

Item #11322

DISCUSSION:

It is recommended that the Voters Registration Department become a stand-alone department and report directly to Commissioners Court. Three positions (1 Senior Admin Clerk and 2 Senior Clerk IIs) will be transferred to this department from the Tax Office Department 1200. A budget of supplies and other necessities will need to be created for this department and transferred from the Tax Office.

It is recommended that a Voter Registration Manager position be created at a pay group 23. The Senior Admin Clerk will be reclassified into this position. The manager will oversee the budget of this department, as well as, Department 1381-Voter Registration Ch. 19. The manager will also be responsible for managing all regular full-time and temporary employees necessary for the department.

FISCAL IMPACT:

Employee Reclassifications

It is recommended that a Voter Registration Manager position be created at a pay group 23. The Senior Admin Clerk will be reclassified into this position.

The two Senior Clerk II positions will remain the same.

Senior Admin Clerk position: $\$11,772.80 + \$2,386.35 = \$14,159.15$ increase

Fiscal Impact = $\$14,159.15$ for salaries