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PUBLIC NOTICE

2020 OCT 15 AM 9:03

JOHN F. WARREN
COUNTY CLERK

DALLAS COUNTY
BY _____ DEPUTY

NOTICE IS HEREBY GIVEN THAT THE DALLAS COUNTY CIVIL SERVICE COMMISSION WILL MEET ON MONDAY, OCTOBER 19, 2020 AT 9:15 AM IN THE DALLAS COUNTY COMMISSIONERS COURTROOM, 411 ELM STREET, DALLAS, TEXAS/MICROSOFT TEAMS 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.



Robert B Wilson – Director
Human Resources/Civil Service

*Itemized Agenda Attached



DALLAS COUNTY
HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE

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DALLAS COUNTY CIVIL SERVICE COMMISSION MEETING
(MICROSOFT TEAMS DETAIL)

To join the Dallas County Civil Service Commission Meeting scheduled for Thursday, October 19, 2020, beginning at 9:15 AM.

1. Click on the Join Microsoft Teams Meeting link below;
[Join Microsoft Teams Meeting](#)

2. Use the telephone number and conference ID listed below to join the meeting;

Telephone Number: [+1 469-208-1731](tel:+14692081731) United States, Dallas (Toll)
Conference ID: 975 049 316#

- **Technical Requirements For Virtual Hearing.** Virtual Hearings will take place through Microsoft Teams. All persons participating in the virtual hearing must have two-way audio and video communication during the meeting. The department and the grievant shall make sure that all necessary equipment and software are in proper working order prior to the time of the scheduled hearing and the bandwidth is adequate for videoconferencing. If the department or the grievant do not have the ability to participate in a virtual hearing due to issues with equipment or software, they should notify the Secretary within seven (7) days of receiving the notice that the hearing will be virtual.
- **Testimony.** The following must be clearly visible and audible to the civil service commission at all times during the hearing:
 1. The attorney or person representing the Department or Grievant in the hearing.
 2. The person that is testifying.

If you have any questions, please contact the Employee Relations Division at EmployeeRelations-HR@dallascounty.org

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I. Temieka Davis - District Clerk - ADR Page 1 - 84

II. Jorge Garcia - Facilities Department - Suspension Page 1 -176

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III. Consolidated Services - New Position Pages 1 - 8

New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Consolidated Services Operations Manager	1	TBD		\$89,290	\$28,460	\$117,750
Funding Source: General Fund						Total Cost: \$117,750

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IV. Health and Human Services - Additional Position and Job Description Modification Pages 1 - 13

A. Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Microbiologist I	1	TBD	C	\$55,863	\$21,437	\$77,300
Funding Source: Texas Dept of State Health Services						Total Cost: \$77,300

B. Job Description Modification

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the modification of the job code 707350 and job title for one (1) Lead Caseworker (gr. EE, #2088) position to job code 5023000 and job title Lead Caseworker (Intake) as outlined on Attachment A with no change in job grade and no financial impact to the General Fund.

V. Human Resources Department - Additional and New Positions and Reclassifications Pages 1 - 30

A. Additional Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Human Resources Analyst IV	1	TBD	H	\$76,038	\$25,676	\$101,714
Funding Source: General Fund						Total Cost: \$101,714

B. New Position	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Safety Officer	1	TBD	I	\$82,160	\$26,962	\$109,122
Funding Source: General Fund						Total Cost: \$109,122

C. Reclassifications	# Pos	Pos #	Grd.	Salary	Benefits	Salary & Benefits
Current Job Title Assistant Director of Programs	1	1067	K	\$95,679	\$29,802	\$125,481

Proposed Job Title Assistant Director of Human Resources/ Civil Service	1	Same	M	\$109,065	\$32,615	\$141,680
						Cost: \$16,199

Current Job Title Human Resources Analyst V	1	7534	I	\$82,160	\$26,962	\$109,122
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Proposed Job Title Risk Manager	1	Same	J	\$89,290	\$28,460	\$117,750
						Cost : \$8,628

Current Job Title Human Resources Analyst V	1	3892	I	\$82,160	\$26,962	\$109,122
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Proposed Job Title Human Resources Analyst III	1	Same	G	\$70,600	\$24,533	\$95,133
						Savings: \$13,989

Current Job Title HR Technician II	1	0918	8	\$43,680	\$18,877	\$62,557
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Proposed Job Title HR Technician III	1	Same	10	\$50,274	\$20,263	\$70,537
						Cost : \$7,980

Funding Source: General Fund **Total Cost:** \$18,818

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VI. Planning and Development - Job Description Modification

Pages: 1 - 4

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the revised job description and "special requirements/knowledge skills and abilities" as outlined on the attached job description (Attachment A) with no change in job grade and no financial impact to the General Fund.

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JOHN T. HAWES
COUNTY CLERK
DALLAS COUNTY

VII. Sheriff Department - Job Description Modifications

Pages: 1 - 18

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the revised job descriptions Detention Service Supervisor (gr. 42), Detention Service Manager (gr. 43), Detention Service Commander (gr. 45), Deputy III – Sergeant (gr. 68), Deputy IV – Lieutenant (gr. 69), and Captain (gr. 70) as outlined on Attachment A with no change in job grade and no financial impact to the General Fund.

BY  DEPUTY

VIII. Pretrial Services Department - Job Description Modification

Pages: 1 - 6

The Human Resources/Civil Service Department recommends the Civil Service Commission approve the revised job description for twelve (12) Pretrial Service Intake Assessment Tech (gr. CC) position as outlined on Attachment A with no change in job grade and no financial impact to the General Fund.
