



## Legislation Text

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**File #:** 22-4609, **Version:** 1

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**Department:** Intergovernmental and Global Affairs  
**Department Head/Elected Official:** Tammy Narvaez

**Regular or Supplemental RCA:** Regular RCA  
**Type of Request:** Position

**Project ID** (if applicable): N/A  
**Vendor/Entity Legal Name** (if applicable): N/A

**MWDBE Contracted Goal** (if applicable): N/A  
**MWDBE Current Participation** (if applicable): N/A  
**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

**Request Summary (Agenda Caption):**  
Request for approval to reclassify a certain position effective August 13, 2022.

**Background and Discussion:**  
IGA now shares an administrative assistant (AA) with the Commissioners Court Analysts Office (CCAO). Shared AA is not taking on the entirety of responsibilities previously covered by IGA's Executive Assistant (EA) position, which covered a significant portion of coordination needs for IGA's legislative affairs work. IGA urgently needs legislative affairs coordination support. Due to the newly established shared AA role, IGA's EA position is vacant and this allows IGA the flexibility to cover the legislative affairs coordination needs, through a reclassification of the position. Budget is not increasing since the reclassification reduces the salary range maximum by over 40%.

**Expected Impact:**  
With the reclassification, the position budget maximum is reduced by over 40%.

**Alternative Options:** N/A

**Alignment with Goal(s):**

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment

X Governance and Customer Service

Prior Court Action (if any): N/A

Date	Agenda Item #	Action Taken

Location:

Address (if applicable): N/A

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name			
	SFY 22	FY 23	Next 3 FYs
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$0	\$0	\$0
Non-Labor Expenditures	\$0	\$0	\$0
<b>Total Incremental Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$1,243,790.92</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Funding Sources</b>	<b>\$1,243,790.92</b>	<b>\$</b>	<b>\$</b>
<b>Personnel (Fill out section only if requesting new PCNs)</b>			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

Anticipated Court Date: 08/02/22

Anticipated Implementation Date (if different from Court date): 08/13/22

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Tammy Narvaez, Deputy Director IGA, Intergovernmental &amp; Global Affairs

**Attachments** (if applicable): 3441 Form