



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 8/5/2013

CONSENT OR REGULAR: Consent

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

### **SUBJECT:**

Approve a title correction to Item #8 on the Commissioners Court Agenda, 7/15/13, in regards to a 6-week waiver that was approved by the Commissioners Court for Justice of the Peace #1. There is no impact to the budget.

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

On July 15, 2013, Commissioners Court approved a 6-week waiver for a position assigned to the Justice of the Peace #1. Within the cover memo, the title was incorrectly listed. The job title "Administrative Assistant, Senior (G16)" should have read "Admin. Assistant, Interm. (G16)." The amount listed in the backup on the Budget Impact Form was listed correctly.

### **BUDGET IMPACT:**

There would be no additional budget impact for FY2013.

### **PRIOR COMMISSIONERS COURT ACTION:**

7/15/13, Item #8

*Approve the recommendation from the El Paso County Staffing Review Committee (SRC) regarding Request #2013-032 to waive the 6 week hiring freeze for an Administrative Assistant, Senior (G16) position for the Justice of the Peace #1 and authorize the department to fill the vacancy, which is budgeted, but will result in the County forgoing savings of \$2,808 for FY2013.*

*Submitted by: Director Betsy C. Keller, SPHR, Human Resources (915) 546-2218*

### **RECOMMENDATION:**

Approve a title correction to Item #8 on the Commissioners Court Agenda, 7/15/13, in regards to a 6-week waiver that was approved by the Commissioners Court for Justice of the Peace #1. The job title "Administrative Assistant, Senior (G16)" should have read "Admin. Assistant, Interm. (G16)." There is no impact to the budget.

**SUBMITTED BY:**

Betsy C. Keller, SPHR  
Director of Human Resources

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