



CO#139944

COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 12/13/2022

SUBJECT: **APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –  
PRECINCT 3**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve the reclassification of position 20003050 – Precinct Administrator and position 20006031 – Community Outreach Coordinator in Precinct 3 effective January 6, 2023.

**BACKGROUND**

Precinct 3 has requested the reclassification of two (2) positions. The Precinct Administrator position (20003050) and the Community Outreach Coordinator position (20006031) would be reclassified to Executive Administrators. The Precinct Administrator position would become the Executive Administrator of Administrative and Constituent Services, which will serve as a liaison between the Commissioner's Office and various governmental agencies and constituents. The Community Outreach Coordinator position would become the Executive Administrator of Programs and Outreach, which will represent the Commissioner's office to community and other interested organizations and groups. These descriptions already exist and do not require Job Evaluation Committee review.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY: Human Resources

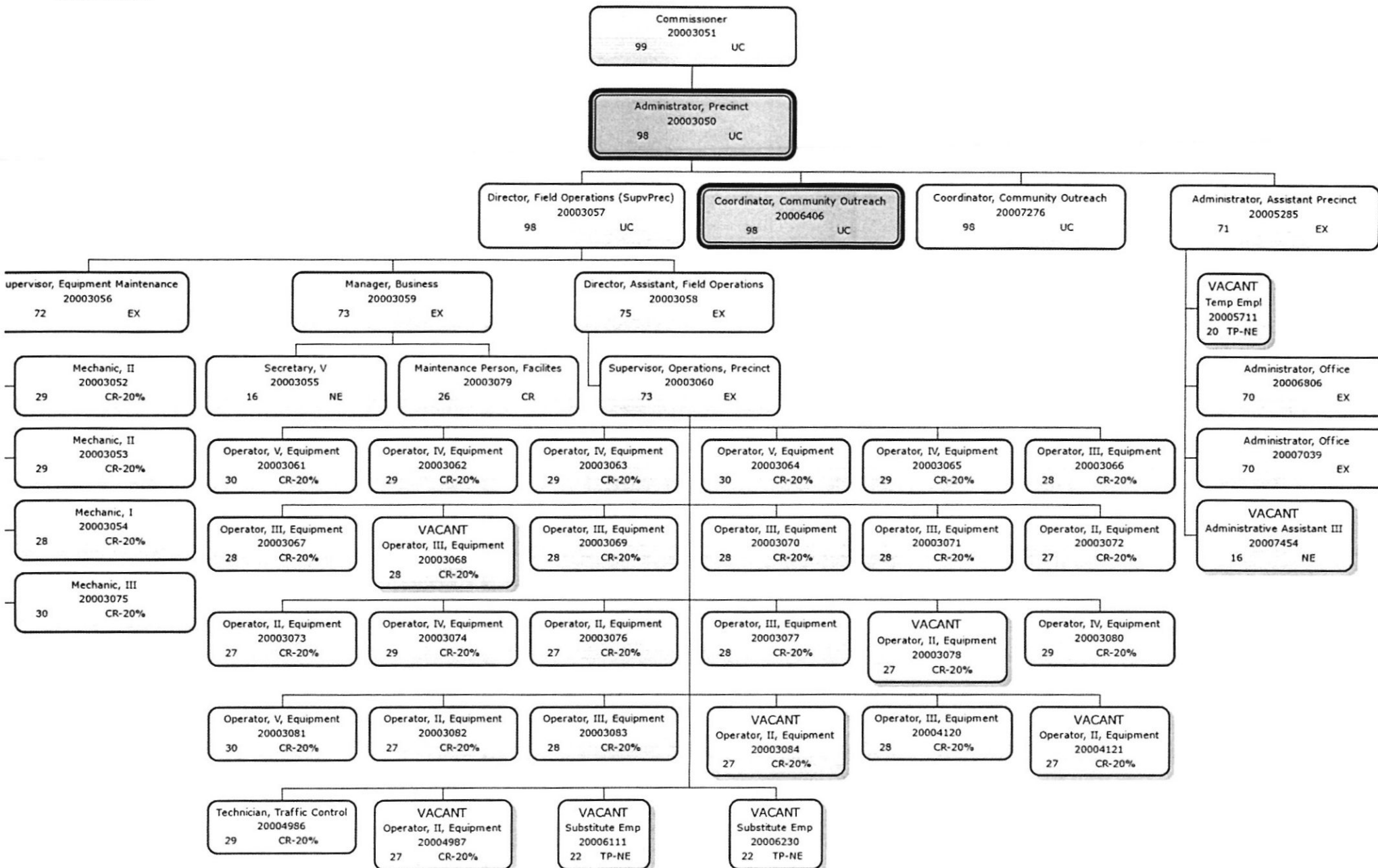
PREPARED BY: Anjanie Ramnarine  
APPROVED BY:



Current Position Number, Title, & Grade	Organizational Unit	Current Job Number	Fund	Proposed Position Number, Title, & Grade	Proposed Job Number	Effective Date
20003050 - Precinct Administrator, UC 98	10000227 - Precinct 3- Administration	1135 - Executive 2 TC98	26100-2023	20003050 - Executive Administrator, Adm & Constitnt Srvs, UC 98	-- no change --	1/6/2023
20006406 - Community Outreach Coordinator, UC 98	10000227 - Precinct 3- Administration	1225 - Professional TC98	26100-2023	20006406 - Executive Administrator, Programs & Outreach, UC 98	1135 - Executive 2 TC98	1/6/2023



# Precinct 3 Current





# Precinct 3

Proposed Effective January 6, 2023

