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**PUBLIC NOTICE**

COUNTY CLERK  
DALLAS COUNTY

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON MONDAY, MARCH 20, 2017, AT 9:15 A.M., IN THE COMMISSIONERS COURTROOM TO DISCUSS PERSONNEL MATTERS. A CLOSED SESSION MAY BE HELD IF REQUIRED FOR PURPOSES PERMITTED BY CHAPTER 551, OPEN MEETINGS, TEXAS GOVERNMENT CODE, SECTIONS 551.071 - 551.076.

URMIT GRAHAM, MS, SPHR, INTERIM  
DIRECTOR, HUMAN RESOURCES/  
CIVIL SERVICE

  
BY: LAURIE MITCHELL  
DEPUTY COUNTY CLERK

\*AGENDA ATTACHED

CIVIL SERVICE MEETING

March 20, 2017

9:15 AM

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Pages: 1 - 991

I. Grievance : Darrell Glasco, Jr. - Termination - County Clerk

II. Sheriff's Office - Additional Position - Print Shop

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DALLAS COUNTY  
Pages 1 - 8

Proposed Job Title: Print Shop Supervisor	1 Position	Gd: 42	Pos. #: TBD
Salary: \$48,028 + \$18,834 (Benefits)			\$66,862
	Cost of New Position:		\$66,862

The Human Resources/Civil service Department further recommends the reassignment of one (1) Detention Service Officer (gr. 40, #TBD) position to other responsibilities in the Dallas County jail.

Funding Source: Sheriff's Commissary Fund

Sheriff's Office - Additional Position - Jail Medical Facility Pages 9 - 15

Proposed Job Title: Detention Service Supervisor	1 Position	Gd: 42	Pos. #: TBD
Salary: \$48,028 + \$18,834 (Benefits)			\$66,862
	Cost of New Position:		\$66,862

Funding Source: General Fund

Sheriff's Office - Additional Position - Hounds for Homes Program Pages 16 - 24

Proposed Job Title: Detention Service Officer	1 Position	Gd: 40	Pos. #: TBD
Salary: \$40,435 + \$17,326 (Benefits)			\$57,761
	Cost of New Position:		\$57,761

Funding Source: Commissary Fund

Sheriff's Office - Job Description Review / Modification Pages 25 -36

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the revised job description and job title change of one (1) Assistant Technical Support Analyst/Trainer position (#4371 , gr. DM) to DCIM Analyst (gr. DM) in the Sheriff's Technology Unit, with no change in job grade or minimum qualifications.

Funding Source: General Fund

III. Criminal Justice Department - Additional Positions Pages 1 - 11

Proposed Job Title: Pre-trial Service Officer	3 Positions	Gd: FF	Pos. #: TBD
Salary: \$154,866 + \$58,641 (Benefits)			\$213,507
	Cost of New Positions:		\$213,507

Funding Source: Caruth Smart Justice Planning Grant Sub-Grant Agreement with the Meadows Mental Health Policy Institutes (First Year) Second and Third Year Funded by Dallas County Matching Funds

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IV. District Attorney's Office - Additional Position - County Criminal Court 10

Proposed Job Title: Investigator I	1 Position	Gd: INV I	Pos. #: TBD
Salary: \$61,733 + \$21,554 (Benefits)			\$83,287
Cost of New Position:			\$83,287

Funding Source: Office on Violence Against Women Grant Funds with No Match by Dallas County

V. Commissioners Court Administration - Job Title and Job Description Modification Pages 1 - 11

Current Job Title: Director Pretrial Services	1 Position	Gd: A2	Pos. #: 5710
Salary: \$123,767 + \$33,868 (Benefits)			\$157,635
Proposed Job Title: Pretrial Release Director	1 Position	Gd: A2	Pos. #: same
Salary: \$123,767 + \$33,868 (Benefits)			\$157,635
Cost:			\$0

Funding Source: General Fund

VI Road & Bridge District #1 - Job Description and Title Change Pages 1 - 11

Current Job Title: Commissioners Executive Assistant II	1 Position	Gd: H	Pos. #: TBD
Salary: \$68,253 + \$22,848 (Benefits)			\$91,101
Proposed Job Title: Commissioners Executive Administrator	1 Position	Gd: H	Pos. #: TBD
Salary: \$68,253 + \$22,848 (Benefits)			\$91,101
Cost:			\$0

Funding Source: General Fund