



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 6/17/2013

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE  
NO (IF APPLICABLE): N/A.

### **SUBJECT:**

Approve the recommendation from the El Paso County Staffing Review Committee (SRC) regarding Request #B2013-034 to regrade a Drug Court Admin. Assist. position from a grade (G16) to a grade (G18) for the County Criminal Court #2 for a budget impact of \$1,968 for an entire fiscal year.

### **BACKGROUND/DISCUSSION OF TOPIC:**

On January 23, 2012, Commissioners Court amended the hiring freeze & personnel staffing review policy. The policy provides for the committee to review personnel staffing requests from departments.

On June 11, 2013, the committee reviewed Requests #B2013-034 from the County Criminal Court #2 to regrade a Drug Court Admin. Assist. (G16) position. The department requested the regrade during budget process for FY2013.

In order to finalize the job description and ensure the correct classification, the position received an examination of job duties through the use of a Position Analysis Questionnaire (PAQ) that was sent to the supervisor directly responsible for the employee's position. In addition, on-site observation and an interview were conducted with the individual currently assigned to the positions and the supervisor. After the review, a final job description was developed and shared with employee and the supervisor. The job description was approved by each level of the department. The pay for position and employee included in this reclassification was administered in accordance with the County's Reclassification policy.

Additionally, staff from the County Auditor's Office confirmed that by regrading this position there would be an overall budget impact of \$1,968 for an entire fiscal year. Funds were set aside during the budget hearing for FY2013 for reclassifications and this would be paid out of these funds. The committee's legal advisor found no legal issues with this request. The justification was reviewed by members of the committee as well. The committee recommends approving the request based on the circumstances and the information provided.

### **FISCAL IMPACT:**

Budget impact for an entire fiscal year = \$1,968

The attached worksheet has been reviewed and approved by the Auditor's Office.

**RECOMMENDATION:**

Approve the recommendation from the El Paso County Staffing Review Committee (SRC) regarding Request #B2013-034 to regrade a Drug Court Admin. Assist. position from a grade (G16) to a grade (G18) for the County Criminal Court #2 for a budget impact of \$1,968 for an entire fiscal year.

<b>SUBMITTED BY:</b>	Betsy C. Keller, SPHR Director of Human Resources	Contact information: <a href="mailto:humanresources@epcounty.com">humanresources@epcounty.com</a> phone: 915-546-2218
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CURRENT TITLE	PROPOSED TITLE	CURRENT SALARY	Current S&B	CURRENT S&B	CURRENT PAY GRADE /STEP	NEW SALARY	New S&B	NEW S&B	PROPOSED PAY GRADE/ STEP	PROPOSED SALARY	Proposed S&B	PROPOSED S&B	Total Full Year Impact	TOTAL FULL YEAR IMPACT FY2013 ESTIMATED	Impact as of effective date (6/23/13)	TOTAL FULL YEAR REDLINED
Drug Court Admin. Assist.	Drug Court Admin. Assist.	\$ 31,444	\$ 42,700		G16/Step 1	\$ 33,041	\$ 44,668		G18/E	\$ 33,041	\$ 44,668		\$ 1,968	\$ -	\$ 454	
		\$ 31,444	\$ 42,700	\$ -	\$ -	\$ 33,041	\$ 44,668	\$ -	\$ -	\$ 33,041	\$ 44,668	\$ -	\$ 1,968	\$ -	\$ 454	\$ -