



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

6

DATE: 03/17/2020

SUBJECT: **APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION – 233RD DISTRICT COURT AND 323RD DISTRICT COURT**

### **COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court approve the transfer of position 20002656 – Court Coordinator from the 323rd District Court to the 233rd District Court effective March 18, 2020. It is also requested that position 20006022 – Assistant Court Coordinator be reclassified effective April 4, 2020.

### **BACKGROUND:**

It is requested that a Court Coordinator position be reassigned from the 323rd District Court to the 233rd District Court. This reassignment will help facilitate the administration of Child Protective Service (CPS) cases within the downtown Family Law Courts. Additionally, it is requested that an existing Assistant Court Coordinator be reclassified to serve as the Court Coordinator for the 323rd District Court. This position description already exists and does not require Job Evaluation Committee approval.

### **FISCAL IMPACT:**

The FY2020 cost to the General Fund will be approximately \$11,615.28 including fringe benefits.

SUBMITTED BY: Human Resources

PREPARED BY: Anjanie Ramnarine  
APPROVED BY: