



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 04/16/2024

SUBJECT: **APPROVAL OF OUT-OF-CLASS PAY EXTENSION – PRECINCT 2**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve an out-of-class pay extension effective on April 21, 2024.

**BACKGROUND**

Precinct 2 has been paying out-of-class pay to the incumbent of position 20003025 – Field Operations Director, Grade 98, for performing the duties of position 20003018 – Precinct Administrator, Grade 98, since January 22, 2024. The Precinct Administrator under the exclusive direction of the Commissioner, independently researches, develops, recommends and analyzes positions, proposals, policies, and programs for presentation or opposition by County Commissioner to Commissioners Court with proper use of privileged, sensitive, and confidential information. This position provides oversight to Commissioners Court appointed governing bodies including the management and administration of Precinct operations relative to service delivery. The incumbent ensures implementation of Court directives following Commissioners Court meetings. 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 July 19, 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 \$3,152.61 including fringe benefits.

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