



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/03/2023

SUBJECT: **APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION –
TAX OFFICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve changes to the Table of Organization for the Tax Office to reclassify six (6) positions and eliminate (1) Property Tax Training Coordinator position effective October 4, 2023.

BACKGROUND

Tax Office is requesting the reclassification of the below six (6) positions and the elimination of one (1) Property Tax Training Coordinator position (#20006706) as follows:

Current: Property Tax Assessment Manager position (#20002379), Grade 72

Proposed: Property Tax Project Coordinator position, Grade 71

Current: Senior Quality Assurance Coordinator position (#20002404), Grade 18

Proposed: Quality Assurance Manager position, Grade 73

Current: Property Tax Special Collection Manager position (#20002382), Grade 72

Proposed: Property Tax Specialty Services Manager position, Grade 73

Current: Property Collections Manager position (#20005852), Grade 72

Proposed: Property Tax Collections Manager position, Grade 73

Current: Revenue Processing Center Supervisor II position (#20002396), Grade 18

Proposed: Revenue Processing Center Assistant Manager position, Grade 71

Current: Revenue Processing Center Specialist II position (#20002355), Grade 16

Proposed: Revenue Processing Center Coordinator, Grade 17

Current: Property Tax Training Coordinator position (#20006706), Grade 17

Proposed: Eliminate position

All proposed position titles and salary grades were approved by the Job Evaluation Committee. A description of the essential duties and responsibilities for each of these General Fund positions are summarized on the following page.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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Proposed Position: 20002379 – Property Tax Project Coordinator

This position provides specialized support to the core competency of the Project Management Office by overseeing small projects or parts of larger more complex projects under the direct supervision of the Project Management Office (PMO) manager and project managers by coordinating project activities and collecting project information for the PMO web portal. Creates spreadsheets and other forms of data tracking for department managers or director.

Proposed Position: 20002404 – Quality Assurance Manager

Prepares annual and long-range audit plan that fulfills the responsibilities of the Tax Office including scheduling and assigning work to meet completion dates and estimating resource needs. The incumbent directs and supervises the daily work of the Quality Assurance Coordinators, Billing Coordinator and Property Tax Analyst positions.

Proposed Position: 20002382 – Property Tax Specialty Services Manager

Manages the delinquent collection, bankruptcy collection, vehicle inventory tax collection, installment agreement, strike-off, manufactured homes, tax lien transfer, tax certificates, bidders' authorization and customer service functions in the Tax Office. The incumbent is directly responsible for the management of the Property Tax Special Collections division of the Tax Office.

Proposed Position: 20005852 – Property Collections Manager

Manages the collections functions of the Tax Office including cashiers, beer wine and liquor, mortgage, eLockbox, eGov and revenue processing center. The incumbent manages the functions for waiver of penalty and interest paid on wrong property and payment corrections. Manager of personnel and work product of the Property Collections division.

Proposed Position: 20002396 – Revenue Processing Center Assistant Manager

Maintains personnel records including performance evaluations, leave requests, disciplinary actions and monitors staff productivity. The incumbent monitors and ensures proper prioritization of daily workflow to ensure maximum production goals are met.

Proposed Position: 20002355 – Revenue Processing Center Coordinator

Maintains knowledge of and updates software with applicable software vendors and Tarrant County IT. Communicates and maintains strong working relationships with software and equipment vendors, Tax Office staff, depository bank and Tarrant County IT.

FISCAL IMPACT

The FY 2024 net savings to the General Fund will be approximately \$49,084.02 including fringe benefits.