

### 3. Approval of Changes to the Table of Organization – County Administrator's Office and Domestic Relations Office



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

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DATE: 11/16/2021

SUBJECT: **APPROVAL OF CHANGES TO THE TABLE OF ORGANIZATION – COUNTY ADMINISTRATOR’S OFFICE AND DOMESTIC RELATIONS OFFICE**

### **COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court approve changes to the Tables of Organization for the County Administrator’s Office and Domestic Relations Office to move and reclassify a project position into a full-time Intake Caseworker position as well as modify the funding source effective on December 13, 2021.

### **BACKGROUND:**

The County Administrator’s Office received several project employee positions through CARES funding in 2020. One of those positions was filled by an employee working in the Domestic Relations Office as an Intake Caseworker. The departments are requesting that the position be moved from the County Administrator’s Office into the Domestic Relations Office and changed from a project position into a full-time Intake Caseworker position. The Intake Caseworker position performs intakes with attorneys and clients for services ordered by the courts. The incumbent will review orders received from the court and determine appropriate communications and releases. The Job Evaluation Committee has reviewed this position description and recommends it be administered as Grade 71. Additionally, with CARES funding soon expiring, it is requested that this position be approved for ARPA funding.

### **FISCAL IMPACT:**

The annual fiscal impact of this position to ARPA funding is estimated at approximately \$89,283.35 including fringe benefits.

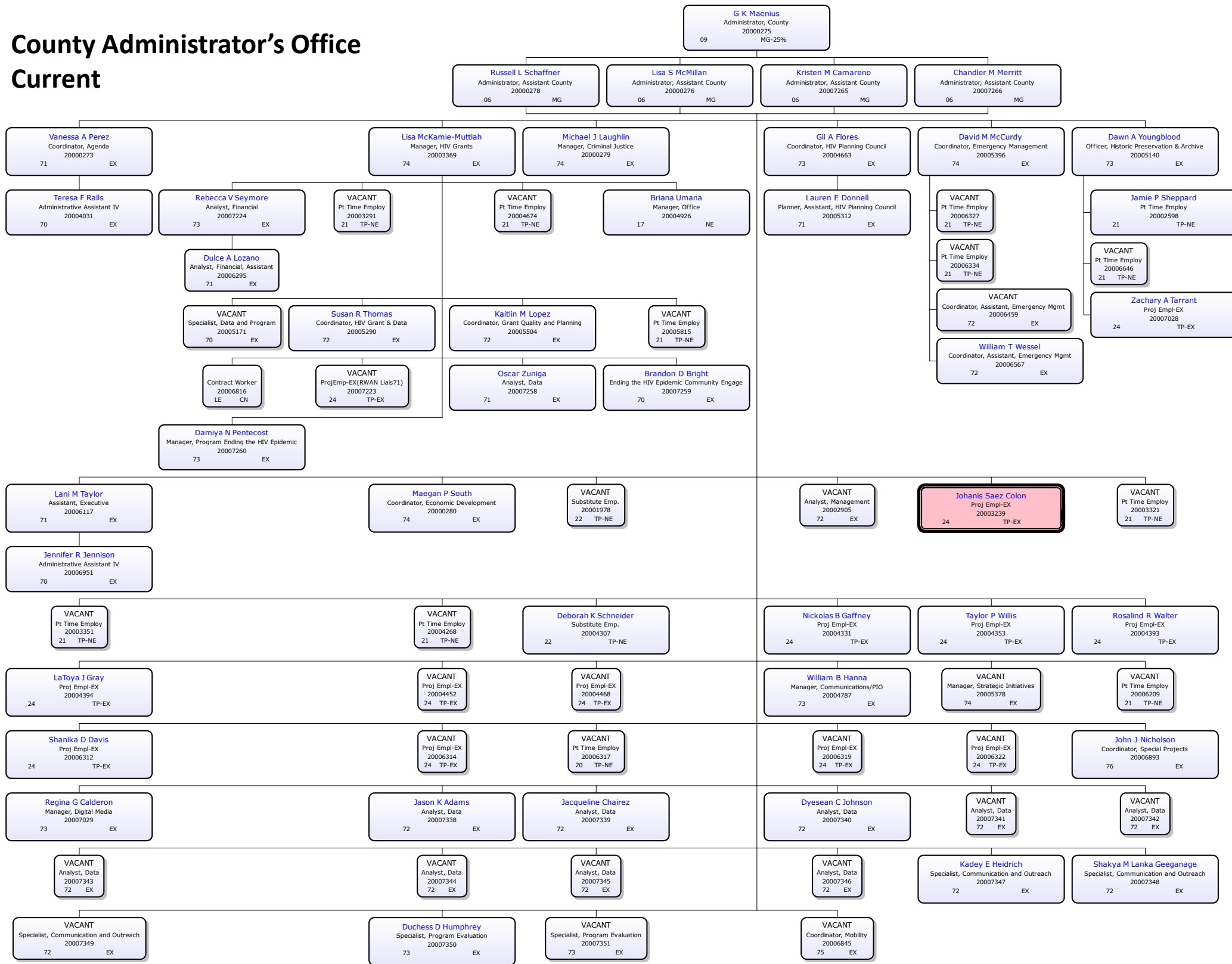
*Please Note: This item was previously funded with CARES/CRF and has been recommended or approved for funding with ARPA/FRF.*

SUBMITTED BY: Human Resources

PREPARED BY: Anjanie Ramnarine  
APPROVED BY:

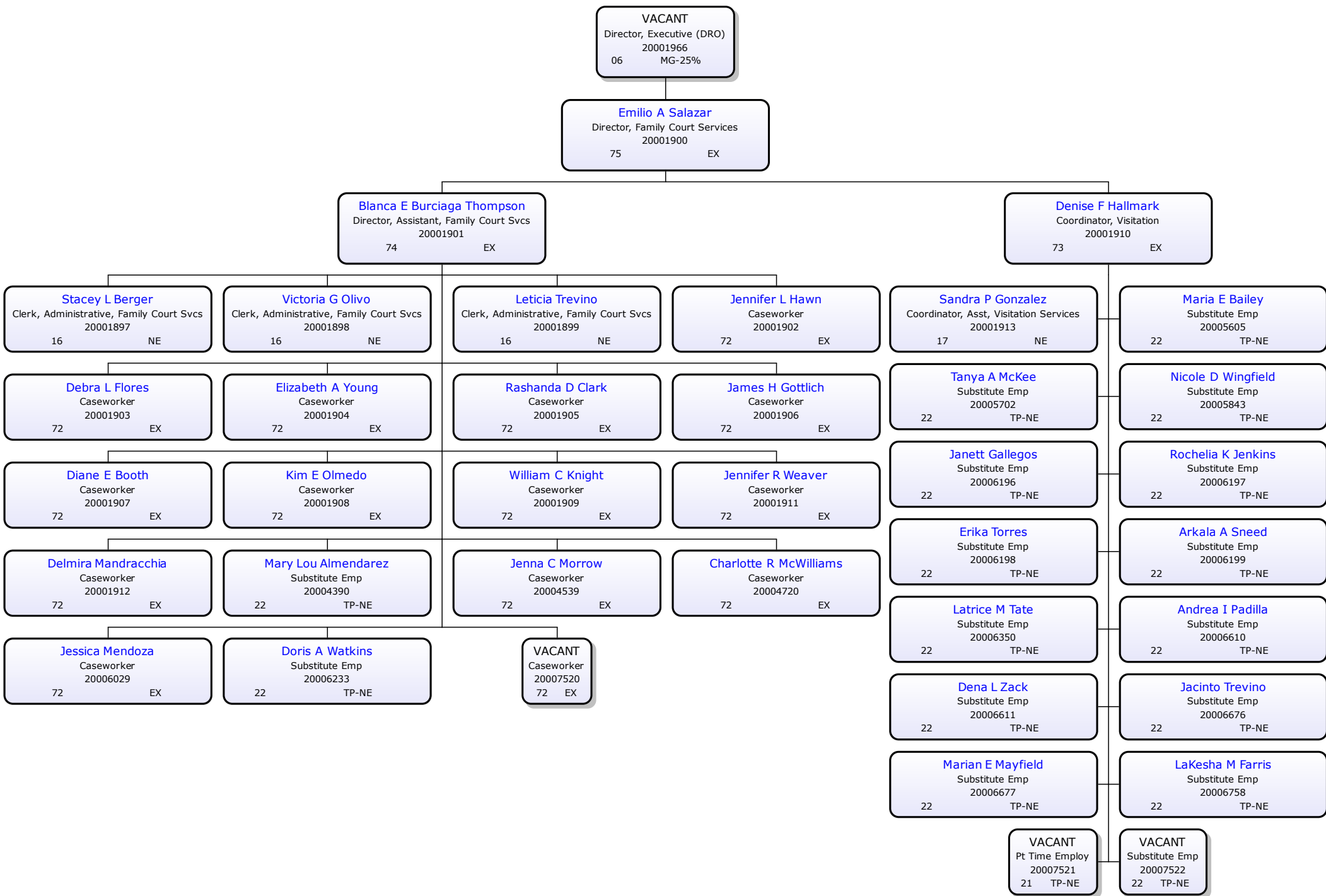
## County Administrator's Office

### Current



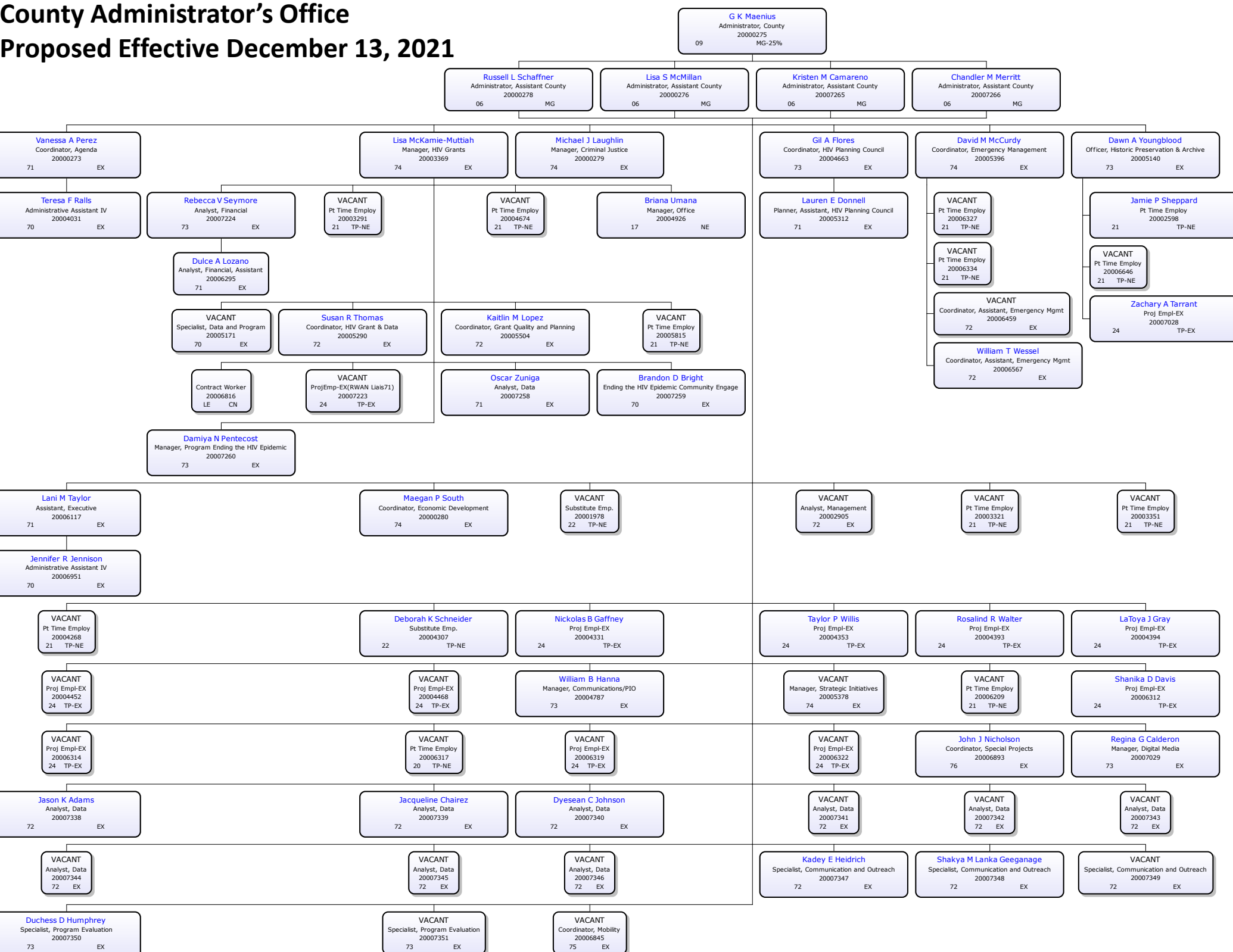
# DRO-Family Court Services

## Current



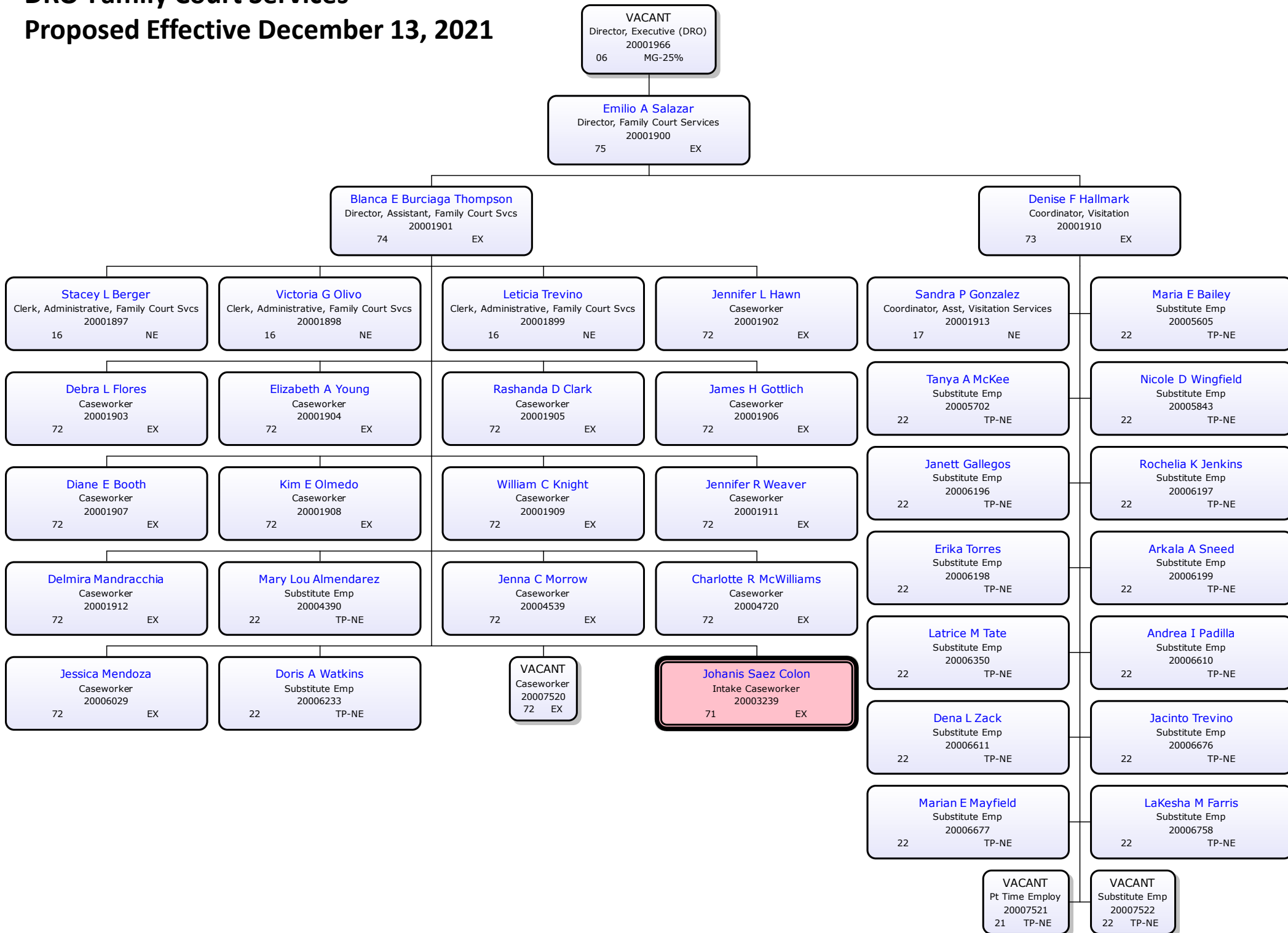
# County Administrator's Office

## Proposed Effective December 13, 2021



# DRO-Family Court Services

## Proposed Effective December 13, 2021



| Current Position<br>Number, Title,<br>and Grade                        | Current<br>Organizational<br>Unit                | Current Job<br>Number                       | Current<br>Cost Center | Current Fund | Proposed Position<br>Number, Title, and<br>Grade | Proposed<br>Organizational<br>Unit               | Proposed<br>Job<br>Number    | Proposed<br>Fund* | Effective<br>Date |
|--|--|---|------------------------|--------------|--|--|------------------------------|-------------------|-------------------|
| 20003239 -<br>ProjEmpEx,<br>Grade 24                                   | 10000004 - County<br>Administrator-<br>AsstAdmin | 1307 - Temporary-<br>Project-Exempt<br>TC24 | 5490400000             | CARES-2022   | 20003239 - Intake<br>Caseworker, Grade<br>71     | 10000446 - DRO-<br>Family Court<br>Services Asst | 1100 -<br>Caseworker<br>TC71 | CARPA-2022        | 12/13/2021        |
|  |  |   |                        |              |  |  |                              |                   |                   |
| *Cost centers and grants will be determined upon approval of positions |  |   |                        |              |  |  |                              |                   |                   |