



## COMMISSIONERS COURT COMMUNICATION

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

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DATE: 12/13/2022

**SUBJECT: APPROVAL OF A DOUBLE FILL AND WAIVER OF TERMINAL  
BENEFITS – PRECINCT 2**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve double filling position number 20003018 – Precinct Administrator in Precinct 2 effective on January 3, 2023. It is also requested that the Commissioners Court approve a waiver of terminal benefits for the same position effective February 15, 2023.

### **BACKGROUND**

The incumbent of the Precinct Administrator position will leave County service on February 14, 2023 with approximately one hour (1) of vacation. This Road and Bridge Fund position analyzes, researches, evaluates, and monitors budget and operations in addition to service delivery. The incumbent develops positions, proposals, policies, and programs and works with other governmental and private entities regarding County-related issues. Due to the critical nature of these duties, Precinct 2 is requesting approval to double fill the position effective January 3, 2023 through February 14, 2023. The department is also requesting approval to waive terminal benefits.

### **FISCAL IMPACT**

The FY 2023 total cost to the Road and Bridge Fund will be approximately \$27,658.01 including fringe benefits. The cost of the double fill will be approximately \$27,546.93 including fringe benefits, and the cost of the waiver will be approximately \$111.08 including fringe benefits.

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| SUBMITTED BY: | Human Resources | PREPARED BY:<br>APPROVED BY: | Anjanie Ramnarine |
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