

## **Reclassification of Grade 102 Deputy County Clerk to Grade 106 Department Supervisor**

We are bringing this reclassification forward within this budget year as 22 other reclassifications have already appeared and been approved by Commissioners Court.<sup>1</sup>

In the County Clerk's Records Division, Position 4031-0072 became open on 5/5/2025 and we were able to fill it on 12/15/2025. Open 7 months.

Position 4031-0031 became open on 9/4/2025 and we were able to fill it on 2/2/2026. Open 5 months.

Position 4031-0087 became open on 9/4/2025 and Position 4031-0107 became open on 9/5/2025. Both positions have been open for 5 months. We have received over 450 resumes since May. A high percentage (66% - 75%) of the candidates never responded when they were contacted.

We are having difficulty hiring for the grade 102 positions and we would like to reclassify an open, vacant position to a grade 106. We have the funds available to cover the additional salary due to the length of time we have not been able to fill the positions.

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<sup>1</sup> For this fiscal year, there have been 22 job reclassifications between Oct 1, 2025, and Jan 22, 2026. The departments that have brought these forwards were Road and Bridge, Toll Road, Environmental Health, Fire Marshall, Animal Services, Medical Examiner, Sheriff, Grants and Auditor.