



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 12/13/2022

SUBJECT: **APPROVAL OF A DOUBLE FILL AND WAIVERS OF TERMINAL BENEFITS – CRIMINAL DISTRICT ATTORNEY’S OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve double filling position number 20002047 – Chief, Civil Division in the Criminal District Attorney’s Office effective on January 3, 2023. It is also requested that the Commissioners Court approve a waiver of terminal benefits for the same position effective April 1, 2023. Additionally, it is requested that the Commissioners Court approve waivers of terminal benefits for position 20002042 – Chief, Criminal Division and for position 20006830 – Chief of Staff effective January 3, 2023.

BACKGROUND

The incumbent of the Chief, Civil Division position will leave County service on March 31, 2023 with approximately one hundred and thirty-two (132) hours of vacation. This General Fund position serves as the leader of the Civil Division and acts as an advisor to County officials. The incumbent advises attorneys, coordinates Division activities, determines budgetary needs, and carries out policies of the Office. Due to the critical nature of these duties, the Criminal District Attorney’s Office is requesting approval to double fill the position effective January 3, 2023 through March 31, 2023. The department is also requesting approval to waive terminal benefits.

The incumbent of the Chief, Criminal Division position will leave County service on December 31, 2022 with two hundred and forty (240) hours of vacation. This General Fund position serves as the leader of the Criminal Division and acts as chief prosecutor for the State of Texas in criminal proceedings. The incumbent advises attorneys, coordinates Division activities, determines budgetary needs, and carries out policies of the Office. Due to the critical nature of these duties, the Criminal District Attorney’s Office requests a waiver of terminal benefits for the remaining two hundred and thirty-two (232) hours.

Finally, the incumbent of the Chief of Staff position will leave County service on December 16, 2022 with approximately two hundred and twenty-four (224) hours of vacation. This General Fund position provides executive, strategic, and tactical management of the diverse non-lawyer efforts of the Criminal District Attorney’s Office. The incumbent manages projects and services, oversees financial operations and support staff, and manages non-lawyer personnel. Due to the critical nature of these duties, the Criminal District Attorney’s Office requests a waiver of terminal benefits for the remaining one hundred and thirty-six (136) hours.

SUBMITTED BY: Human Resources

PREPARED BY: Anjanie Ramnarine
APPROVED BY:





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FISCAL IMPACT

The FY 2023 total cost to the General Fund will be approximately \$51,907.96 including fringe benefits. The cost of the double fill will be approximately \$71,047.51 including fringe benefits, and the cost of the waivers will be approximately \$69,326.23 including fringe benefits. There will be approximately \$88,465.78 in salary savings including fringe benefits.

