



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: APPROVED BY:	Anjanie Ramnarine
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