



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 12/13/2022

**SUBJECT: APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
CRIMINAL DISTRICT ATTORNEY’S OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization for the Criminal District Attorney’s Office to create one (1) new First Assistant District Attorney position, one (1) new Managing Attorney III position, and two (2) Attorney VIII, Expert positions effective on January 3, 2023. It is also requested that the Commissioners Court approve a change to reclassify the Chief of Staff position effective on January 3, 2023.

BACKGROUND

The Criminal District Attorney’s Office is requesting that four (4) new positions be created in the General Fund. The Grade 98 First Assistant District Attorney position will serve as the Criminal District Attorney in that individual’s absence. The incumbent will provide overall management of the department and strategic planning. This position description already exists and does not require Job Evaluation Committee review.

The Grade 79 Managing Attorney III position will serve as a Deputy Chief for the Criminal Division. The position will provide management for the Division and recommend policies and procedures. The incumbent will advise attorneys on complex issues and maintain departmental compliance with all applicable laws and policies. This position description already exists and does not require Job Evaluation Committee review.

Finally, the Grade 79 Attorney VIII, Expert positions will prosecute and defend criminal matters in various levels of trial and appellate courts and administrative forums. The incumbents will provide legal advice, draft legal instruments and other documents, and handle the most uniquely complex matters presented to the Criminal Division. This position description already exists and does not require Job Evaluation Committee review.

Additionally, the department is requesting that the Grade 79 Chief of Staff position (#20006830) be reclassified to Grade 77. 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. This position description was reviewed by the Job Evaluation Committee, who recommends that it be administered as Grade 77.

FISCAL IMPACT

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie Ramnarine
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The net annual cost to the General Fund will be approximately \$847,413.83 including fringe benefits.