transfers face-to-face, from the mail, and via the internet. This General Fund position is responsible for updating transactions in the Department of Motor Vehicle's database and reconciling receipts for accuracy of funds collected and posting of transactions for the Tax Office. The incumbent will research customer questions and provide appropriate responses while ensuring accurate filing. The Grade 15 Motor Vehicle Specialist I position description already exists and does not require Job Evaluation Committee review.

**FISCAL IMPACT**

The FY 2024 net savings to the General Fund will be approximately \$595.98 including fringe benefits.

SUBMITTED BY: Human Resources

PREPARED BY: Amber Duckworth  
APPROVED BY:

|   |  |                                     |  |  |                 |                                     |                 |           |
|---|--|-------------------------------------|--|--|-----------------|-------------------------------------|-----------------|-----------|
| 20002420 - Motor Vehicle<br>Specialist II, Grade 16 | 10000553 - Tax<br>Office-Sub<br>Courthouse-<br>Arlington Staff | 1091 - General<br>Office Clerk TC16 | 1310200000/10000-<br>2024/General Fund | 20002420 - Motor Vehicle<br>Specialist I, Grade 15 | ---no change--- | 1090 - General<br>Office Clerk TC15 | ---no change--- | 9/18/2024 |
|---|--|-------------------------------------|--|--|-----------------|-------------------------------------|-----------------|-----------|

# Proposed Tax Office (excerpt) Effective September 18, 2024

|   |   |   |  |  |  |
|---|---|---|--|--|--|
| <div>Sanjuana M Ortiz<br/>Supervisor, Motor Vehicle<br/>20002462 NE<br/>17</div>      |   |   |  |  |  |
| <div>Cierra N Tripp<br/>Supervisor, Motor Vehicle<br/>20005945 NE<br/>17</div>        | <div>Charles N May<br/>Pt Time Employ<br/>20002344 TP-NE<br/>21</div>                         | <div>Johanna Rios<br/>Specialist, I, Motor Vehicle<br/>20002352 NE<br/>15</div>         | <div>Erika M Fitchett<br/>Specialist, II, Motor Vehicle<br/>20002357 NE<br/>16</div>   |  |  |
| <div>Irene Zuniga<br/>Specialist, II, Motor Vehicle<br/>20002407 NE<br/>16</div>      | <div>Brenda D Caballero Chavez<br/>Specialist, II, Motor Vehicle<br/>20002411 NE<br/>16</div> | <div>TryLisha D Gardner<br/>Specialist, II, Motor Vehicle<br/>20002418 NE<br/>16</div>  | <div>VACANT<br/>Specialist, I, Motor Vehicle<br/>20002420 NE<br/>15</div>              |  |  |
| <div>Tammie D Shephard<br/>Specialist, II, Motor Vehicle<br/>20002423 NE<br/>16</div> | <div>Laura J Herrera Anguiano<br/>Specialist, II, Motor Vehicle<br/>20002424 NE<br/>16</div>  | <div>Carmen Faulks<br/>Specialist, II, Motor Vehicle<br/>20002428 NE<br/>16</div>       | <div>Mia X King<br/>Specialist, I, Motor Vehicle<br/>20002439 NE<br/>15</div>          |  |  |
| <div>Angel S Rodriguez<br/>Specialist, II, Motor Vehicle<br/>20002444 NE<br/>16</div> | <div>Sascha J Anderson<br/>Specialist, II, Motor Vehicle<br/>20002451 NE<br/>16</div>         | <div>Cindy J Grisham<br/>Specialist, II, Motor Vehicle<br/>20002494 NE<br/>16</div>     | <div>Alexandra R Sargent<br/>Specialist, I, Motor Vehicle<br/>20002498 NE<br/>15</div> |  |  |
| <div>Norma L Arteaga<br/>Pt Time Employ<br/>20004451 TP-NE<br/>21</div>               | <div>Franchesca V Vasquez<br/>Specialist, I, Motor Vehicle<br/>20005527 NE<br/>15</div>       | <div>Ladaria S Washington<br/>Specialist, I, Motor Vehicle<br/>20006236 NE<br/>15</div> | <div>Alexandra A Craven<br/>Specialist, II, Motor Vehicle<br/>20006239 NE<br/>16</div> |  |  |