HAYS COUNTY - FY 2026 PERSONNEL REQUESTS								BUDGET OFFICE (totals include fringe)	
		POSITION GRADE						RECOMMENDED	
DEPT POSITION TITLE	SLOT	CURRENT	REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	TOTAL	COMMENTS
001-602-00: Commissioner Pct 2									
1 New Community Outreach Coordinator (Specialist)	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
				44,170	8,997	12,370	65,538	-	
001-603-00: Commissioner Pct 3									
Executive Asst Salary Increase Step 3 to Step 7	0277-004	119	119	6,808	1,387	-	8,195	-	
				6,808	1,387	-	8,195	-	
001-606-00: Auditor's Office									
Regrade Internal Auditor I to Asst Auditor-Auditing	0025-001	120	126	18,807	3,831	-	22,638	-	
				18,807	3,831	-	22,638	-	
001-607-00: District Attorney's Office									
District Attorney Stipend Increase to $25k	0001-001	E/O	N/A	-	-	-	-	8,426	Tied to District Judges
1 New Admin Assistant (Env Enfrcmnt)	NEW	N/A	113	38,155	7,772	12,370	58,297	-	Grant Funded
1 New Attorney IV (Mental Health Div)	NEW	N/A	132	96,417	19,640	12,370	128,427	-	
1 New Attorney VI (Appeals/Conviction Integrity)	NEW	N/A	136	117,195	23,873	12,370	153,438	115,078	eff 1/1/2026
1 New Investigator (Env Enfrcmnt)	NEW	N/A	123	62,151	12,660	12,370	87,181	-	Grant Funded
1 New Investigator (Family Justice Unit)	NEW	N/A	123	62,151	12,660	12,370	87,181	65,386	eff 1/1/2026
1 New Investigator (Trial Team)	NEW	N/A	123	62,151	12,660	12,370	87,181	-	
1 New Legal Assistant (Family Justice Unit)	NEW	N/A	116	44,170	8,997	12,370	65,538	49,153	eff 1/1/2026
1 New Legal Assistant (Mental Health)	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
1 New Senior Victim Assistance Coordinator	NEW	N/A	119	51,132	10,416	12,370	73,918	55,438	eff 1/1/2026
Regrade Chief Investigator	0795-001	124	125	4,385	893	-	5,278	-	
Regrade 5 Intake Coordinators to Legal Assistants	0778-2,3,5,7,8	116	117	18,985	3,867	-	22,852	-	
Regrade 9 Investigators	0805]	123	124	28,710	5,848	-	34,558	-	
Regrade 15 Legal Assistants	0777]	116	117	34,287	6,984	-	41,271	-	
Regrade 10 Victim Assistance Coordinators	0505]	116	118	47,057	9,586	-	56,643	-	
				711,116	144,854	111,331	967,301	293,482	
001-607-19: DA Civil Division									
1 New Paralegal (Public Information Request)	NEW	N/A	120	53,688	10,936	12,370	76,994	-	
				53,688	10,936	12,370	76,994	-	
001-607-99-221: DA Environmental Grant									
Regrade Environmental Investigator	0805-010	123	124	3,396	692	-	4,088	-	
				3,396	692	-	4,088	-	
001-608-00: District Courts									
1 District Judge Bi-County Stipend	0890-002	E/O	N/A	9,500	1,935	-	11,435	11,435	Mandate per HB 2529 (includes fringe)
2 District Judges Tri-County Stipend	0890-3,4	E/O	N/A	7,000	1,426	-	8,426	8,426	
3 District Judges Hays County Stipend	0890-1,5,6	E/O	N/A	21,000	4,278	-	25,278	25,278	
1 New Staff Attorney I	NEW	N/A	128	79,322	16,158	12,370	107,850	80,887	eff 1/1/2026
				116,822	23,797	12,370	152,989	126,026	
001-608-20: Judicial Services Division									
2 New Judicial Services Officer I's	NEW	N/A	117	92,756	18,894	24,740	136,391	51,146	1 eff 1/1/26
1 New Judicial Services Officer II	NEW	N/A	119	51,132	10,416	12,370	73,918	36,959	eff 4/1/26
				143,888	29,310	37,110	210,308	88,105	

DEPT POSITION TITLE	SLOT	POSITION GRADE CURRENT	REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	RECOMMENDED TOTAL	COMMENTS
001-609-00: District Clerk's Office									
Move Treasury Spc re-title to Compliance Clerk II	0078-003	115	115					78,438	
Move Treasury Assoc retitle to Compliance Clerk I	0079-002	113	113					68,855	
1 New Chief Deputy Clerk	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
2 New Deputy Clerk Seniors	NEW	N/A	116	88,340	17,995	24,740	131,075	49,153	1 eff 1/1/26
Regrade 2 Chief Deputy Clerks	0405]	118	121	17,027	3,468	-	20,495	-	
				161,740	32,946	37,110	231,796	196,446	
001-612-00: County Courts at Law									
CCL Judge Salary Increase to $199,000	0760-001	E/O	N/A	-	-	-	-	50,555	Mandate per HB 2529 (includes fringe)
CCL Judge Salary Increase to $216,500	0760-002	E/O	N/A	-	-	-	-	54,768	
CCL Judge Salary Increase to $199,000	0760-003	E/O	N/A	-	-	-	-	50,555	
1 New DWI & Drug Court Administrator	NEW	N/A	121	56,373	11,483	12,370	80,226	-	Add once Court is ready to roll out
1 New DWI & Drug Court Caseworker	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
				100,543	20,481	24,740	145,764	155,878	
001-617-00: County Clerk's Office									
Move 2 Deputy Clerks to 101-617-10	0454-022,23	114	114	-	-	-	-	(122,637)	
1 New Compliance Clerk I	NEW	N/A	N/A	-	-	-	-	-	Review collections for addtl position
1 New Compliance Clerk II	NEW	N/A	N/A	-	-	-	-	63,005	
				-	-	-	-	(59,632)	
001-618-00: Sheriff's Office									
Sheriff Salary Increase to $182k	0460-001	E/O	N/A	40,736	8,298	-	49,034	-	
1 New Sergeant School Resource Officer (SRO)	NEW	N/A	254	98,676	20,100	12,370	131,146	131,146	eff 10/1/25
5 New School Resource Officers (SRO)	NEW	N/A	250	361,180	73,572	61,850	496,603	198,641	2 eff 10/1/25
1 New Administrative Assistant III	NEW	N/A	115	42,066	8,569	12,370	63,005	-	
1 New Detective	NEW	N/A	252	85,926	17,503	12,370	115,799	-	
4 New Deputies	NEW	N/A	250	288,944	58,858	49,480	397,282	198,641	2 eff 10/1/25
1 New Deputy (Criminal Interdiction)	NEW	N/A	250	72,236	14,714	12,370	99,321	-	
Regrade Fleet Maint Mech to Lead Fleet Maint Foreman	1060-002	115	117	5,462	1,113	-	6,575	-	
Regrade 2 Mobile Crisis Outreach Liaisons	0506]	116	118	9,330	1,901	-	11,231	-	
Regrade 2 Inventory Specialists	0607]	112	117	20,080	4,090	-	24,170	-	
Regrade Multimedia Specialist	0507-001	116	121	12,203	2,486	-	14,689	-	
Remove Vacant 911 Custodian	0623-001	117		-	-	-	-	(68,196)	
Regrade 4 Crime Analysts	0625]	118	121	30,717	6,257	-	36,974	-	
				1,055,353	214,975	160,811	1,431,139	460,232	
001-618-03: Jail Operations									
Regrade Corporal to Sergeant	0620-XXX	212	214	11,122	2,266	-	13,388	13,388	
4 New Corrections Officers - eff 1/1/26	NEW	N/A	210	190,992	38,905	37,110	267,007	267,007	
4 Corrections Officers - eff 4/1/26	NEW	N/A	210	127,328	25,937	24,740	178,005	178,005	
8 Corrections Officers - eff 7/1/26	NEW	N/A	210	127,328	25,937	24,740	178,005	178,005	
				456,770	93,044	86,591	636,405	636,405	
001-618-23: County-wide Emerg Communications									
2 New TX LE Telecom Specialists	NEW	N/A	116	88,340	17,995	24,740	131,075	-	
4 New Emergency Communications Officers	NEW	N/A	ECO-112	244,608	49,827	49,480	343,915	171,957	4 eff 4/1/26
4 New Emergency Communications Officer Leads	NEW	N/A	ECO-113	297,024	60,504	49,480	407,008	-	
				629,972	128,325	123,701	881,998	171,957	

DEPT POSITION TITLE	SLOT	POSITION GRADE CURRENT	POSITION GRADE REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	RECOMMENDED TOTAL	RECOMMENDED COMMENTS
001-619-00: Tax Office									
1 New WebDealer Lead	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
1 New Tax Deputy Clerk Lead	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
Regrade Tax Deputy Clerk Lead to Substation Chief	0339-001	116	118	4,946	1,008	-	5,954	5,954	
				93,286	19,002	24,740	137,029	5,954	
001-620-00: Treasurer's Office									
Move Treasury Spc to District Clerk	0078-003	115						(78,438)	
Retitle Treasury Assoc to District Clerk	0079-002	113						(68,855)	
1 New Financial Analyst III	NEW	N/A	124	65,259	13,293	12,370	90,922	-	
1 New Treasury Specialist	NEW	N/A	115	42,066	8,569	12,370	63,005	-	
				107,325	21,862	24,740	153,927	(147,292)	
001-622-00: Purchasing Office									
Regrade Purchasing Agent to $138,696	0014-001	131	134	16,266	3,313	-	19,579	7,427	Grade 132
Travel Allowance for Purchasing Agent	0014-001	131	134	3,600	733	-	4,333	4,333	
1 New Fleet Operations Specialist	NEW	N/A	118	48,697	9,920	12,370	70,987	-	
				68,563	13,966	12,370	94,899	11,760	
001-625-00: Justice of the Peace Pct 1-1 Office									
Regrade 3 Justice Clerks	0855]	114	115	6,702	1,365	-	8,067	-	
Regrade Justice Crt Administrator to Justice Crt Coor	0860-001	117	122	17,220	3,508	-	20,728	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				23,922	4,873	-	28,795	-	
001-626-00: Justice of the Peace Pct 1-2 Office									
Regrade Justice Crt Administrator to Justice Crt Coor	0860-002	117	122	16,232	3,306	-	19,538	-	
Justice Clerk to Justice Clerk II	0855-003	114	115	1,680	342	-	2,022	-	
1/2 Truancy Case Manager (Split with JP2-2)	NEW	N/A	118	24,349	4,960	6,185	35,494	35,494	Case Coordinator
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				42,261	8,609	6,185	57,055	35,494	
001-627-00: Justice of the Peace Pct 2-1 Office									
Regrade Justice Crt Administrator to Justice Crt Coor	0860-003	117	122	14,421	2,938	-	17,359	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				14,421	2,938	-	17,359	-	
001-624-00: Justice of the Peace Pct 2-2 Office									
1/2 Truancy Case Manager (Split with JP1-2)	NEW	N/A	118	24,349	4,960	6,185	35,493	35,493	Case Coordinator
Regrade Justice Clerk	0855-014	114	115	2,003	408	-	2,411	-	
Regrade Justice Crt Administrator to Justice Crt Coor	0860-007	117	122	17,220	3,508	-	20,728	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				43,572	8,876	6,185	58,632	35,493	
001-628-00: Justice of the Peace Pct 3 Office									
Regrade Justice Crt Administrator to Justice Crt Coor	0860-004	117	122	15,300	3,117	-	18,417	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				15,300	3,117	-	18,417	-	
001-629-00: Justice of the Peace Pct 4 Office									
Regrade Justice Crt Administrator to Justice Crt Coor	0860-005	117	122	15,300	3,117		18,417	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				15,300	3,117	-	18,417	-	

DEPT POSITION TITLE	SLOT	POSITION GRADE CURRENT	REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	RECOMMENDED TOTAL	COMMENTS
001-630-00: Justice of the Peace Pct 5 Office									
Regrade Justice Crt Administrator to Justice Crt Coor	0860-006	117	122	13,594	2,769		16,363	-	
Regrade Justice Clerk to Senior Justice Clerk III	0855-013	114	117	6,504	1,325	-	7,829	-	
Regrade Justice Clerk to Justice Clerk II	0855-12, 22	114	115	4,252	866	-	5,118	-	
Justice Clerk Salary Progression Plan			TBD	-	-	-	-	-	
				24,350	4,960	-	29,310	-	
001-635-00: Constable Pct 1 Office									
4 New Deputy Constable	NEW	N/A	240	275,184	56,055	49,480	380,719	95,180	1 eff 10/1/25
Regrade Justice Administrator	859-001	115	117	5,462	1,113	-	6,575	-	for Bailiff CCL
				280,646	57,168	49,480	387,294	95,180	
001-638-00: Constable Pct 4 Office									
Constable Salary Increase to $142,736	E/O	N/A		50,372	10,261	-	60,633	-	
Regrade Justice Administrator	0859-004	115	117	5,626	1,146	-	6,772	-	
1 New Deputy Constable (possible City DS Funding)	NEW	N/A	240-MBS6	83,592	17,028	12,370	112,990	112,990	eff 10/1/25
				139,590	28,434	12,370	180,395	112,990	
001-639-00: Constable Pct 5 Office									
2 New Deputy Constable Motor Officer	NEW	N/A	240-MBS4	156,674	31,914	24,740	213,329	106,664	1 eff 10/1/25
1 New Justice Clerk	NEW	N/A	115	42,006	8,557	12,370	62,933	-	
Regrade Justice Clerk	0895-005	115	117	4,372	891	-	5,263	-	
				203,052	41,362	37,110	281,524	106,664	
001-651-00: DPS License and Weights									
Reduce 1 Administrative Assistant II	0272-029	113	N/A	46,926	9,559	12,370	68,855	(68,856)	
				46,926	9,559	12,370	68,855	(68,856)	DPS Division dissolved
001-655-00: Elections Office									
1 New Equipment Data Coordinator	NEW	N/A	117	46,378	9,447	12,370	68,195	34,098	eff 4/1/26
1 New Election Specialist	NEW	N/A	114	40,063	8,161	12,370	60,594	30,297	eff 4/1/26
1 New Executive Assistant	NEW	N/A	119	51,132	10,416	12,370	73,918	-	
				137,573	28,024	37,110	202,707	64,395	
001-656-00: Office of Emergency Services									
Move 50% Deputy Fire Marshal From 064-665	0984-002	122	122	-	-	-	-	46,281	Moved from Fund 064
1 New Deputy Fire Marshal	NEW	N/A	122	59,191	12,057	12,370	83,618	-	
Regrade Special Operations Coordinator	0989-001	118	119	2,508	511	-	3,019	-	
				61,699	12,568	12,370	86,637	46,281	
001-657-00: Development & Community Services									
Regrade Drainage Engineer	1033-001	127	TBD	-	-	-	-	TBD	HR Review
Regrade 3 Customer Service Rep. to Admin Asst II	0342]	112	113	5,697	1,160	-	6,857	-	
Regrade 2 GIS Technician	0224]	115	118	7,958	1,621	-	9,579	-	
				13,655	2,782	-	16,437	-	
001-677-00: Human Resources									
Regrade HR Generalist to Emp & Compensation Mgr	0071-001	118	122	10,809	2,202	-	13,011	-	
Regrade HR Assistant to HR Coordinator	0077-005	114	117	6,699	1,365	-	8,064	-	
1 New Marketing Specialist	NEW	N/A	119	51,132	10,416	12,370	73,918	-	
Regrade Training Coor to Learning and Devlmnt Spc	9065-003	118	119	2,508	511	-	3,019	-	
Regrade Communication Mgr to Public Info & Marketing M	0741-001	127	128	3,891	793	-	4,684	-	
1 New HR Assistant	NEW	N/A	114	40,063	8,161	12,370	60,594	-	
1 New HR Coordinator	NEW	N/A	117	46,378	9,447	12,370	68,195	-	
				161,480	32,893	37,110	231,484	-	

DEPT POSITION TITLE	SLOT	POSITION GRADE CURRENT	POSITION GRADE REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	RECOMMENDED TOTAL	RECOMMENDED COMMENTS
001-680-00:00 Information Technology									
Regrade Budget & Operations Manager	2373-003	125	126	3,856	785	-	4,641	-	
3 New IT Support Specialist (Night Shift)	NEW	N/A	123	186,453	37,980	37,110	261,544	130,772	2 eff 1/1/26 for PSB
1 New Technology Inventory Specialist	NEW	N/A	112	36,338	7,402	12,370	56,110	28,055	eff 4/1/26
				226,647	46,168	49,480	322,295	158,827	
001-695-00: Maintenance Department									
3 New Facility Maintenance Specialists	NEW	N/A	115	126,198	25,707	37,110	189,015	47,254	1 eff 1/1/26
Regrade Facilities Maint Lead to Facilities Maint Superviso	0201-001	120	121	3,205	653	-	3,858	-	for PSB
2 New Ground Maintenance Specialists	NEW	N/A	113	76,310	15,544	24,740	116,595	-	
1 New HVAC Technician II/III	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
1 New Journeyman Electrician	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
				318,459	64,870	86,591	469,920	47,254	
001-700-00: Parks Administration									
1 New Parks Director	NEW	N/A	132	-	-	-	-	128,427	eff 10/1/25
1 New Easement Coordinator	NEW	N/A	121	56,373	11,483	12,370	80,226	60,170	eff 1/1/26
1 New Parks Education Lead	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
6 New Parks Specialists	NEW	N/A	113	228,930	46,633	74,220	349,784	-	
				329,473	67,114	98,961	495,547	188,597	
001-716-00: Transfer Station - Recycling & Solid Waste									
2 New Recycling and Solid Waste Site Technicians	NEW	N/A	114	80,126	16,322	24,740	121,188	-	
				80,126	16,322	24,740	121,188	-	
001-720-99-136: Veterans Administration									
Regrade Veterans Srv Caseworker to Grant Prog Mgr	0918-004	114	118	8,634	1,759	-	10,393	-	
				8,634	1,759	-	10,393	-	
001-645-00: County-Wide									
3% Step Plan Increase				769,860	156,820	-	926,680	875,000	3% Step
CBA Increases				2,452,084	499,490	-	2,951,574	2,951,575	Per CBA Agreement
Elected Officials Benchmark Increases - *recommend 1/1/26 effective date to align with term*				334,242	68,085	-	402,327	66,223	3% COLA
Civilian Benchmark Increases - *recommend anniversary date*				2,750,000	560,175	-	3,310,175	875,000	3% Market Adjustment
Funding for Positions established outside of budget cycle				-	-	-	-	200,000	
				6,306,186	1,284,570	-	7,590,756	4,967,798	
GENERAL FUND TOTALS:				**12,218,593**	**2,488,927**	**1,138,047**	**15,845,567**	**7,857,925**	
011-763-99-159: ARPA County-Wide									
3% Step Plan Increase				5,125	1,044	-	6,169	12,338	6% to include market
AMERICAN RESCUE PLAN ACT FUND TOTALS:				**5,125**	**1,044**	**-**	**6,169**	**12,338**	
020-710-00: Transportation Department									
3% Step Plan Increase				47,548	9,686	-	57,234	130,000	3% Step
Civilian Benchmark Increases				300,000	61,110	-	361,110	130,000	3% Market Adjustment
				347,548	70,796	-	418,344	260,000	
ROAD & BRIDGE GENERAL FUND TOTALS:				**347,548**	**70,796**	**-**	**418,344**	**260,000**	
064-665-00: Fire Marshal Code Fee									
Move 50% Deputy Fire Marshal	0984-002	122	122	-	-	-	-	(46,281)	moved to Fund 001
3% Step Plan Increase				2,101	428	-	2,529	5,058	6% to include market
FIRE MARSHAL CODE FEE FUND TOTALS:				**2,101**	**428**	**-**	**2,529**	**(41,223)**	

DEPT POSITION TITLE	SLOT	POSITION GRADE CURRENT	REQUESTED	SALARY	FRINGE	INSURANCES	TOTAL	RECOMMENDED TOTAL	COMMENTS
070-685-00: Juvenile Detention Center									
Regrade 2 Assistant Facility Administrators	9010]	125	128	25,794	5,254	-	31,048	9,849	Grade 126
Regrade 1 Juvenile Mental Health Manager	9020-001	124	128	15,829	3,224	-	19,053	-	
Regrade 36 Juvenile Supervision Officers	9055]	119	120	95,517	19,457	-	114,974	114,974	
Regrade 3 Licensed Mental Health Counselor	9021]	120	124	34,713	7,071	-	41,784	-	
Regrade 7 Lieutenants	9050]	122	123	21,348	4,349	-	25,697	25,697	
Regrade Juvenile Center Transitional Coordinator	0970-002	118	120	4,991	1,017	-	6,008	6,008	
				198,192	40,372	-	238,564	156,527	
3% Step Plan Increase				40,253	8,200	-	48,453	115,000	6% to include market
JUVENILE DETENTION CENTER FUND TOTALS (GEN):				**238,445**	**48,571**	**-**	**287,016**	**271,527**	
084-690-00: Law Library									
3% Step Plan Increase				918	187	-	1,105	2,210	6% to include market
LAW LIBRARY FUND TOTALS:				**918**	**187**	**-**	**1,105**	**2,210**	
101-617-10: Records Management									
Move 2 Deputy Clerks from 001-617-00	0454-22,23	114	114	-	-	-	-	122,637	
3% Step Plan Increase				12,071	2,459	-	14,530	35,000	6% to include market
RECORDS MANAGEMENT & ARCHIVE FUND TOTALS:				**12,071**	**2,459**	**-**	**14,530**	**157,637**	
106-610-00: County Records Preservation Fund									
3% Step Plan Increase				918	187	-	1,105	2,210	
COUNTY RECORDS PRESERVATION FUND TOTALS:				**918**	**187**	**-**	**1,105**	**2,210**	
107-000-00: Courthouse Security Fund									
3% Step Plan Increase				86	18	-	104	300	6% to include market
CBA Increases				1,787	364	-	2,151	2,151	
				1,873	382	-	2,255	2,451	
COURTHOUSE SECURITY FUND TOTALS:				**1,873**	**382**	**-**	**2,255**	**2,451**	
120-675-00: Health Department									
1 New Administrative Assistant III	NEW	N/A	116	44,170	8,997	12,370	65,538	-	
2 New Community Paramedics	NEW	N/A	121	112,746	22,966	24,740	160,453	-	
1 New Division Mgr - Behavioral Health	NEW	N/A	124	65,259	13,293	12,370	90,922	-	
1 New Division Mgr - Community Health Services	NEW	N/A	124	65,259	13,293	12,370	90,922	-	
1 New Division Mgr - Public Health & Emergency Preparec	NEW	N/A	124	65,259	13,293	12,370	90,922	-	
1 New Administrative Assistant III	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
2 New Peer Support Specialist	NEW	N/A	116	88,340	17,995	24,740	131,075	-	
1 New Public Health Nurse Practitioner	NEW	N/A	132	96,417	19,640	12,370	128,427	128,427	
2 New Community Outreach Specialists	NEW	N/A	121	112,746	22,966	24,740	160,453	-	
1 New Disease Interventions Specialist - Supervisor	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
1 New Epidemiologist	NEW	N/A	121	56,373	11,483	12,370	80,226	-	
1 New Medical Technologist	NEW	N/A	119	51,132	10,416	12,370	73,918	-	
1 New Special Operations Coordinator	NEW	N/A	121	56,373	11,483	12,370	80,226	80,226	
Regrade Health Dept Mgr to Deputy Director	0150-001	124	TBD	-	-	-	-	TBD	HR Review
Regrade Admin Asst II to Budget & Operations Coor	0272-003	113	120	16,479	3,357	-	19,836	19,836	
Regrade Epidemiologist to Epidemiologist II	1142-002	121	123	7,106	1,447	-	8,553	-	
Regrade Indigent Health Coordinator	1126-001	113	119	13,366	2,723	-	16,089	-	
				963,771	196,320	197,921	1,358,012	228,489	
3% Step Plan Increase				13,568	2,764	-	16,332	43,000	6% to include market
FAMILY HEALTH SERVICES FUND TOTAL (GEN):				**977,339**	**199,084**	**197,921**	**1,374,344**	**271,489**	
TOTAL ALL FUNDS:				**13,804,931**	**2,812,064**	**1,335,969**	**17,952,963**	**8,520,208**	

COMMISSIONER PCT. 2
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

HAYS COUNTY COMMISSIONER PCT 2

NEW POSITIONS:

Position Title: Community Outreach Coordinator

Grade:

F/T or P/T: Full time

What core duties will be accomplished by adding this position:

Actively participate in community meetings, events, and activities to build rapport and promote the organization's mission. Educate the public on available services, health information, and community resources through various channels (e.g., workshops, brochures, social media). Develop and maintain positive relationships with community leaders, organizations, and other stakeholders.

Justification:

Currently have a shared position with Commissioner Ingalsbe pct 1. Over the past year, the precinct 2 office has had numerous events and requires a more full time role to manage the responsibilities.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

COMMISSIONER PCT. 3
Personnel Request

HAYS COUNTY
Personnel Justification Request Form
Fiscal Year 2026

Department: Precinct 3 County Commissioner

CURRENT POSITIONS:

Position Title: Executive Assistant

Position Grade & Slot #: 0277-004 Grade 119

Requested Changes: Regrade from Step 2 to Step 7
In August she will be a step 3.

Justification:
This employee exceeds expectations and bringing in over 10 years in the public service sector and over 10 years of working as an Execiutive Assistant. She is a graduate of Texas School of Business obtaining certifications in Accounting and Business Law. Within the county, the Commissioners, in precincts 1, 2, and 4, have all had positions to assist them with their community outreach efforts. Linda has taken on various aspects within community outreach including attending Emergency Preparedness Meetings, Memorial Day Events, etc. She is proficient in Excel and Word.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

AUDITOR'S OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: AUDITOR

NEW POSITIONS: N/A

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Internal Auditor I

Position Grade & Slot #: 0025-001

Requested Changes: Regrade to Assistant Auditor – Auditing at Grade 126

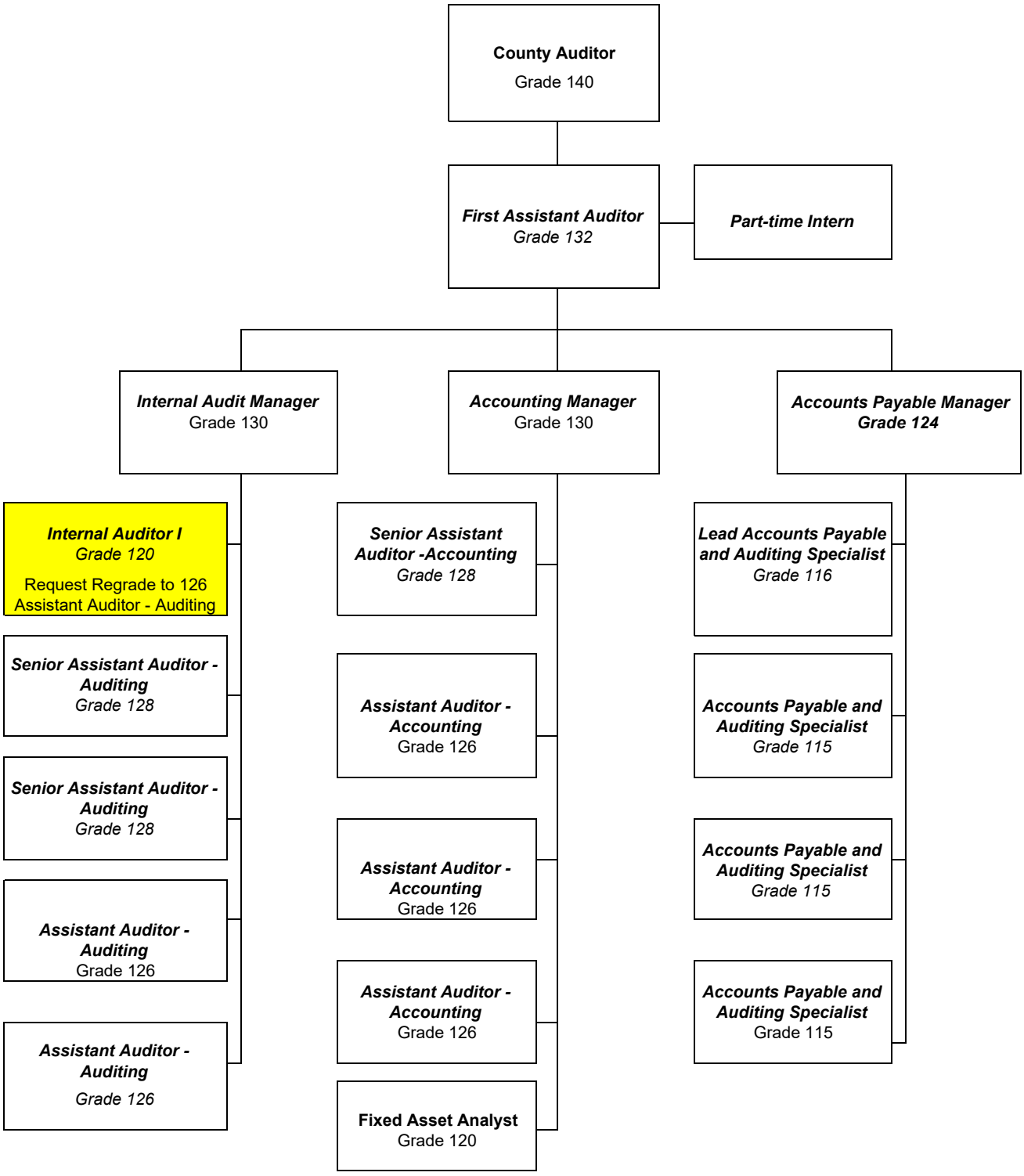
Justification:

The Internal Auditor I has effectively performed auditing duties in the Auditor's Office over the past year. This individual is now handling auditing and monitoring duties at a level similar to other Assistant Auditors in the Auditor's Office. The Assistant Auditor – Auditing position requires a bachelor's degree in business, accounting, or closely related area along with one years' work experience, preferably in the areas of governmental accounting and auditing. This employee meets the qualifications and performs the same auditing duties as other Assistant Auditors. In addition, this individual's experience with the County has allowed him to effectively train newer employees. Promotions to the Assistant Auditor positions are requested once qualifications are met to retain employees, as professional positions in the Auditor's Office have been challenging to fill and retain due to competition with nearby governments and Universities.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Auditor's Office - Organizational Chart

Fiscal Year 2025 / Fiscal Year 2026 Request



DISTRICT ATTORNEY
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: Admin Assistant for Environmental Enforcement CONTINGENT

Position Title: Administrative Assistant

Grade: 113

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
Perform administrative and clerical functions in support of the Environmental Enforcement Unit

Justification:
The HCCDAO has formed a new Environmental Enforcement Unit using primarily CAPCOG grant funds. This is a contingent request for a position that was created using those grant funds and supports the attorney and investigator assigned to the Environmental Enforcement Unit. The HCCDAO has applied for a second year of grant funds and has submitted this contingent request for funding in case the grant is not renewed.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: ACDA to handle mental health cases

Position Title: Attorney IV

Grade: 132

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
This attorney will assume primary responsibility for representing the State of Texas in all dockets and hearings connected to the Hays County Mental Health Court and the Felony Mental Health Specialty Docket. The attorney will also serve as the primary point-of-contact for our mental health jail in-reach meetings. In addition, the attorney will represent the State in the Assisted Outpatient Treatment Court and will collaborate with criminal justice partners on the jail-based competency restoration program. The attorney will also provide primary oversight into maintenance of a competency database and will develop a tracking system for in-custody incompetent defendants at both the misdemeanor and felony levels. Working with civil partners within the office, the attorney will have primary responsibility for the continued development of processes and procedures for emergency detentions, orders of protective custody, and mental health warrants. Finally, the attorney will advise and, availability depending, handle civil commitments stemming from the criminal prosecution of both misdemeanor and felony cases.

Justification:
As noted above, the HCCDAO currently facilitates and coordinates an ever-growing number of mental health programs spanning the entire breadth of the criminal justice system. Several of these programs, such as the AOT Court and other specialized dockets, were started by the courts with minimal notice to the HCDAO, leaving our office to scramble to respond with existing resources. Our involvement extends from high-level policy discussions to specific instances of mental health-intensive criminal cases. Even the simplest criminal case can see necessary efforts quadruple when a competency or sanity concern becomes apparent. However, the office does not have a single prosecutor with primary responsibility for coordinating these activities. Effectively, this means that multiple prosecutors, across supervisory levels and divisions, must coordinate to deal with exceedingly complex efforts and cases. This difficulty is only enhanced by the fact that all current mental health-involved prosecutors have full-time caseloads or preexisting job duties prior to mental health-specific work. Finally, mental health-related cases require a 'continuity of care' that is unique in the criminal justice system. For instance, a case may originate in felony court, be routed down to misdemeanor court, and eventually be resolved through civil assisted outpatient treatment. This would normally require the coordination of at-least three separate prosecutors working seamlessly. Despite best intentions, this is simply not feasible in the long-term. In conclusion, the volume of work, the complexity of the tasks, and the need for true continuity of care all necessitate a full-time Mental Health Prosecutor.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: ACDA to handle appeals and conviction integrity reviews

Position Title: Attorney VI

Grade: 136

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
This attorney will assume primary responsibility for all appeals of criminal cases prosecuted by the HCCDAO, as well as beginning a new conviction integrity effort to examine past convictions. The appellate responsibilities will include reviewing all writs of habeas corpus and all appeals filed by criminal defendants and responding to each. This ACDA may also handle civil appeals arising from civil cases involving the terminations of parental rights or protective orders. An appellate attorney must be capable of doing all required legal research to adequately respond to appeals. An appellate attorney must know the rules of appellate procedure, how to properly write briefs and other appellate documents, and how to handle oral arguments before the various courts of appeals.

Justification:
The HCCDAO does not currently have an attorney with the primary responsibility of handling appeals. The Office has seen a significant increase in the volume of appeals being filed by defendants in criminal cases. Historically, the Office assigned the responsibility of responding to appeals to the trial attorney that handled the original prosecution of the case. Those attorneys were responsible for handling all aspects of that appeal while performing their core duties of criminal prosecution. This model has several unsustainable drawbacks: (1) The quality of the appellate work is inconsistent as some attorneys are not equipped to properly handle appeals; (2) deadlines have been missed in cases because the assigned prosecutor was tied up in trial or busy with other responsibilities and could not complete their research and brief writing in time; and (3) many of the past trial attorneys are no longer with the office and the responsibility of handling those appeals has fallen to a small number of ACDAs that do not have the bandwidth to take that on. The volume of cases and corresponding appeals handled by the HCCDAO has reached a point where we need a dedicated appellate attorney as the current process is no longer sustainable. The position needs to be at least at the Attorney VI level so that we can place someone with sufficient experience in this important role. Additionally, there has been interest from the Commissioner's Court in having the Office reexamine some past convictions to determine whether the conviction was tainted in any way. This attorney will start the process of examining certain cases and setting up a process for identifying cases that may warrant a conviction integrity review.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Convert and regrade Intake Coordinators serving as Legal Assistants

Position Title: Intake Coordinator (serving as legal assistants)

Position Grade & Slot #: Grade 116, Slot numbers 0778-002, 0778-003, 778-005, 778-007, 778-008 (five positions)

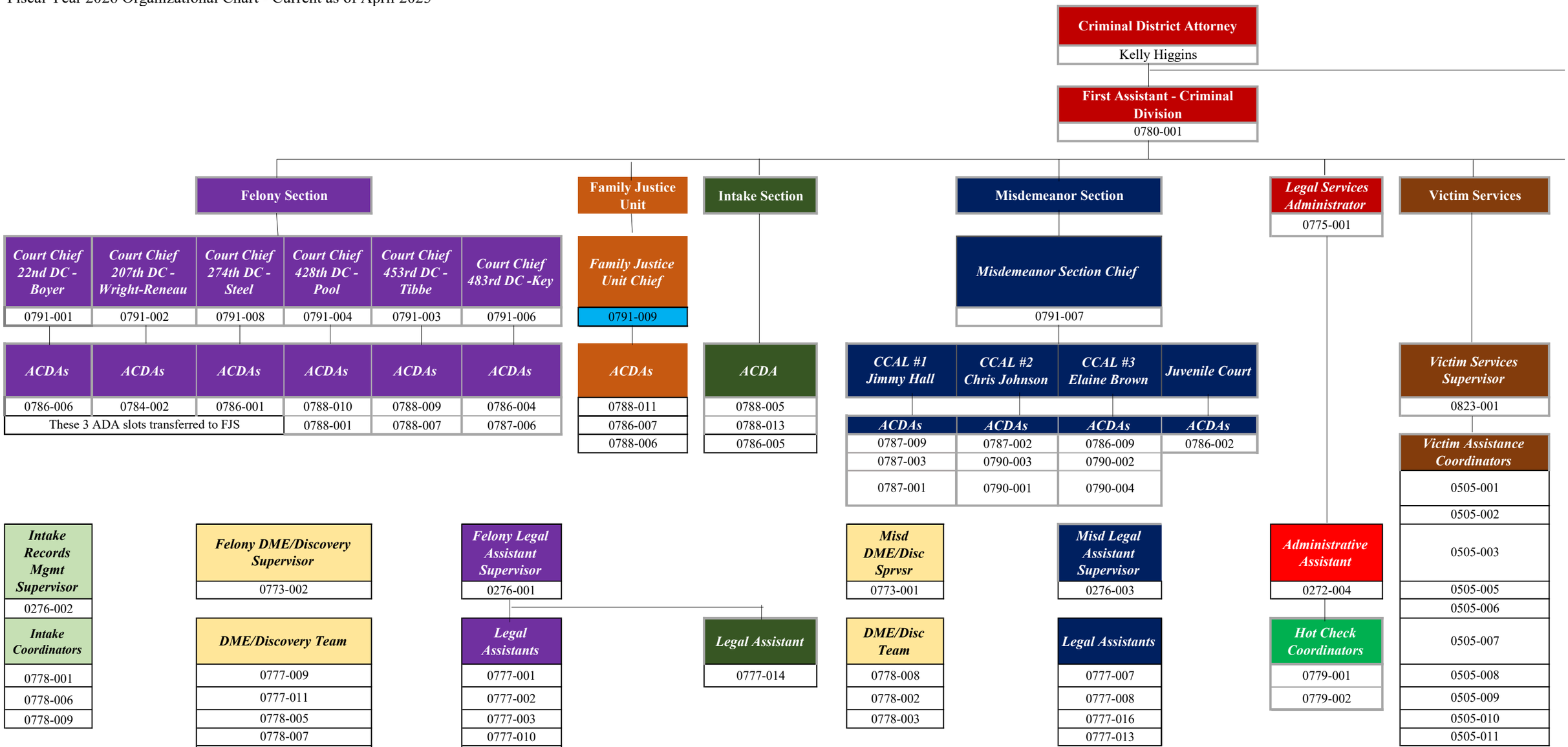
Requested Changes: We are requesting that five Intake Coordinators currently serving as Legal Assistants have their titles changed to Legal Assistant and be regraded from grade 116 to grade 117.

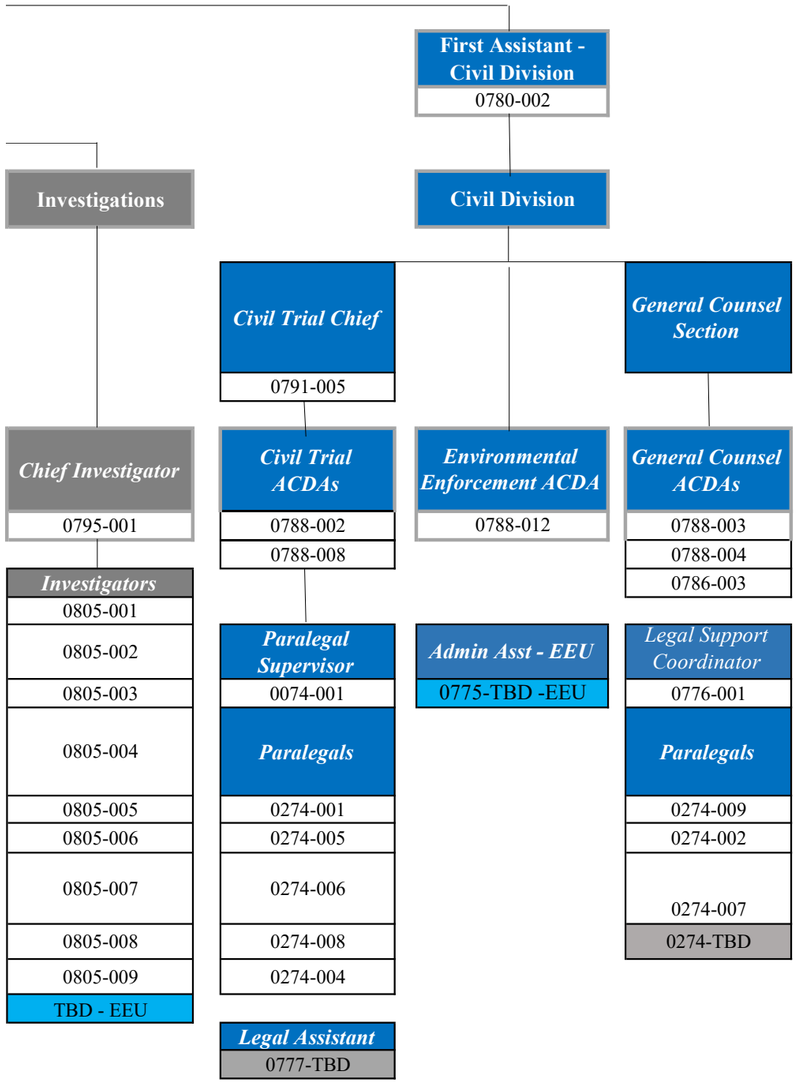
Justification:
During FY 2025, the County Courts at Law sought, and received approval for, a regrade for paralegal positions from grade 117 to grade 120. In line with the paralegal regrade in the County Courts at Law, paralegals within the HCCDAO were regraded to remain consistent across the board for paralegal positions within the County. While this was appreciated, it has caused a significant pay disparity among staff within the District Attorney's Office that do similar work. Our legal assistants and some of our intake coordinators are at grade 116 but the work that they do is substantially similar to the work done by the paralegals. In fact, the work done by our legal assistants and intake coordinators that are assigned to the DME/Discovery Team may be even more complicated and difficult than the work done by some of the paralegals on our staff. Staff in those roles are managing all criminal discovery. Their work is vitally important to ensuring that the constitutional rights of criminal defendants are protected and that the HCCDAO is in full compliance with all laws related to criminal disclosure. The 4-grade difference between legal assistants and paralegals seems unfair and has resulted in a drop in morale among many on the staff. We are requesting that the five Intake Coordinators serving as Legal Assistants be converted to Legal Assistants and regraded to level 117, a single grade increase from their current position.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Criminal District Attorney

Fiscal Year 2026 Organizational Chart - Current as of April 2025




First Assistant - Civil Division
0780-002
Investigations
Civil Division
Civil Trial Chief
0791-005
General Counsel Section
Chief Investigator
0795-001
Civil Trial ACDAs
0788-002
0788-008
Environmental Enforcement ACDA
0788-012
General Counsel ACDAs
0788-003
0788-004
0786-003
Investigators
0805-001
0805-002
0805-003
0805-004
0805-005
0805-006
0805-007
0805-008
0805-009
TBD - EEU
Paralegal Supervisor
0074-001
Paralegals
0274-001
0274-005
0274-006
0274-008
0274-004
Admin Asst - EEU
0775-TBD -EEU
Legal Support Coordinator
0776-001
Paralegals
0274-009
0274-002
0274-007
0274-TBD
Legal Assistant
0777-TBD

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: DA Investigator for Environmental Enforcement CONTINGENT

Position Title: DA Investigator

Grade: 123

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A DA Investigator handles all law enforcement specific functions to support a trial team or specialized units within the Criminal District Attorney's Office. This includes accessing law enforcement specific databases to track down witnesses and victims in cases, serving witnesses with subpoenas to appear for trial or contested hearings, arranging travel and logistics for witnesses and victims, transporting physical evidence from the law enforcement agencies to the District Attorney's Office and Court, sometimes transporting witnesses and even inmates, and performing investigative functions to complete investigations on criminal cases.

With the Environmental Enforcement Unit, we anticipate that the DA investigator will fulfill these normal duties but will also step beyond the normal role and work as a case investigator to fill the gap qualified criminal investigators with sufficient knowledge to investigate environmental crimes.

Justification:
The HCCDAO has formed a new Environmental Enforcement Unit using primarily CAPCOG grant funds. This is a contingent request for a position that was created using those grant funds and supports the attorney assigned to the Environmental Enforcement Unit. The HCCDAO has applied for a second year of grant funds and has submitted this contingent request for funding in case the grant is not renewed.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: DA Investigator for the Family Justice Unit

Position Title: DA Investigator

Grade: 123

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A DA Investigator handles all law enforcement specific functions to support a trial team or specialized units within the Criminal District Attorney's Office. This includes accessing law enforcement specific databases to track down witnesses and victims in cases, serving witnesses with subpoenas to appear for trial or contested hearings, arranging travel and logistics for witnesses and victims, transporting physical evidence from the law enforcement agencies to the District Attorney's Office and Court, sometimes transporting witnesses and even inmates, and performing investigative functions to complete investigations on criminal cases.

Justification:
The HCCDAO has formed a new specialized Family Justice Unit to investigate and prosecute child abuse cases (physical and sexual abuse), intimate partner sexual assaults, and high-risk domestic violence cases. This team of prosecutors will move at a fast pace and be in trial frequently. They need a DA Investigator that is dedicated just to their team to make sure that their cases are ready for trial in a timely manner. Relying on investigators assigned to other trial teams will be insufficient for support of this specialized unit and the resource demanding caseload they will handle.

The Family Justice Unit can share victim services and DME/discovery resources with the trial teams assigned to the courts, but this investigator position is too closely tied to the attorneys and cases to be a shared resource.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: DA Investigator for a trial team

Position Title: DA Investigator

Grade: 123

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A DA Investigator handles all law enforcement specific functions to support a trial team or specialized units within the Criminal District Attorney's Office. This includes accessing law enforcement specific databases to track down witnesses and victims in cases, serving witnesses with subpoenas to appear for trial or contested hearings, arranging travel and logistics for witnesses and victims, transporting physical evidence from the law enforcement agencies to the District Attorney's Office and Court, sometimes transporting witnesses and even inmates, and performing investigative functions to complete investigations on criminal cases.

Justification:
The Criminal District Attorney's Office has nine trial teams and three specialized units. To support the work of the prosecutors on those trial teams and specialized units, we need an investigator assigned to each trial team and specialized unit. Currently, we only have 10 investigators below the level of chief. Eight of those are assigned to trial teams and two are assigned to specialized units. Due to this shortage, our Chief Investigator is self-assigned to a trial team. The workload of that responsibility is preventing him from adequately performing his duties as a supervisor. Those duties include training the investigators on office procedures and policy, making sure that each investigator has met all state-mandated training requirements, reporting training records and other information to the Texas Commission on Law Enforcement, overseeing the DA's Office computer access to law enforcement databases, interacting with local law enforcement and courthouse security, serving as backup to cover for investigators that are out of the office, and participating in the overall management of the DA's Office. We are requesting this position to fill the ninth trial team investigator so that our Chief Investigator is free to perform all of these important duties as a supervisor.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: Legal Assistant for Family Justice Unit

Position Title: Legal Assistant

Grade: 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A DA legal assistant provides direct support to a trial team or specialized unit in the DA's Office. This includes managing the calendars of the attorneys, making sure they are aware of all court settings and have access to all required files for court, filing motions and notices and making attorneys aware of all motions filed by the defense, entering data into the case management system prior to and following all court settings, assisting with witness management and court exhibits during hearings and trials, and providing any other support needed by the attorneys.

Justification:
The HCCDAO has formed a new specialized Family Justice Unit to investigate and prosecute child abuse cases (physical and sexual abuse), intimate partner sexual assaults, and high-risk domestic violence cases. This team of prosecutors will move at a fast pace and be in trial frequently. They need a legal assistant that is dedicated just to their team to make sure that their cases are ready for trial in a timely manner. Relying on legal assistants assigned to other trial teams will be insufficient for support of this specialized unit and the resource demanding caseload they will handle.

The Family Justice Unit can share victim services and DME/discovery resources with the trial teams assigned to the courts, but this legal assistant position is too closely tied to the attorneys to be a shared resource.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney

NEW POSITIONS: Legal Assistant for mental health caseload

Position Title: Legal Assistant

Grade: 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A Mental Health Legal Assistant would provide logistical support and docket tracking for the Mental Health Prosecutor. This includes providing first-level monitoring of Mental Health Court dockets, and cases assigned to the Assisted Outpatient Treatment Court or the jail-based competency restoration program. In addition, the Legal Assistant will be tasked with primary responsibility for first-level communication and coordination with the county clerk, district clerk, jail, and state hospital system for competency restoration tracking purposes. The Legal Assistant will also maintain databases of case details and outcomes for potential future reference. This would also include supporting and coordinating the efforts of the Mental Health Prosecutor in executing civil procedures and ongoing felony civil commitments scheduling. Finally, this legal assistant would help off-set the increased workload associated with our Veteran's Treatment Court, potential DWI Court, and potential Drug Court.

Justification:
While the Mental Health Prosecutor will be tasked with creating systems to manage the office's responsibilities for mental health programs, a number of these systems will need to be monitored by a Legal Assistant for scheduling purposes and to ensure that statutory timelines are complied with. Due to the sensitive nature of incarceration related to mental health, the Code of Criminal Procedure and Health and Safety Code lay out strict and intensive timelines for competency proceedings and continuing civil commitments. For instance, the Code sets out strict requirements for how long an incompetent defendant can stay in an in-patient facility relative to the charged conduct. It is often necessary for the HCCDAO to monitor timelines requiring additional hearings or even release. As an additional instance, if a felony defendant is found not guilty by reason of insanity, the HCCDAO is still responsible, essentially in perpetuity, for setting and managing review hearings for continued placement in in-patient or out-patient mental health facilities. Given the already complex and broad duties of the Mental Health Prosecutor, a Mental Health Legal Assistant will be needed to monitor compliance and coordinate with other partners to schedule supplemental hearings for situations akin to the above. In addition, this position is needed to allay the need for immediate additional requests for attorney support due to the anticipated additional growth in diversion courts in the upcoming year, including a proposed DWI Court associated with County Court-at-Law No. 1 and a Drug Court associated with the 483rd District Court.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Create New Senior Victim Assistance Coordinator (Sr. VAC)

Position Title: Senior Victim Assistance Coordinator

Position Grade & Slot #: Grade 116, no current slot numbers

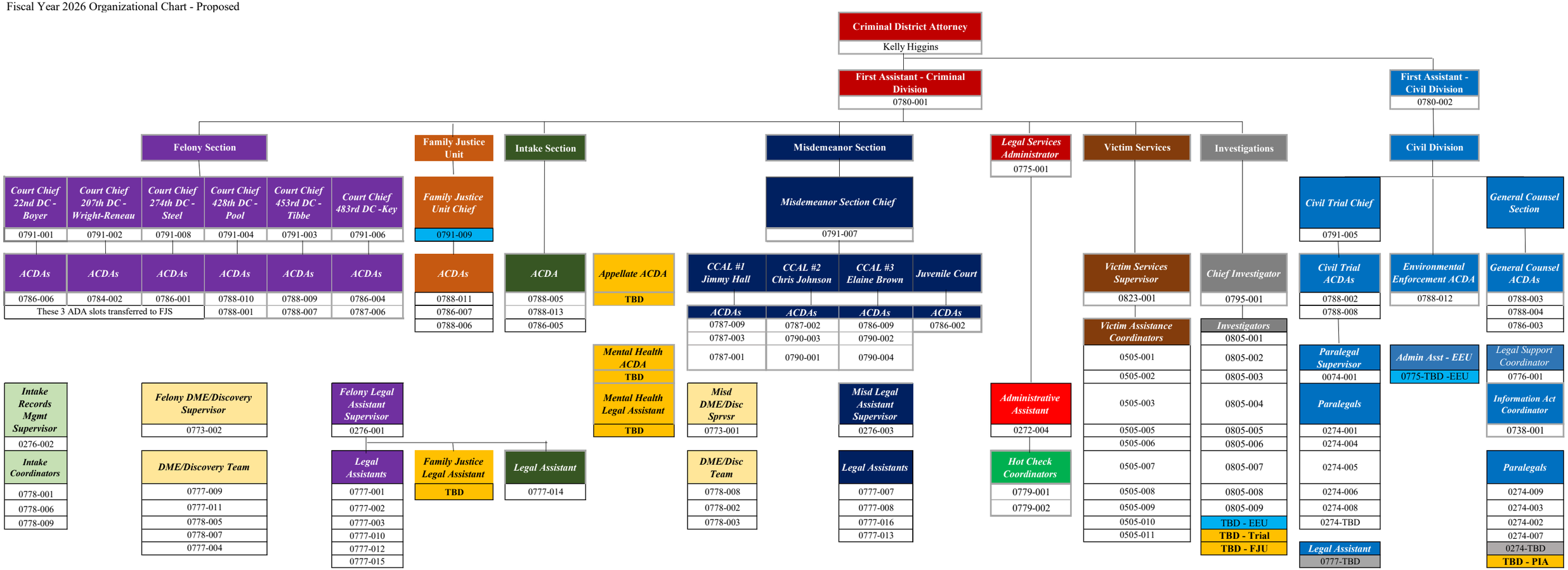
Requested Changes: We are requesting the creation of a new title of Senior Victim Assistance Coordinators to be placed at grade 119. This would be available to current VACs as a promotion opportunity and to future hires of qualified applicants with the requisite education and experience.

Justification:
In addition to the requested regrade of VACs to grade 118, the HCCDAO is requesting the creation of a new level that would be a step on a career ladder for VACs. This would be titled as a Senior Victim Assistance Coordinator and would be placed one grade higher on the pay scale compared to the other VACs, at grade 119. To qualify as a Senior Victim Assistance Coordinator, an employee would need an advanced degree, master's or higher, in any mental health field plus at least three years of experience working in counseling or victim services. Having this would help us attract qualified applicants as well as providing an incentive for current VACs to continue their education.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Criminal District Attorney

Fiscal Year 2026 Organizational Chart - Proposed



Grant Funded position
Vacant position
New Position

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Regrade DA Chief Investigator

Position Title: DA Chief Investigator

Position Grade & Slot #: Grade 124, Slot numbers 0795-001 (one position)

Requested Changes: We are requesting that the DA Chief Investigator be regraded from grade 124 to grade 125.

Justification:
If the HCCDAO request for the one-grade increase for DA Investigators is approved, we would also request a single grade increase for the Chief Investigator. His position, as the supervisor, is currently only one grade higher than the rest of the investigators. If they move up, he needs to also move up one grade to maintain that relationship.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Regrade DA Investigators

Position Title: DA Investigator

Position Grade & Slot #: Grade 123, Slot numbers 0805-001 through 0805-010 (ten positions)

Requested Changes: We are requesting that ten DA Investigators be regraded from grade 123 to grade 124. This regrade would also apply to two new investigator positions requested by the HCCDAO in this budget cycle.

Justification:
The HCCDAO investigators have presented the District Attorney with compelling information they have gathered from surrounding counties and other local law enforcement agencies in the area. They demonstrated that, following the recent changes to Hays County Sheriff's Office and Constable salaries, the DA investigators are far below market for their roles. HCCDAO Investigators are paid less than the same positions in Comal County and Guadalupe County. We are at risk of losing investigators to open positions in those offices. We are requesting a one-grade increase from grade 123 to grade 124 to allow us to remain competitive with these neighboring counties as well as with other local law enforcement agencies, including other county departments.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Regrade Legal Assistants

Position Title: Legal Assistant

Position Grade & Slot #: Grade 116, Slot numbers 0777-001 through 0777-016 (fifteen positions)

Requested Changes: We are requesting that 15 Legal Assistants be regraded from grade 116 to grade 117. This regrade would also apply to two new legal assistant positions requested by the HCCDAO in this budget cycle.

Justification:
During FY 2025, the County Courts at Law sought, and received approval for, a regrade for paralegal positions from grade 117 to grade 120. In line with the paralegal regrade in the County Courts at Law, paralegals within the HCCDAO were regraded to remain consistent across the board for paralegal positions within the County. While this was appreciated, it has caused a significant pay disparity among staff within the District Attorney's Office that do similar work. Our legal assistants are at grade 116 but the work that they do is substantially similar to the work done by the paralegals. In fact, the work done by our legal assistants and intake coordinators that are assigned to the DME/Discovery Team may be even more complicated and difficult that the work done by some of the paralegals on our staff. Staff in those roles are managing all criminal discovery. Their work is vitally important to ensuring that the constitutional rights of criminal defendants are protected and that the HCCDAO is in full compliance with all laws related to criminal disclosure. The 4-grade difference between legal assistants and paralegals seems unfair and has resulted in a drop in morale among many on the staff. We are requesting that the Legal Assistants be regraded to level 117, a single grade increase from their current position.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607 – Criminal District Attorney

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: Regrade Victim Assistance Coordinators (VACs)

Position Title: Victim Assistance Coordinator

Position Grade & Slot #: Grade 116, Slot numbers 0505-001 through 0505-011 (ten positions)

Requested Changes: We are requesting that ten Victim Assistance Coordinators be regraded from grade 116 to grade 118.

Justification:
During the 2023 meetings with MAG (the Management Advisory Group), everyone in the DA's meeting agreed that Victim Assistance Coordinators (VACs) should be at least one pay grade higher than legal assistants due to the type of work being done and the difficult tasks VACs face in dealing with survivors of traumatic events. Despite that conversation, when the final salary plan was released, the VACs were placed in the same paygrade as legal assistants and intake coordinators – grade 116. The HCCDAO has been striving to improve the quality of the victim services provided by the office and is in a constant struggle to hire and retain employees in this demanding and emotionally stressful role at that salary level. The HCCDAO used some of the funds made available from the State through the Rural Prosecutor Grant (SB 22) to pay a supplement to each VAC of $7,500 per year. This has helped us attract candidates for the job, but that grant is also being used to pay for supplements to investigators and to pay the salary of the chief prosecutor in the Family Justice section. The SB 22 grant is not a sustainable funding source for this supplement. We are requesting to have the VACs moved to grade 118 which is more in line with the demands of that role.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

DISTRICT ATTORNEY – CIVIL
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: 607- Criminal District Attorney (General Counsel, Civil Division)

NEW POSITIONS: Paralegal for Public Information Requests

Position Title: Paralegal

Grade: 120

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
A Civil Division Paralegal assigned to primarily perform public information request processing and fulfillment provides direct support to every elected official and department head in Hays County (with the exception of a select few elected officials) in the legally proper handling of public information requests. They receive requests, clarify them appropriately, gather records from the proper offices/departments, perform legal review for confidentiality concerns for the County as well as individuals that are the subject of the request, draft legal arguments for withholding such confidential information, redact confidential information, comply with rulings from the Office of the Attorney General, and reproduce that information for a requestor. They are required to review and analyze large batches of information for potential confidential information, apply the proper legal justifications for such, and draft a legal argument in support of such confidentiality concern. In addition, this Paralegal also assists in scheduling matters for attorneys in the division, assists in civil discovery and other civil litigation-related matters.

Justification:
The HCCDAO's General Counsel Section in the Civil Division generally handles all public information requests for Hays County. The number of requests received each year has been growing significantly from year to year and we are on track to yield approximately 6,000 public information requests processed by the Civil Division for 2025. Governmental bodies, by statute, are limited in the amount of time for which we have to completely process each request. The failure to abide by the statutorily-prescribed timelines carry both civil and criminal penalties. The Office needs an additional paralegal to stay in compliance with all statutory obligations related to the requests.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

DISTRICT COURT
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **District Court**

NEW POSITIONS:

Position Title: Staff Attorney

Grade:

F/T or P/T: Full-Time

What core duties will be accomplished by adding this position:

The Staff Attorney performs duties and responsibilities for all District Judges, including legal research, drafting proposed entries, screening prisoner civil rights complaints and habeas petitions, reviewing motions, assisting in hearings and trials, and providing information to the public, bar, and pro se litigants.

Justification:
The Civil and Family caseload has increased every year since 2020. With more complex cases being heard in front of the District Courts, the addition of a staff attorney would be invaluable to efficiently and justly dispose of cases that tend to create a backlog because of the complexity and the court schedule of the judges.

* Position will help in complicated civil cases especially summary judgements with multiple motions.
* Position will help in drafting orders consistent with court rulings.
* Position will help in drafting jury charges.
* Position will review case records and filings, conduct legal research, and draft bench memoranda and proposed opinions to assist the judges in the consideration and resolution of a wide variety of cases.
* Position will assist with review of motions and preparation of separate writings and related work, as assigned.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

STEVE THOMAS
DISTRICT COURT ADMINISTRATOR
HAYS COUNTY GOVERNMENT CENTER
712 S. Stagecoach Trail
San Marcos, Texas 78666
(512) 393-7700
FAX (512) 393-7713

April 14th, 2025

Dear Judge Becerra,

I am pleased to present the Hays County District Court's budget for Fiscal Year 2026. We have attempted to prepare a budget that is consistent with the District Court's needs but also keeping in mind the hard work of the taxpayers of Hays County. We have modestly increased some line items to reflect the increased costs associated with doing "business" and the increase of jury trials created by the pandemic. With this in mind, we have also included in this year's budget a few requests that will benefit Hays County and the District Courts. These requests include:

1. Courtroom #6, #7 and #8 upgrades
2. New Staff Attorney
3. Various line-item increases.

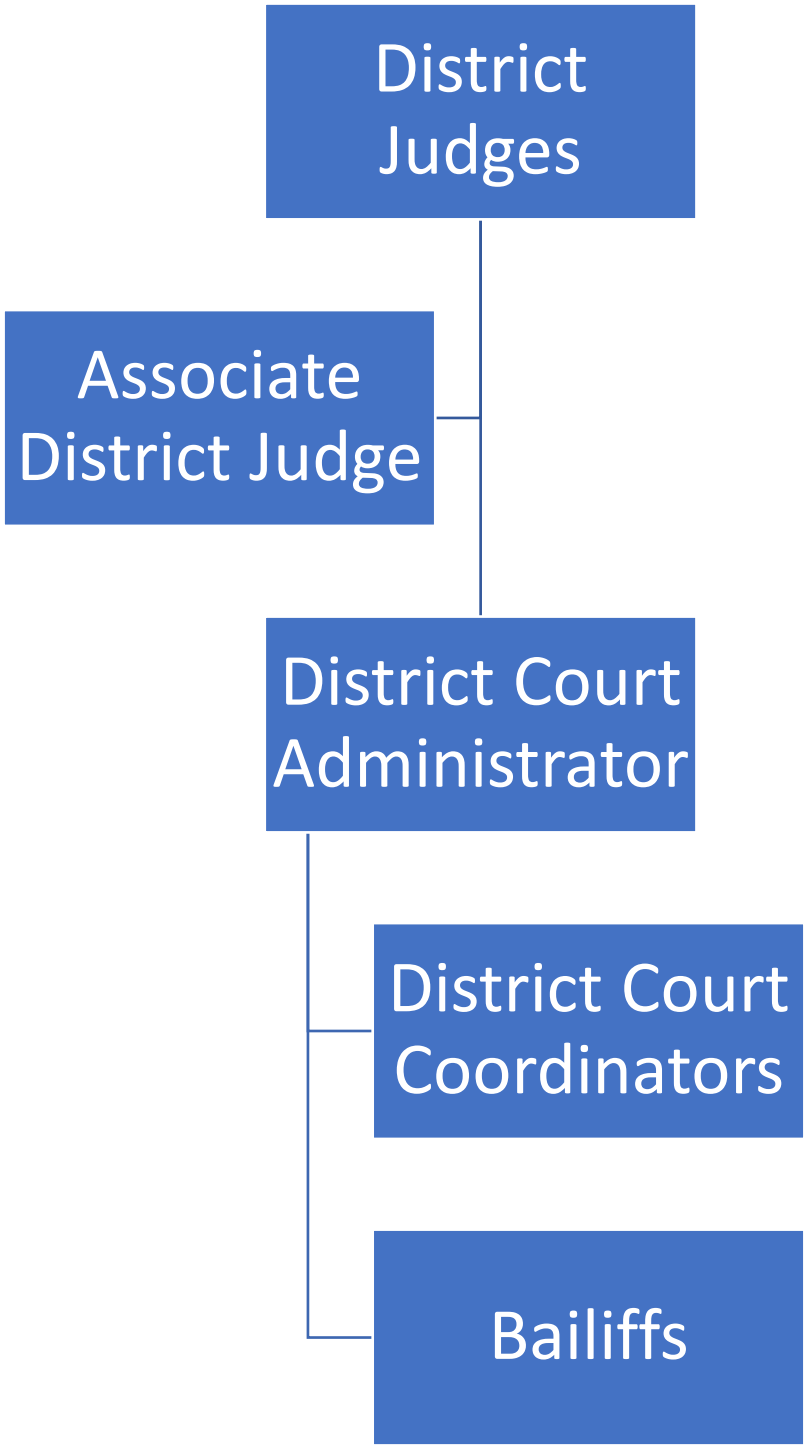
As with every budget year indigent defense costs vary. This variance is based upon the crimes being committed and/or an increase in child protection cases within that particular fiscal year. Therefore, indigent defense expenditures are difficult to estimate based upon the District Court's response to external influences.

Thank you for all your hard work on the myriad of requests in preparing the budget as well as the entire Commissioners Court in providing support to the District Courts.

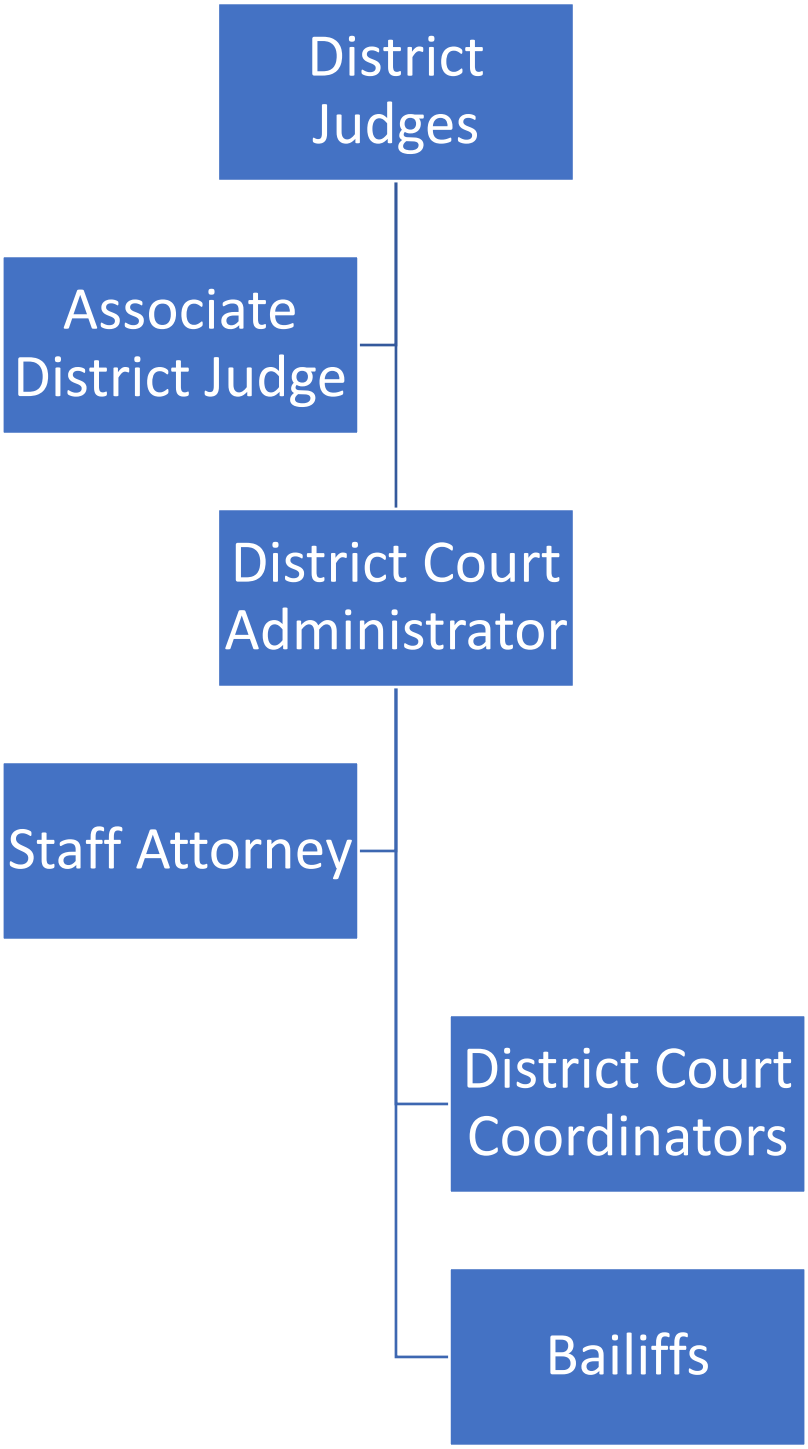
Respectfully,

Steve Thomas
District Court Administrator
Hays County District Court

Current District Court Organizational Chart



Proposed District Court Organizational Chart



PRE-TRIAL OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Judicial Services

NEW POSITIONS

Position Title: (2) Judicial Services Officer I

Grade: 117

F/T or P/T: Full Time

What core duties will be accomplished by adding this position:

- Coordinates with Judicial Services to identify individuals released after Magistration.
- Acquires and maintains the criminal history information and other information relating to a defendant's pretrial risk of non-appearance to Court and danger to the community. Verifies the accuracy of such information, including the defendant's residence and employment history without limitation.
- Provides oral and written reports to the Court concerning a defendant's pretrial risk of non-appearance & danger to the community. Also recommends pretrial release and any special conditions addressing any identified risk factors.
- Testifies in Court as necessary.
- Ensures that defendants released by the Court pending adjudication of their charges execute pretrial supervision contracts and other required documents in a timely manner. Ensures that all documentation generated, acquired, or complied in connection with the pretrial service policies is maintained by prescribed procedures.
- Administers drug and alcohol testing of defendants and maintains an inventory of appropriate testing equipment, and ensures testing is in accordance with the Courts order and applicable laws.
- Utilizes case management software ensuring all information is accurate and up to date.
- Prepares periodic reports with case statistics and other information for the Courts and the county jail.
- Maintains strict confidentiality by department procedures. Follows all applicable laws, regulations, and contractual requirements concerning acquiring and disseminating inmate and criminal history information.

Justification:

- **These two (2) positions would help establish our intake unit. This will allow us to expand our interview criteria, which would help maintain efficiency and effectiveness in our operations.**
- **There is an increase in demand for Magistration interviews. Interviews are done 7 days a week at the Hays County Jail. Adding more intake officers would allow this office to interview most clients booked into the jail. The additional information provided to the Magistrate Judges could lead to a reduced pretrial jail population, resulting in more exponential cost savings to Hays County for inmate housing and outsourcing. (2024: $817,220.00 savings in inmate housing)**
- **This investment will enhance the overall efficiency & effectiveness of daily operations, improve service quality to the Courts, assist in better protecting the community, and ensure sustainability in handling our growing workload.**

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Judicial Services Department

NEW POSITIONS:

Position Title: (1) Judicial Services Officer II

Grade:119

F/T or P/T: Full Time

What core duties will be accomplished by adding this position:

- Acquires and maintains criminal history information and other information relating to defendants' pretrial risk of non-appearance to court and danger to community and verifies the accuracy of such information, including the defendant's residence and employment history.
- Provides oral and written reports concerning defendants' pretrial risk of non-appearance and danger to community and recommends the pretrial release and any special conditions of release as appropriate and testifies in court as necessary.
- Ensures that defendants released by the court pending adjudication of their charges timely execute pretrial supervision contracts and other required documents and that all documentation generated, acquired, or complied with the pretrial service policies is maintained by prescribed procedures.
- Monitors, track's and assists the court with ensuring defendants' compliance with all conditions of pretrial release, which may include, drug/alcohol testing, compliance with any Alcohol Monitoring Equipment (Ignition Interlock Device, SCRAM Device, or Portable IN-HOM Device) and provides timely reporting of defendants' non-compliance with such conditions to the court.
- Administers drug and alcohol testing of defendants; and maintains an inventory of appropriate testing equipment and ensures testing accords with the Court orders and applicable laws.

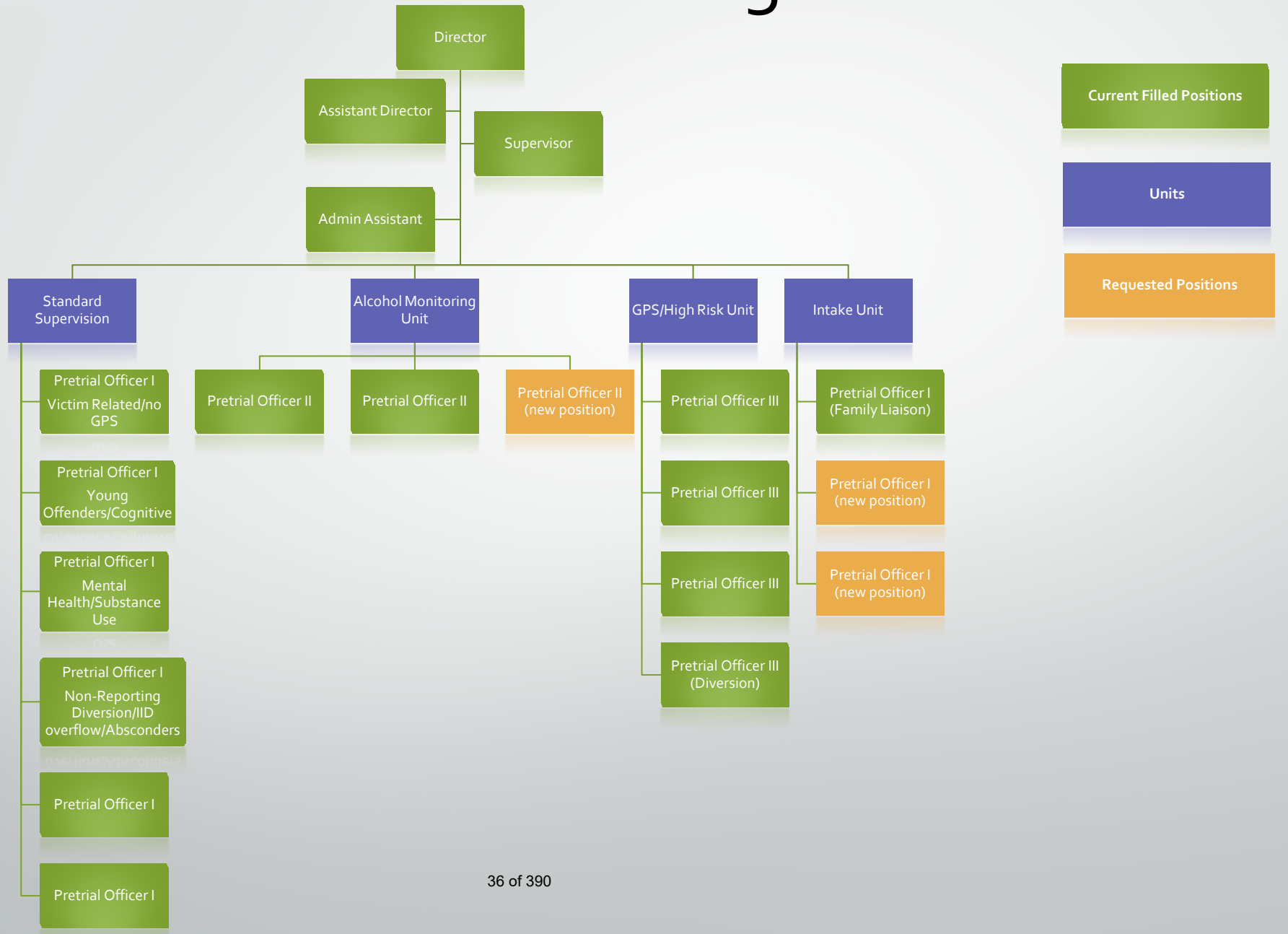
Justification:

- **This position would help enhance our alcohol monitoring unit. As of March 4, 2025, we have 221 clients who need to have an ignition interlock device installed in their vehicle. Due to this increased workload, we're currently having to delegate some of the device monitoring to a Judicial Services Officer I. This position would allow us to have all alcohol monitoring devices monitored by the proper position (JSO II).**
- **On February 25, 2025, per a request from Judge Tibbe (453rd DC), the Commissioners Court approved an addendum for this office to assign and monitor Portable Alcohol Monitors (PAM) through BI Inc. This responsibility will increase the duties of our JSO IIs, and the additional JSO II will allow us to keep our officer-to-client ratio within a manageable level.**
- **This investment will enhance the overall efficiency and effectiveness of daily operations, improve service quality to the Courts, assist in better protecting the community, and ensure sustainability in handling our growing workload.**

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Judicial Services Org Chart



DISTRICT CLERK
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

609 - District Clerk

NEW POSITIONS:

Position Title:	**Grade:**	**F/T or P/T**
0405 – Chief Deputy Clerk	118/121	F/T
0453 – Deputy Clerk Senior x 2	116	F/T

What core duties will be accomplished by adding this position:

Please see attached job descriptions

Justification:

Chief Deputy Clerk: As noted in our organizational chart, we are requesting an additional Chief Deputy Clerk to act as the direct supervisor and trainer for our five (5) Deputy Clerk IIs. This position will create a more cohesive office structure. Not only will they oversee and supervise the current Deputy Clerk II staff, but they will help provide much needed support and backup for our Civil and Criminal Chief Deputy Clerks excessive workload and aid each of their teams when they are in the courtroom. We are asking that this position be paid to match the other Chief Deputy Clerk positions in our office.

Deputy Clerk Senior x 2: Both of our Civil and Criminal Divisions need expansion to align with the growth of the County. These positions will help to create a more efficient jury process for the Hays County citizens as well as aiding with the large workload of our current staff. Our office facilitates all juries for each District Court, which lately has involved as many as 13 jury trials within a month, each with hundreds of jurors entering the building, needing to be directed and processed. At times to accommodate large jury panels and non-jury dockets going on at the same time, we will have as many as 9 Deputy Clerk Seniors in the courtrooms, which is nearly half of the District Clerk Office's staff and clerks from other divisions need to be pulled to assist.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:	**Position Grade**	**Slot #:**	**Requested Changes:**
Chief Deputy Clerk	118	0405-001	Re-grade to 121
Chief Deputy Clerk	118	0405-004	Re-grade to 121

Justification:

The Chief Deputy Clerks are supervisors with positions that require a very high level of knowledge and understanding of the law and legal process. Each Chief Deputy Clerk recruits, trains, and supervises all the staff members in their perspective division. They oversee the facilitation of Civil trials and hearings for various types of Civil and Family law type cases as well as Felony jury trials, that range from Theft to Capital Murder, and all non-jury dockets and hearings on a weekly basis. Chief Deputy Clerks are also responsible for processing all appeals for our office after trials and work with the Court of Appeals to ensure that time consuming appeals are processed by the time sensitive deadlines. They are responsible for some of the most sensitive processes in the Criminal Justice System and as supervisors of such should be compensated in such a way that reflects that. Otherwise, the responsibility to pay ratio is untenable. At this time, given experience in the Hays County District Attorney's Office we would compare the Chief Deputy Clerk positions to that of a Legal Assistant Supervisor, and have attached that job description as well to this re-grade request as we have not received the market study comparison back from Human Resources.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0405
Current Grade: 112
FLSA: Nonexempt

Prepared by: District Clerk & Human Resources
Date Prepared: April, 2001
Updated March 2009, Dec. 2010, Oct. 2015, April 2019

Chief Deputy Clerk

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Chief Deputy Clerk supervises and performs complex administrative and clerical duties to facilitate the mission of the District Clerk's Office; performs duties under minimal supervision governed generally by broad instructions, objectives, and policies and involving frequently changing conditions and problems. Must be a self-starter, have the ability to supervise multiple subordinates, work with limited supervision, maintain confidentiality of obtained protected information, provide detailed records, and work a flexible schedule as needed. This position ensures proper support exists for local county and state government judicial operations by providing staff direction, training and coordination of criminal and civil cases. The Chief Deputy District Clerk establishes criteria, assesses effectiveness or investigates and analyzes a variety of unusual circumstances.

The product of the employee's work may affect Hays County policy, the well being of several or the activities of other persons and organizations as a whole.

Responsibilities

- Assists the Assistant District Clerk with the operations of the management of civil and criminal records, jury management and financial responsibilities of the District Clerk's Office.
- Plans, prioritizes, assigns, supervises, reviews and coordinates the day-to-day activities of the District Clerk's Office including managing the maintenance, retrieval, protection, retention and destruction of all District Court Records and coordinates the operations of staffing the District Courts.
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Evaluates and documents employee performance, including but not limited to periodic performance evaluations, corrective and disciplinary action, employee coaching, and regularly communicates this information with the Assistant District Clerk.
- Approves employee leave requests and timesheets.
- Performs the more technical and complex tasks of the office, including ensuring compliance with current laws, rules and regulations related to the District Clerk's Office.
- Trains employees on changes of laws, computer system and resources available regarding the District Clerk's Office.
- Performs office management duties; organizes, develops and implements procedures for administrative projects relating to records management. Assists in the implementation of computer system operations for the department.
- Coordinates with judges, prosecutors, and other agencies as necessary regarding Court related matters.
- Point of contact for the DPS, CJIS site, handling Non-disclosure and expunction information.
- Manages the maintenance, retrieval, protection, retention and destruction of all District Court records; coordinates with staff the transfer of records to offsite locations.
- Prepares the Clerk's Record for cases on Appeal and Writ's of Habeas Corpus and submits them to the appropriate higher court of Appeals or the Court of Criminal Appeals.
- Performs daily financial responsibilities regarding the collection of court cost, fines, fees and funds deposited into the Court's Registry. Duties include reconciling daily cash and making bank deposits,

maintain checkbook records, issues stop payments, void checks and prepare reports for the multiple bank accounts.
- Prepares monthly reports, reconciliation and disbursements of all court cost, fines, fees and registry funds collected throughout the month to report to the Auditor and Treasurer's Offices.
- Answers telephone, greets the public, sends/receives facsimiles and emails, provides and receives written and verbal information to the public.
- Maintains utmost confidentiality of all sealed district court records.
- Attend training courses as assigned, including overnight travel as necessary.
- Attend meetings and participate on committees and boards as assigned.
- Perform all other duties as assigned.

Knowledge Required
- Extensive knowledge of the current Case Management System, Jury Management System, TAMES Portal and Time Keeping System.
- Exceptional knowledge of the District Clerk's manual and Local Court Rules.
- Exceptional knowledge of legal terminology and requirements of timekeeping and cash management.
- General knowledge of Hays County regulations, procedures and fiscal policy.
- Exceptional knowledge of all department forms, rules, procedures and guidelines.
- Professional knowledge of basic rules and regulations related to court procedures including Texas Rules of Civil Procedure, Code of Criminal Procedure and Family Code.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Knowledge and experience in Microsoft Office Suite Software.
- Exceptional knowledge of modern business office practices and procedures.

Required Skill
- Professional skill in providing work direction and coordination of activities of subordinate personnel.
- Proficient skill in preparing a variety of documents including citations, notices (i.e. temporary restraining orders, protective orders, dispositions) sentence and order forms, verdict forms, jury panel usage forms, summary disposition forms, etc. using prescribed format and conforming to all rules.
- Proficient skill in establishing and maintaining effective working relationships with County staff and attorneys, litigants, defendants, Court Administrative Office and other Courthouse office, judges, witnesses, police departments and the public.
- Exceptional skill providing information and assistance to the assigned office staff and customers.
- Exceptional skill in reception, telephone etiquette and customer relations.
- Exceptional skill in setting a management climate for professionalism and for positive employee morale and motivation.
- Exceptional skill and ability to successfully perform in a high-paced office environment.
- Ability to define problems, collect data, establishes facts and reaches conclusions; deal with problems involving several variables.
- Ability to exercise judgment and discretion in dealing with the public and in interpreting and applying departmental policies and procedures.
- Ability to compose and prepare reports, records, and correspondence.
- General typing rate of 40-50 words per minute.
- Ability to understand and execute complex written and oral instructions.
- Exceptional skill in documenting, reading, understanding and maintaining records.
- Exceptional skill in customer service including telephone etiquette and customer relations.
- General skill in basic mathematical calculations and basic bookkeeping records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Exceptional organizational skills.
- Exceptional skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.
- Requires High School Diploma or GED
- Knowledge/training in accounting procedures or arithmetical calculation.

- Five (5) years' experience in a judicial or legal system or related area, including three years of supervisory experience; or equivalent combination of training or experience which evidences a comprehensive knowledge of required job duties and expectations.

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's license.

Supervision

- The Chief Deputy District Clerk as directed by the Assistant District Clerk supervises clerical staff, prepares work schedules, assigns work to employees and monitors their progress. The position is responsible for training and disciplining employees, preparing performance appraisals, and guiding and developing employees in the accomplishment of their duties and professional growth.
- The District Clerk is consulted for unusual situations that do not have clear precedents.

Guidelines

The Chief Deputy Clerk must use initiative and resourcefulness in deviating from traditional methods or in researching to develop new methods or policy. The employee may recommend changes or improvements in the guidelines and office procedures. This position must have a strong work ethic. The Chief Deputy Clerk must meet deadlines, have good attendance, be punctual, keep promises, be reliable, and work well independently and without direction and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County Departments. This position must be able to obtain, clarify or give facts to county employees and members of the public. The Chief Deputy Clerk meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear – Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are

terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code: 0453
Grade: 116
FLSA: Nonexempt

Prepared by: District Clerk & HR
Date Prepared: 12/10, 5/21,10/23

Deputy Clerk Senior

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary
Under general direction, the Deputy Clerk Senior ensures proper support exists for local county and state government judicial operations by assisting the Chief Deputy with training and coordination of criminal or civil cases. The Deputy Clerk Senior provides services to the public and to all the operating departments and agencies of the County. The work involves treating a variety of problems and situations. The product of the employee's work affects the operation of the department that may include the well-being of persons that are not employed in the department.

Responsibilities
- Assists the Chief Deputy with training and work direction to subordinate staff.
- Assists with courtroom duties including civil and criminal non-jury docket and selection of jurors.
- Administration of oaths as necessary in court to include witnesses, interpreters, juries, and defendants in criminal cases.
- Maintain docket entries for the District Courts.
- Filing court documents.
- Prepares archival records and old files.
- Copies and certifies documents.
- Performs searches and locates and retrieves information for attorneys, District Attorney, Attorney General and the public.
- Operate personal computer to enter and retrieve information.
- Review, sort and organize documents or instruments filed daily.
- Assists with the data entry of documents or instruments filed into computer system.
- Enter dispositions and send out all notification required to attorneys, parties and agencies as required.
- Assist with the filing of new cases when assistance is needed.
- Assist customers and callers regarding District Clerk filings and directs them to the appropriate office or staff.
- Receives payments and issues receipts for civil, criminal and tax court cost payments.
- Reconciles all payments received daily.
- Issue civil and/or criminal process, notices, post judgment writs and criminal court writs.
- Performs routine office procedures such as answers telephone, issues receipts, accepting payments, process mail, photocopies, and locates files and case information for attorneys, District Attorney, parole officers, state agencies and the public.

Knowledge Required
- Proficient knowledge of basic rules and regulations relates to court procedures including Texas Rules of Civil Procedure, Code of Criminal Procedure, Family Code, Civil Practice and Remedies Code, Property Code, Transportation Code, Tax Code, Election Code and Government Code.
- Proficient knowledge of court rules and District Clerk's manual.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Exceptional knowledge of legal terminology and requirements of timekeeping and cash management.
- General knowledge of Hays County regulations, procedures, and fiscal policy.

- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Exceptional knowledge of judicial process and practices
- Exceptional knowledge of the judicial civil/criminal system
- Exceptional skill in the supervision of others and the general skill in conducting presentations and training sessions.
- Exceptional knowledge of assigned department forms, rules, procedures, and guidelines.
- General knowledge of modern business office practices and procedures.

Required Skill
- Proficient skill in providing work direction and coordination of activities of subordinate personnel.
- Proficient skill in preparing a variety of documents including sentence and order forms, verdict forms, jury panel usage forms, summary disposition forms, etc. using prescribed format and conforming to all rules.
- Exceptional skill in establishing and maintaining effective working relationships with County staff and attorneys, litigants, defendants, Court Administrative Office and other Courthouse office, judges, witnesses, police departments and the public.
- Exceptional skill providing information and assistance to the assigned office staff and customers.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic mathematical calculations and basic accounting records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.
- Requires High School degree or GED.
- Requires three years' experience in a judicial or legal process, office management or closely related field including six months lead work or supervisory experience.

Other Qualifications, Certificates, Licenses, Registrations
- Valid TX Class C driver's license.

Supervision
- The Deputy Clerk Senior is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, and completeness.
- The Deputy Clerk Senior is responsible for carrying out recurring assignments independently as well as handles problems and deviations from the work assignments in accordance with instructions, policies or accepted practices.
- The Deputy Clerk Senior trains and offers instructions and reviews and corrects the work of the Deputy Clerk Specialist.
- The District Clerk is consulted for unusual situations that do not have clear precedents.

Guidelines

The Deputy Clerk Senior must use judgment in interpreting and adapting guidelines to apply them to specific cases or problems. The employee may recommend changes or improvements in the guidelines. This position must have a strong work ethic. The Deputy Clerk Senior must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with contacts within the public and Hays County Departments. The Deputy Clerk Senior meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to plan, coordinate, or advise on work efforts to resolve operating problems by influencing or motivating individuals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel, or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code:0276
Grade:121
FLSA: Nonexempt

Prepared by: District Attorney
Date Prepared: September 2023

Legal Assistant Supervisor

Essential Functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. The list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under limited supervision, the Legal Assistant Supervisor supervises the administrative staff in the division. The Legal Assistant Supervisor performs a variety of administrative and clerical support functions for the Criminal District Attorney, First Assistant, Division Chief Assistant District Attorney, Assistant District Attorneys and Legal Services Administrator. This position affects the accuracy, reliability and acceptability of further processes and services. This position reports to the Criminal District Attorney, First Assistant, Division Chiefs and Legal Services Administrator.

Responsibilities

- Supervises administrative assistants, interns, and volunteers.
- Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the division including managing the maintenance, retrieval, protection, retention, and destruction of all criminal records in the Criminal District Attorney's Office.
- Assigns work, trains staff, and monitors progress.
- Creates, updates, and maintains written procedure manuals.
- Conducts staff meetings.
- Maintain training records.
- Participates in and reports division issues and progress to Criminal District Attorney, First Assistant, Division Chiefs and Legal Services Administrator.
- Conducts troubleshooting to resolve conflicts.
- Schedules work assignments within the division.
- Participates in interviewing and selecting of new staff.
- Evaluates and documents employee performance, including but not limited to performance evaluations, corrective and disciplinary action, employee coaching, and regularly communicates information with the Legal Services Administrator.
- Attends meetings with Criminal District Attorney, Division Chiefs, First Assistant District Attorney and Legal Services Administrator.
- Review division staffs leave requests for submission to the Legal Services Administrator for final approval and documentation.
- Establishes and maintains communication with other agencies and county departments.
- Proofreads division's pleadings.
- Responsible for accuracy and updating of forms and pleadings.
- Monitors and reports equipment use and repair.
- Formulates statistical data reports.
- Prepares reports for the division as requested for special projects.
- Maintains and monitors closed records.
- Manages retrieval of criminal expunction files and deadlines.
- Manages defense attorney media center and recorded evidence storage.
- Monitors and ensures compliance with deadlines for the division.
- Performs general clerical duties including answering the telephone, filing, typing and photo copying.
- Assists the public via telephone or in person with information pertaining to various legal issues and questions.
- Establishes and manages filing system.

- Prepares and drafts orders, motions, judgments, petitions, and other legal documents.
- Assures the services delivered meet quality and timeliness standards.
- Manages caseload from intake to closing with accuracy.
- Processes computerized information records systems with attention to detail and accuracy.
- Accesses criminal history reports on the TLETS system and follows all laws and regulations required.
- Manages evidence, including but not limited to photographs, video and audio tapes and other physical item in the custody of the Criminal District Attorney for evidentiary purposes.
- Performs notary services for the County.
- Creates new electronic and physical case files based on arrest or wanted person information provided by the Hays County Jail, Hays County Judges, and/or Law Enforcement Agencies.
- Creates and manages electronic case filing system.
- Accesses computerized information on record management systems such as Odyssey, Evidence.com, CIS, and Quetel with attention to detail and accuracy.
- Attends TLETS certification class to obtain/maintain license for accessing sensitive information including criminal history and driver's license records.
- Prepares criminal history rap sheet reports on the TLETS system in accordance with all guidelines, laws and regulations required.
- Researches, interprets, and analyzes criminal history data of all defendants to locate and request prior conviction records.
- Maintains confidentiality and security of records and information.
- Communicates with law enforcement agencies to gather evidence and additional material to comply with Texas Code of Criminal Procedure Article 39.14.
- Operates, with attention to detail and accuracy, the various systems (such as Odyssey, Evidence.com, CIS, Video Oversight, and QueTel), utilized by Hays County Law Enforcement Agencies to collect evidentiary documentation, including 911 recordings, offense reports, call logs and call for service reports, documentary and photographic evidence (*e.g.*, witness statements, crime scene photos), lab reports (medical examiner and crime lab reports, analytical notes, photographs, instrument printouts, and other related documents), and business records (medical records, pawn shop records, bank records, and other related documents.).
- Requests certified government documents (*e.g.*, Texas driving records, prior convictions from District and County Court Clerks throughout the State of Texas, and offense reports relating to defendants' previous convictions.
- Logs and manages all obtained evidence (photographs, video and audio recordings, documents, compact or digital versatile discs, and other physical items in the custody of the Criminal District Attorney's Office) for prosecutors to review and for eventual discovery provision as required by Texas Code of Criminal Procedure Article 39.14.
- Duplicates evidence for co-defendant/related felony or misdemeanor cases.
- Identifies and logs incoming emails regarding lab reports, lab submissions, supplemental reports, or other evidence requests.
- Organizes and scans or uploads evidence provided in-person (rather than uploaded to a record management system) by law enforcement agencies.
- Reviews graphic, gory, or disturbing evidence.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of Hays County regulations, ordinances, policies, and procedures.
- General knowledge of staff supervision, management techniques and legalities.
- Knowledge of basic arithmetic and algebra including add, subtract, multiply, divide interest, decimals, and percents.
- Knowledge of the principles and practices of Texas Rules of Civil Procedure, Code of Criminal Procedure, Penal Code, Rules of Court, Family Code and local rules.
- General knowledge of basic legal terminology.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems, including but not limited to Microsoft Word, Access, Excel and Tyler Technology and New World Systems Programs.
- Knowledge of TLETS rules and regulations including the operation of the equipment and software required.

Required Skill

- Exceptional skill in communication and conflict resolution.
- Exceptional skill in the preparation and drafting of a variety of legal documents and correspondence using prescribed format and conforming to all rules.
- Exceptional skill in managing scheduling, multi disciplinary calendars and deadlines.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, court personnel, Judges, attorneys, and the public.
- Exceptional skill in reception, telephone etiquette, and public relations, including management of problematical emotional individuals.
- Exceptional skill in timely documenting, reading understanding, and maintaining legal documents according to the Texas rules and codes of procedure.
- Exceptional organizational and time management skills.
- Exceptional attention to detail.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Exceptional skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- High School Diploma or equivalent required.
- Completion of legal secretary program or equivalent or two or more years of college preferred.
- Two years experience in the legal profession preferred serving as a legal secretary, paralegal or related position or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas Class C driver's license.
- Notary Public required or ability to become a Notary Public.
- Bilingual preferred. (Spanish and English)
- Attend and successfully complete TLETS training if not currently certified.
- Clear criminal history required.

Supervision

Provides general training and supervision of the support staff, interns, and volunteers under the direction of the elected Criminal District Attorney, First Assistant, Division Chief Assistant District Attorneys and Legal Services Administrator. This position plans and carries out assignments in accordance with instructions. Policies or accepted practices. The Legal Services Administrator assists this position with deviations, problems, and unclear situations.

Guidelines

The Legal Assistant Supervisor must use judgment in locating and selecting the proper policies, precedence, and procedures for application to specific situations or problems. The Legal Assistant Supervisor must analyze the results and recommend changes. The Legal Assistant Supervisor must have a strong work ethic. This employee must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable and have a proper attitude. Confidentiality for all matters concerning the Criminal District Attorney's office is MANDATORY.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts to resolve operating problems by influencing or motivating staff members, the general public and hays county departments. The Legal Assistant Supervisor meets with contacts in a structured setting at Hays County facilities and law enforcement agencies. Clarifies or gives facts to court personnel, clerks, Judges and members of the public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel, or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

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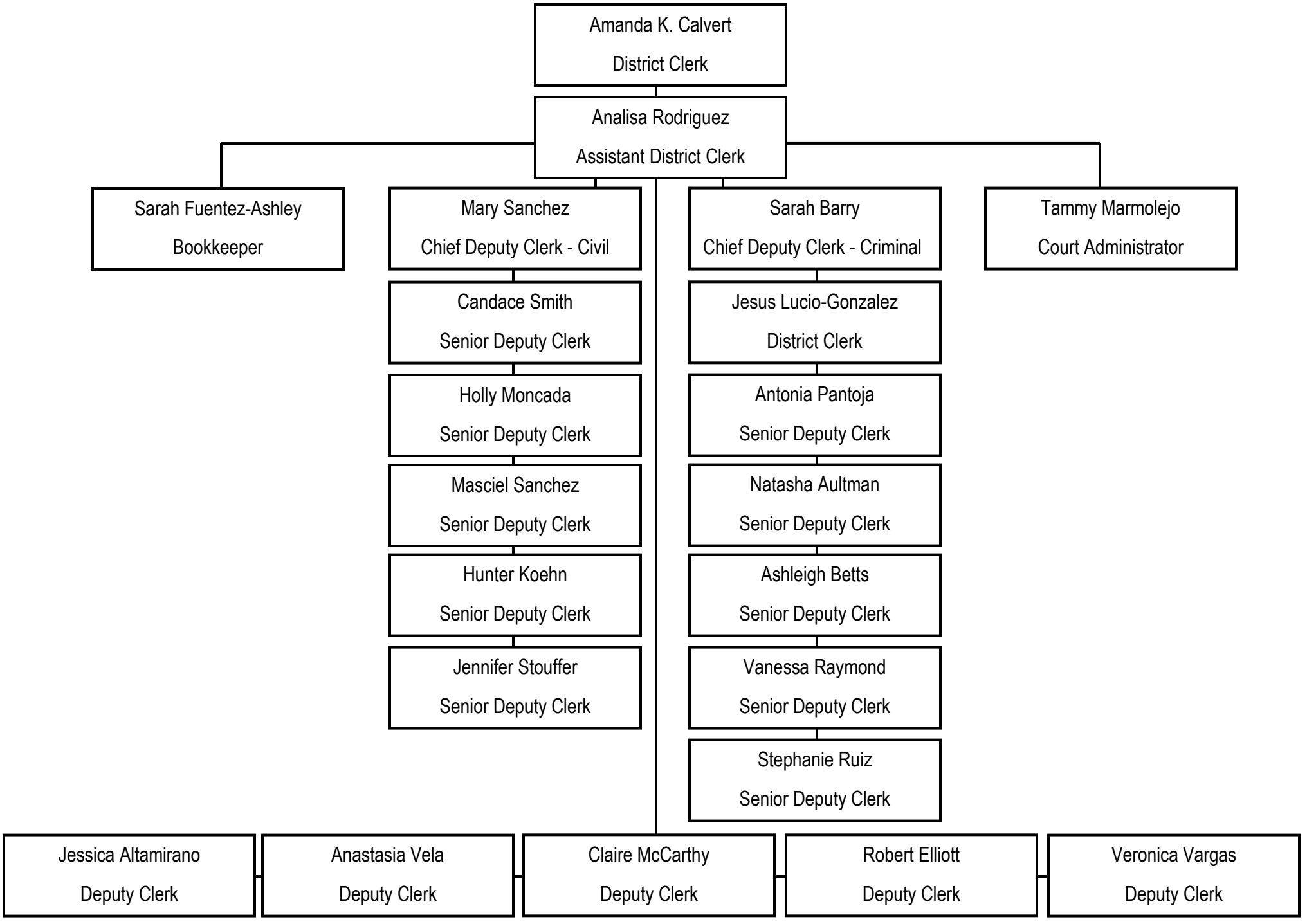
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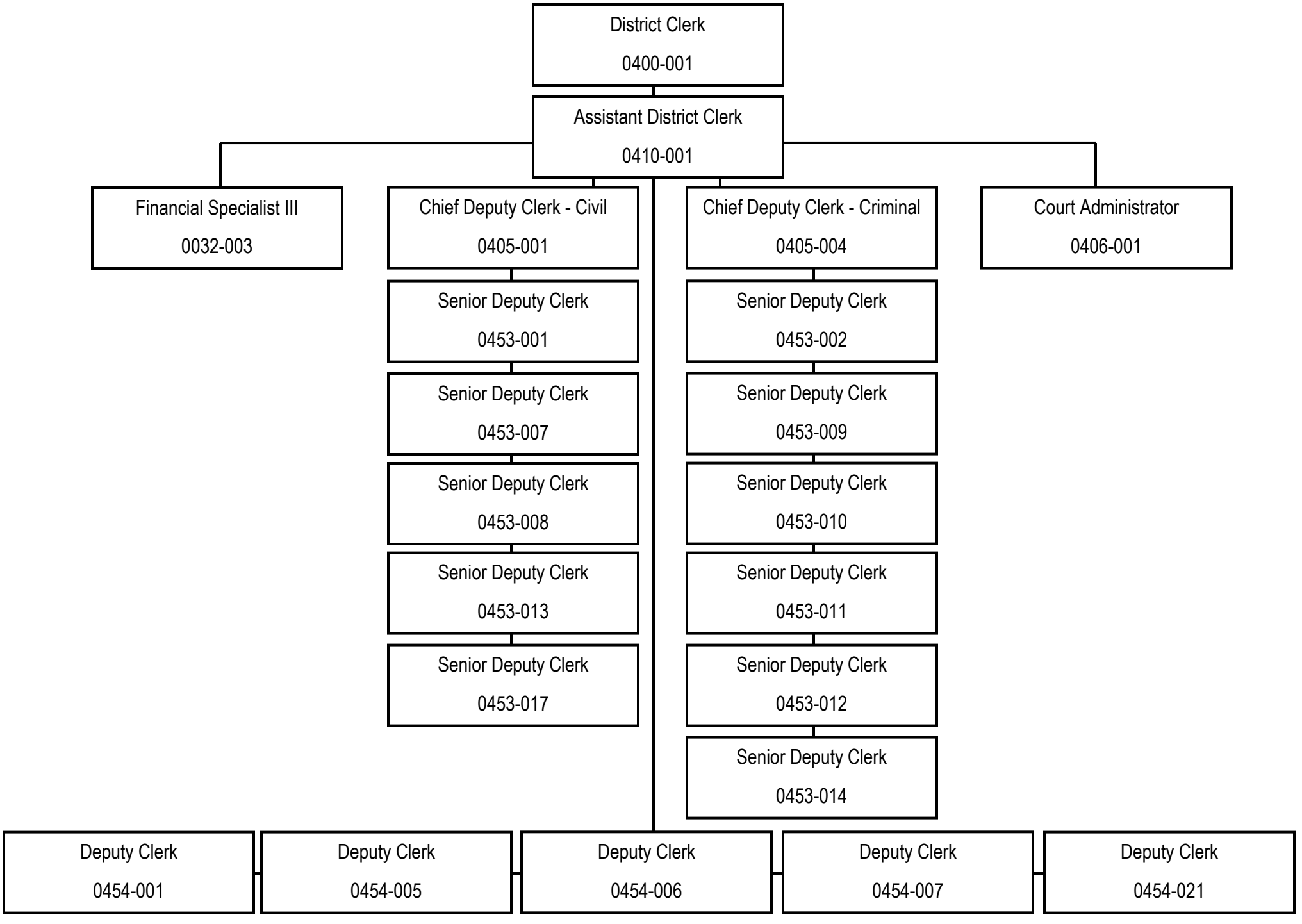
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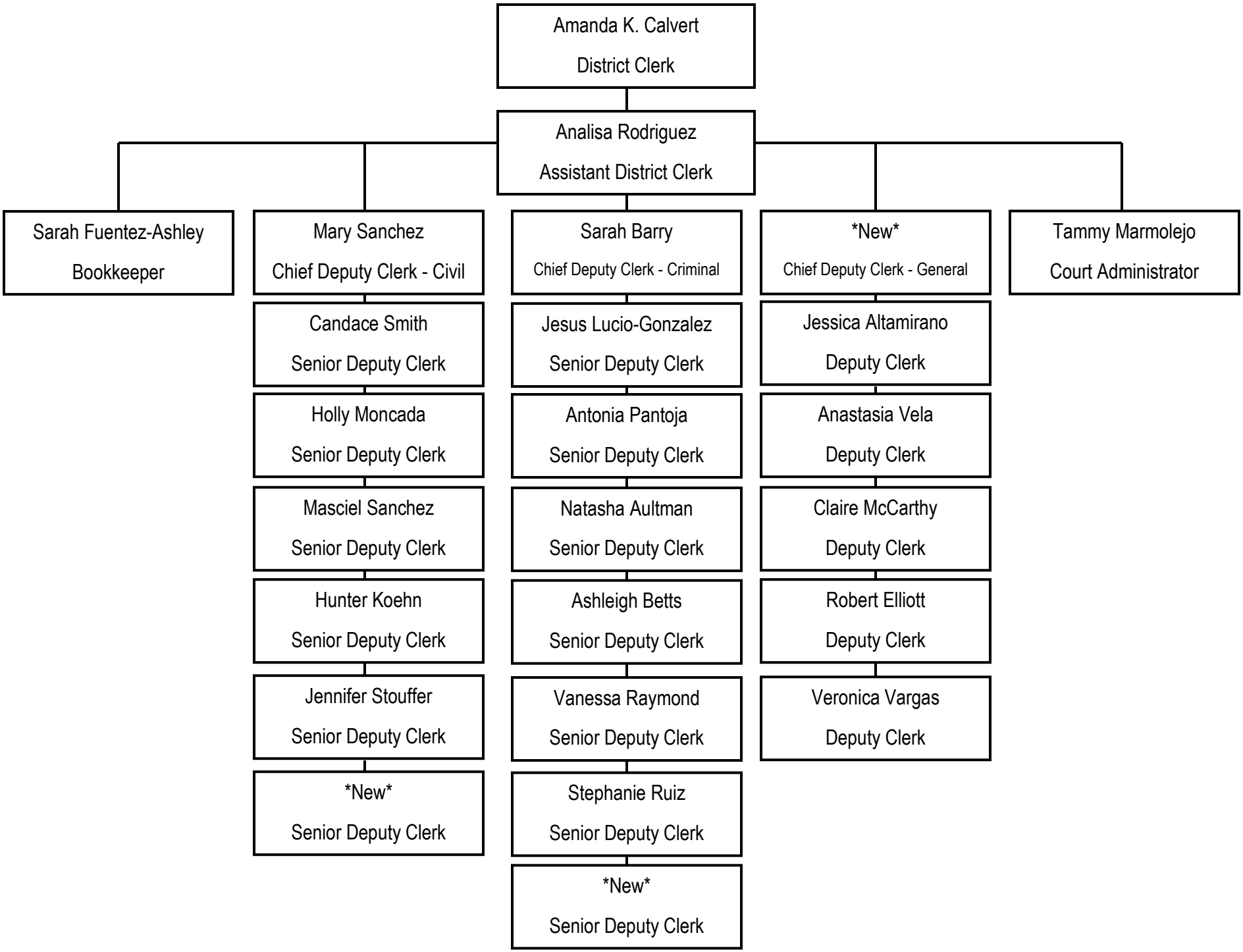
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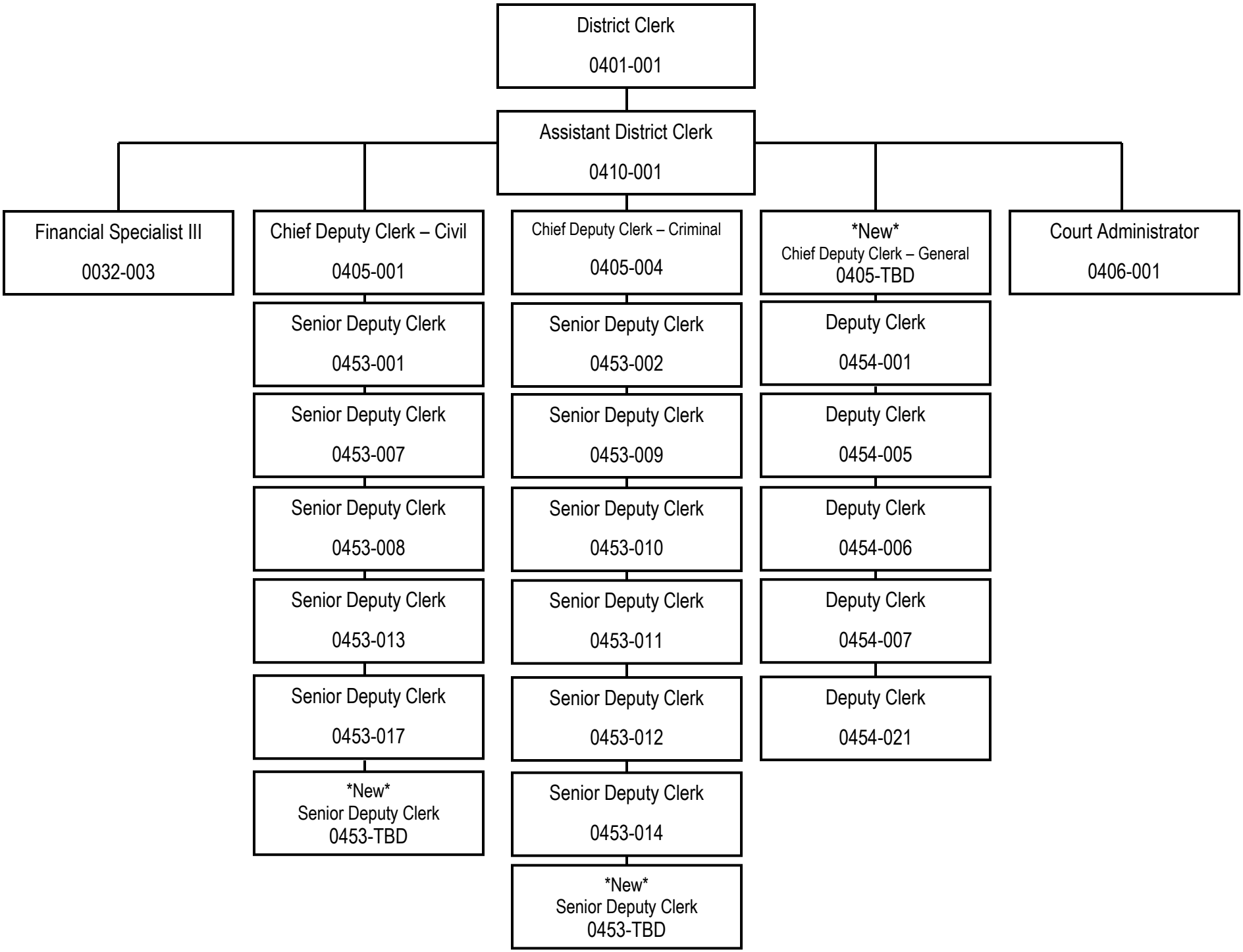
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:


Amanda K. Calvert
District Clerk
Analisa Rodriguez
Assistant District Clerk
Sarah Fuentez-Ashley
Bookkeeper
Mary Sanchez
Chief Deputy Clerk - Civil
Sarah Barry
Chief Deputy Clerk - Criminal
Tammy Marmolejo
Court Administrator
Candace Smith
Senior Deputy Clerk
Holly Moncada
Senior Deputy Clerk
Masciel Sanchez
Senior Deputy Clerk
Hunter Koehn
Senior Deputy Clerk
Jennifer Stouffer
Senior Deputy Clerk
Jesus Lucio-Gonzalez
District Clerk
Antonia Pantoja
Senior Deputy Clerk
Natasha Aultman
Senior Deputy Clerk
Ashleigh Betts
Senior Deputy Clerk
Vanessa Raymond
Senior Deputy Clerk
Stephanie Ruiz
Senior Deputy Clerk
Jessica Altamirano
Deputy Clerk
Anastasia Vela
Deputy Clerk
Claire McCarthy
Deputy Clerk
Robert Elliott
Deputy Clerk
Veronica Vargas
Deputy Clerk


District Clerk
0400-001
Assistant District Clerk
0410-001
Financial Specialist III
0032-003
Chief Deputy Clerk - Civil
0405-001
Chief Deputy Clerk - Criminal
0405-004
Court Administrator
0406-001
Senior Deputy Clerk
0453-001
Senior Deputy Clerk
0453-007
Senior Deputy Clerk
0453-008
Senior Deputy Clerk
0453-013
Senior Deputy Clerk
0453-017
Senior Deputy Clerk
0453-002
Senior Deputy Clerk
0453-009
Senior Deputy Clerk
0453-010
Senior Deputy Clerk
0453-011
Senior Deputy Clerk
0453-012
Senior Deputy Clerk
0453-014
Deputy Clerk
0454-001
Deputy Clerk
0454-005
Deputy Clerk
0454-006
Deputy Clerk
0454-007
Deputy Clerk
0454-021


Amanda K. Calvert
District Clerk
Analisa Rodriguez
Assistant District Clerk
Sarah Fuentez-Ashley
Bookkeeper
Mary Sanchez
Chief Deputy Clerk - Civil
Candace Smith
Senior Deputy Clerk
Holly Moncada
Senior Deputy Clerk
Masciel Sanchez
Senior Deputy Clerk
Hunter Koehn
Senior Deputy Clerk
Jennifer Stouffer
Senior Deputy Clerk
New
Senior Deputy Clerk
Sarah Barry
Chief Deputy Clerk - Criminal
Jesus Lucio-Gonzalez
Senior Deputy Clerk
Antonia Pantoja
Senior Deputy Clerk
Natasha Aultman
Senior Deputy Clerk
Ashleigh Betts
Senior Deputy Clerk
Vanessa Raymond
Senior Deputy Clerk
Stephanie Ruiz
Senior Deputy Clerk
New
Senior Deputy Clerk
New
Chief Deputy Clerk - General
Jessica Altamirano
Deputy Clerk
Anastasia Vela
Deputy Clerk
Claire McCarthy
Deputy Clerk
Robert Elliott
Deputy Clerk
Veronica Vargas
Deputy Clerk
Tammy Marmolejo
Court Administrator


District Clerk
0401-001
Assistant District Clerk
0410-001
Financial Specialist III
0032-003
Chief Deputy Clerk – Civil
0405-001
Chief Deputy Clerk – Criminal
0405-004
New
Chief Deputy Clerk – General
0405-TBD
Court Administrator
0406-001
Senior Deputy Clerk
0453-001
Senior Deputy Clerk
0453-007
Senior Deputy Clerk
0453-008
Senior Deputy Clerk
0453-013
Senior Deputy Clerk
0453-017
New
Senior Deputy Clerk
0453-TBD
Senior Deputy Clerk
0453-002
Senior Deputy Clerk
0453-009
Senior Deputy Clerk
0453-010
Senior Deputy Clerk
0453-011
Senior Deputy Clerk
0453-012
Senior Deputy Clerk
0453-014
New
Senior Deputy Clerk
0453-TBD
Deputy Clerk
0454-001
Deputy Clerk
0454-005
Deputy Clerk
0454-006
Deputy Clerk
0454-007
Deputy Clerk
0454-021

COUNTY COURTS-AT-LAW OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: County Courts at Law & District Court

NEW POSITIONS:

Position Title: DWI & Drug Court Administrator

Grade: 121

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The person in this position ("the DCA") will establish and implement the DWI & Drug Court Program.

The DCA will be a key person in establishing and maintaining the relationships between the DWI & Drug Court and the various community stakeholders who have an interest in the success of this Court, including law enforcement agencies, prosecutors, victim groups (e.g., MADD), faith-based and other nonprofit organizations, civic clubs, traffic safety officials, defense counsel, local effected officials, and recovery and treatment communities.

The DCA will also lead the establishment of policies and procedures for the DWI & Drug Court, the Program's components and timing, participation requirements, and determinants of success.

Justification: DWI & Drug Courts are the most successful strategy for holding repeat impaired drivers accountable while ensuring they receive life-saving treatment. Hays County needs a successful strategy to address the risks and damages of impaired drivers. Impaired-driving deaths count for one-third of all traffic deaths on U.S. roads. A Michigan study found that participants were 19 times less likely to be re-arrested for another impaired-driving offense than offenders processed through a traditional court. DWI & Drug courts were also determined to be cost-effective and efficient. And a Georgia evaluation found that DWI & Drug court participants had a recidivism rate of 15% compared to a recidivism rate of 35% among DWI & Drug offenders who were processed through traditional courts.

Therefore, a Hays County DWI & Drug Court is justified.

The Texas Government Code, §123.006, mandates that counties with more than 200,000 in population establish a drug court program under that chapter of the Government Code. A county "that does not establish a drug court program" as this section requires and continues to maintain it is ineligible to received State funds for community supervision and corrections and for "grants for substance abuse treatment programs" that the Criminal Justice Division of the Governor's Office administers.

Section 123.005 of the Government Code allows the Commissioners Court to establish "a drug court program exclusively for persons arrested for, charged with, or convicted of an offense involving the operation of a motor vehicle while

intoxicated. First and second DWI offenses are Class B and Class A misdemeanors over which the County Courts at Law have jurisdiction.

The funding for a Hays County DWI & Drug Court would come from grants from the State and federal governments or from general revenues.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: County Courts at Law & District Court

NEW POSITIONS:

Position Title: DWI & Drug Court Caseworker

Grade: 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The person in this position will assist the DWI & Drug Court Administrator in establishing and implementing the DWI & Drug Court Program.

The DCC will be a key person in establishing and maintaining the relationships between the DWI & Drug Court and the various community stakeholders who have an interest in the success of this Court, including law enforcement agencies, prosecutors, victim groups (e.g., MADD), faith-based and other nonprofit organizations, civic clubs, traffic safety officials, defense counsel, local effected officials, and recovery and treatment communities.

The DCC will also lead the establishment of policies and procedures for the DWI & Drug Court, the Program's components and timing, participation requirements, and determinants of success.

Justification: DWI & Drug Courts are the most successful strategy for holding repeat impaired drivers accountable while ensuring they receive life-saving treatment. Hays County needs a successful strategy to address the risks and damages of impaired drivers. Impaired-driving deaths count for one-third of all traffic deaths on U.S. roads. A Michigan study found that participants were 19 times less likely to be re-arrested for another impaired-driving offense than offenders processed through a traditional court. DWI & Drug courts were also determined to be cost-effective and efficient. And a Georgia evaluation found that DWI & Drug court participants had a recidivism rate of 15% compared to a recidivism rate of 35% among DWI & Drug offenders who were processed through traditional courts.

Therefore, a Hays County DWI & Drug Court is justified.

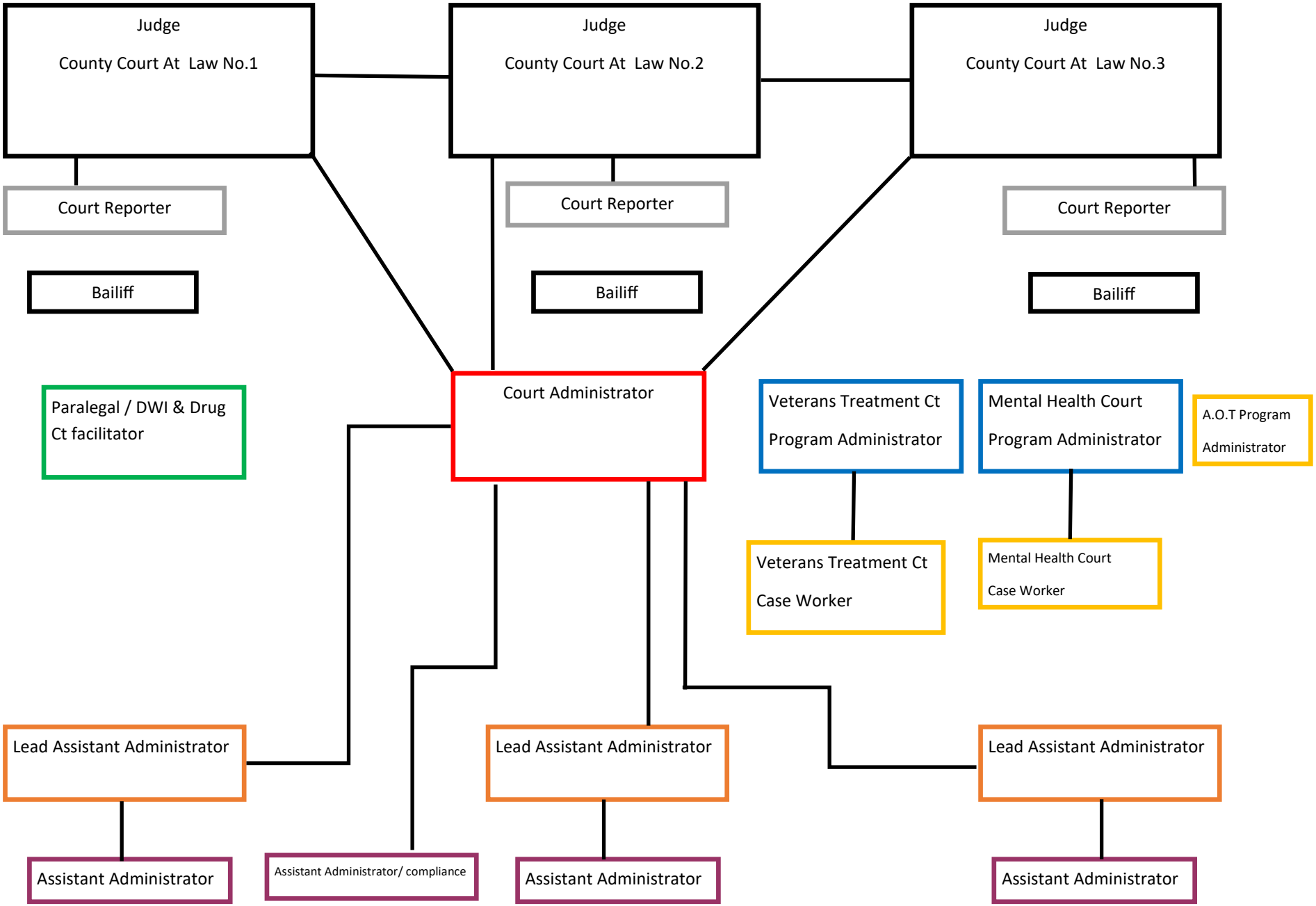
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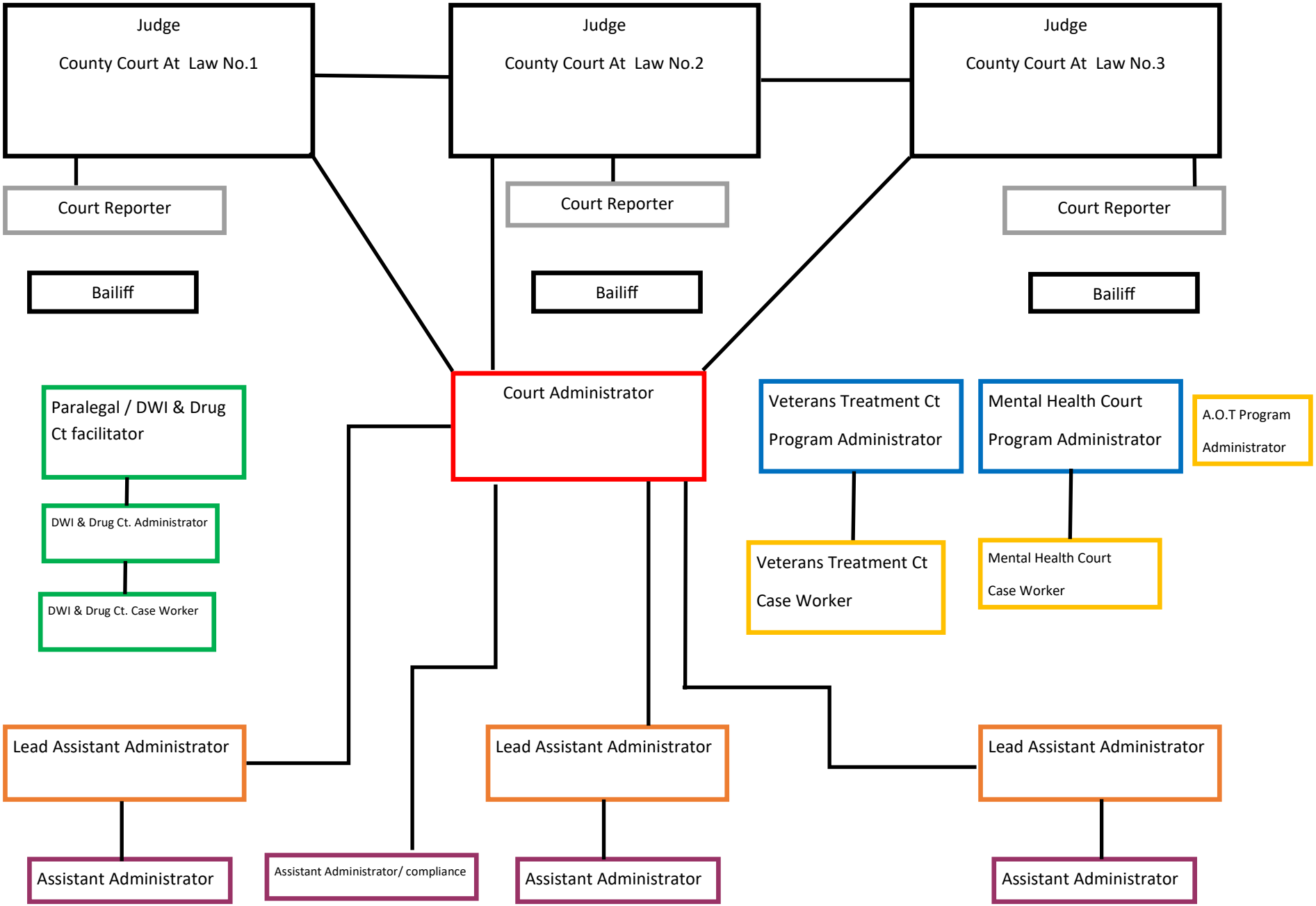
Section 123.005 of the Government Code allows the Commissioners Court to establish "a drug court program exclusively for persons arrested for, charged with, or convicted of an offense involving the operation of a motor vehicle while

intoxicated. First and second DWI offenses are Class B and Class A misdemeanors over which the County Courts at Law have jurisdiction.

The funding for a Hays County DWI Court would come from grants from the State and federal governments or from general revenues.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.


Judge
County Court At Law No.1
Judge
County Court At Law No.2
Judge
County Court At Law No.3
Court Reporter
Court Reporter
Court Reporter
Bailiff
Bailiff
Bailiff
Paralegal / DWI & Drug Ct facilitator
Court Administrator
Veterans Treatment Ct Program Administrator
Mental Health Court Program Administrator
A.O.T Program Administrator
Veterans Treatment Ct Case Worker
Mental Health Court Case Worker
Lead Assistant Administrator
Lead Assistant Administrator
Lead Assistant Administrator
Assistant Administrator
Assistant Administrator/ compliance
Assistant Administrator
Assistant Administrator


Judge
County Court At Law No.1
Judge
County Court At Law No.2
Judge
County Court At Law No.3
Court Reporter
Court Reporter
Court Reporter
Bailiff
Bailiff
Bailiff
Court Administrator
Paralegal / DWI & Drug Ct facilitator
DWI & Drug Ct. Administrator
DWI & Drug Ct. Case Worker
Veterans Treatment Ct Program Administrator
Veterans Treatment Ct Case Worker
Mental Health Court Program Administrator
Mental Health Court Case Worker
A.O.T Program Administrator
Lead Assistant Administrator
Lead Assistant Administrator
Lead Assistant Administrator
Assistant Administrator
Assistant Administrator/ compliance
Assistant Administrator
Assistant Administrator

SHERIFF'S OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Sheriff's Office – 13 Total

NEW POSITIONS:

Position Title: Sergeant School Resource Officer (SRO)

Grade: MSB0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Daily law enforcement operations of school resource officers.

Justification:
Currently, SROs provide services to over 32,000 students and more than 4,600 employees. The Hays CISD has 21,000 students alone. Any critical incidents that could occur will require the response of a sergeant. If two crucial incidents were to occur, overlapping in different areas of the county, it could strain the current model of supervision, potentially affecting the outcome of a resolution. SRO sergeants must be able to confer, collaborate, and coordinate with public safety directors at school districts and administrators from all the campuses, making it difficult for one sergeant to address issues across various settings. Plans are in place for additional schools to be built within the Hays and Dripping Springs school districts. There is a demand for SROs, and one of our agency's goals is to meet this demand by deploying more SROs to the schools, which means that the division will continue to grow.
An additional sergeant will provide relief when the existing sergeant or any of the corporals are not on duty due to vacation, illness, training, etc. Furthermore, a division of duties can be employed, resulting in a better-quality work product. Adding a sergeant position to the School Resource Officer Division will enable better supervision of field supervisors and school resource officers/deputies within a specific geographic area. This will lessen the burden of the existing sergeant position, who supervises 30 deputies and three supervisors. These personnel are responsible for providing services to 41 campuses spanning a 678-square-mile area across three school districts and one private school in Hays County. The optimal span of control for one to supervise is four to six or five to seven personnel. Currently, the average span of control is 10.

Position Title: School Resource Officer -5 each

Grade: MSB0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Safety and security at schools in the county.

Justification: The requested deputies are School Resource Officers intended for Hays School District.

Position Title: Administrative Assistant III

Grade: 115

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Administrative support to the special services division.

Justification:
The HCSO Special Services Unit is comprised of three separate enforcement teams: Narcotics, Repeat Offender/Fugitive, and Sex Offender Registration. Currently, the administrative tasks are handled by a Deputy Investigator(s) or the Analyst assigned to the Division. Hays County currently has approximately 275 sex offenders residing within our jurisdiction. Each one of these is required to meet personally at least once a year. Of these, 56 are required to be met quarterly. Any sex offender who moves into Hays County is required to meet in person to fill out the required documentation. For any change of status (new employment, sale or purchase of a vehicle, relocation, etc.), an in-person visit must be completed. These visits are currently coordinated and conducted by the Sex Offender Deputy**.** Having an administrative person would allow more proactive investigations in the field, resulting in more prosecution of registered sex offenders who are out of compliance within Hays County. This position would also assist in the administrative functions currently being conducted by the Crime Analyst assigned to Special Services, to include asset forfeiture paperwork and tracking, and generating/filtering the active warrants list that is sent to all partner agencies within Hays County to reflect all persons within their jurisdiction who have an active arrest warrant.

Position Title: Detective

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Auto theft investigations.

Justification:
The investigations division continues to be faced with investigating burglary of a vehicle (BOV) and vehicle theft sprees, which appear to be an issue likely to persist based on the growth in Hays County. In the past month, we have had two (2) sprees, one on the 10th and one over the past weekend, involving four (4) vehicle thefts and fourteen (14) BOVs in the first spree, and three (3) stolen vehicles and fifteen (15) BOVs in the second spree. Both sprees also involved stolen firearms, and the second spree contained cases in Buda PD's jurisdiction. These sprees often overlap the offenses of vehicle thefts and property crimes, even though BOVs may or may not always contain a stolen vehicle nexus. As such, when these sprees occur, they involve manpower from both an Auto Theft Detective and a Detective assigned to Property Crimes. Once subjects are identified, workload becomes more involved with additional personnel assisting in search warrant executions and obtaining search warrants for social media, electronics, and other investigative avenues. Auto Theft Detectives have also historically worked property crimes involving Fuel Thefts and Fraud related to that offense due to commonality in use of modified vehicles and other equipment used to secure the fuel by theft. As well, commercialized construction equipment has also fallen to the purview of Auto Theft Detectives. Below are stats from 2021 to 2024 that exhibit the increase of these crimes. A second Auto Theft Detective would be able to assist not only in sprees but also with inspections, seizures, and recoveries of stolen vehicles and automobiles. These tasks, while needed for access to Auto Theft related databases, also assist in recovery for Victims inside and outside our jurisdiction. These duties however do take an Auto Theft Detective away from caseload for administrative duties, especially regarding verifying a trailers make/model and status; and preparing for property hearings. These

types of investigations require specialized training due to hidden VINs and secondary identification numbers only available through training provided to Auto Theft designated Detectives.

Position Title: Deputy (4)

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Safety and security at the government center.

Justification:
Currently, there are six deputy positions at the Government Center. It takes a minimum of three deputies to operate a screening station at all times, although four is ideal. A minimum of 2 deputies is required for duress alarms and disturbances. This leaves 1 deputy for the rest of the building. Government Security deputies are now performing court-related detentions (court commits, warrants). There are times, due to these duties, when building security is reduced to two deputies and one supervisor for the entire building. This is unacceptable and a liability. Four more deputies would raise the number of security officers to 10. These deputy assignments would be screening (4), employee side entrance security (2), outer perimeter security (1), second floor security (1), third floor security (1), and rover (1). Given that, like patrol, the GC is rarely fully staffed due to time off and training, we would seldom have 10 in the building. However, this should be sufficient.

Position Title: Deputy – Criminal Interdiction

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Bomb detection, search and inspection, security detail, and training.

Justification:
The Government Center is the focal point for the public to access all government services in Hays County. There are over 400 employees, and the facility averages 700 visitors daily. We had a need for a bomb dog last year at the Government Center and had to utilize dogs from the Comal County Sheriff's Office and the Austin Police Department. Comal County uses theirs to sweep their courthouse every morning. Their dog also gets used by CID, Patrol, SWAT, school bomb threat, etc., if they're attempting to locate explosives, spent ammo, a firearm, etc. There is no dog with this capability anywhere in Hays County. SWAT and Criminal Investigations have expressed the need for a bomb dog. If approved, the bomb dog would assist surrounding agencies.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Fleet Maintenance Mechanic

Position Grade & Slot #: 115, Slot #1060-2

Requested Changes: Grade: 117- Title: Lead Fleet Maintenance Foreman

Justification:
Vehicle maintenance currently lacks advancement opportunities, and with the creation of a Lead Fleet Maintenance Foreman, there may be an incentive to advance to a more managerial position within the department.
A foreman is pivotal in any organization that relies on a fleet of vehicles. The foreman ensures that all vehicles are in optimal working & safe condition to meet the demands of the Sheriff's Office. The role inherently involves a balance of hands-on technical and mechanical work and managerial responsibilities. On the technical side, the foreman oversees regular maintenance, repairs, and diagnostics, ensuring that each vehicle adheres to the safety and operational standards of the Sheriff's Office. The foreman will coordinate with the mechanics by assigning tasks based on each mechanic's expertise and the urgency of the repairs.
If approved, the foreman will manage maintenance schedules, keeping accurate records of all repairs on the fleet. The foreman plays a crucial role in forecasting the cost associated with maintenance and repairs to ensure financial efficiency. The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

Position Title: Mobile Crisis Outreach Liaison (2 positions)

Position Grade & Slot #: 116, Slot #0506-1 & #0506-2

Requested Changes: Grade 118

Justification:
The Mental Crisis Outreach Liaison assigned to the Hays County Sheriff's Office Mental Health Unit plays a critical role in providing our community with knowledge, experience with crisis intervention, assessments, and support for individuals experiencing mental health-related crisis. Upgrading the current grade for the MCOL position could attract better-quality applicants with additional experience in crisis-related issues. If approved, the MCOL would place Hays County in a competitive nature with local law enforcement, who have similar positions that perform similar tasks with higher pay scales. The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

Position Title: Inventory Specialist (2 Positions)

Position Grade & Slot #: 112, Slot #0607-1 & #0607-2

Requested Changes: Grade 117

Justification:
Current operations include two employees who are crucial in managing the inventory processes, equipment for law enforcement, jail operations, animal control, and discretionary purchases. These positions manage inventory levels to ensure optimal stock is available for daily operations.
Since the inception of this position, the agency has significantly grown, and so has the amount of equipment. The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of

the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

Position Title: Multimedia Specialist

Position Grade & Slot #: Grade 116, Slot #0507-1

Requested Changes: Grade 121

Justification:
The role of the Multimedia Specialist has evolved significantly since its initial creation. Originally positioned under Human Resources with a primary focus on recruitment support, the position has transitioned to Community Outreach, bringing with it a substantial expansion of duties and expectations.
Social media has become the primary source of information for the public. As a result, the Multimedia Specialist is no longer only responsible for monitoring social media and editing recruitment content. The position now demands full-time strategic content creation, brand development, and active community engagement. The Specialist is tasked with regularly creating, editing, and distributing original content to enhance the Sheriff's Office brand. Managing real-time communications during crisis events, such as the March 2025 wildfire outbreak. Representing the agency by attending events outside of regular business hours, including evenings, weekends, and holidays. Building a stronger internal culture by designing personalized displays of Sheriff's Office pride, including photos and memorabilia throughout the facility. This significant growth in responsibilities mirrors the broader societal shift toward social media as a primary communication channel, particularly for law enforcement and public safety organizations. The role now requires advanced skills in digital marketing, crisis communications, brand management, and event coverage, all of which were not part of the original job description. Additionally, the demands on the position are expected to continue increasing as public reliance on multimedia platforms grows. The Specialist's work directly impacts public perception, community relations, and internal morale—all critical components of the Sheriff's Office's mission. Given the evolution of duties, the increase in required skills and availability, and the growing importance of the role in both public and internal communications, a pay adjustment is justified to appropriately compensate the Specialist for the expanded scope and significance of the position.
The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

Position Title: Crime Analyst (4 Positions)

Position Grade & Slot #: 118, Slot #0625-1, #0625-2, #0625-3, #0625-4

Requested Changes: Grade 121

Justification:
The Sheriff's Office's push towards data-driven policing, the vast amount of data now available to Law Enforcement, and the digital footprint associated with criminal activity have all risen tremendously, making the role of the Crime Analyst increasingly pivotal at the Hays County Sheriff's Office. Crime analysts consistently collect, collate, analyze, and evaluate massive amounts of data to create strategies that enable the agency to work more effectively and efficiently. They are also being tasked more frequently with performing digital investigative duties due to their experience with various digital investigative tools.
The HCSO crime analysts have also assumed other responsibilities that have proven vital to the agency. They are now testifying in court as subject matter experts, conducting behavioral threat assessments on individuals of concern, performing threat assessments for the Government Center, gathering intelligence on gang and organized crime in the county, and creating and updating systems to streamline communication and intelligence sharing across multiple units.

Approved in Court 4/22/25

With these increases in responsibilities and duties, and the increasingly necessary role the Crime Analyst plays at the Sheriff's Office, we are requesting to regrade the position to stay competitive with other local and regional law enforcement agencies. The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

Position Title: Admin Assistant III

Position Grade & Slot #: 115, Slot #0271-3

Requested Changes: 119, Title: Executive Assistant

Justification:
The Sheriff requests a regrading of the Administrative Assistant III position, slot #0271-3. Previously, the Commissioner's Court voted to upgrade several Administrative Assistant positions in the County to Executive Assistants. We seek to reclassify this position from Administrative Assistant III to Executive Assistant. This role currently provides administrative duties and support to the Sheriff, Chief Deputy, two Law Enforcement Captains, and two Jail Captains. The Sheriff's Office respectfully requests that County Human Resources conduct a comprehensive analysis and review of the position in question, including its associated job duties and responsibilities, to ensure the role is appropriately classified within the County's job classification system.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: County-Wide Emergency Communications -10 total

NEW POSITIONS:

Position Title: TX LE Telecom Specialist (2 each)

Grade: 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Entries into the National Crime Information Center (NCIC) and Texas Law Telecommunications System (TLETS)

Justification:
The increasing workload and compliance requirements for TLETS data entry and validation necessitate the addition of two specialists to ensure operational efficiency, compliance, and adherence to state mandates. Emergency Communications Officers (ECOs) are handling duties outside their primary role, diverting critical resources from emergency operations. Currently, only two TLETS specialists are assigned to manage Emergency Protective Orders (EPOs), Protective Orders (POs), Bond Conditions, background checks, and monthly validations for the Texas Department of Public Safety.
This request aims to manage all TCIC/NCIC entries for Hays County, the Buda Police Department, the Hays County Fire Marshal, and, soon, the Uhland Police Department. However, they cannot assume these additional responsibilities because of staffing limitations.
The state mandate requires EPOs, POs, and violent bond conditions to be entered within 24 hours. The current staffing level forces on-console ECOs to handle weekend entries, which adds unnecessary strain to emergency operations.
Failure to meet monthly validation requirements can negatively impact DPS audits, potentially resulting in the loss of agency terminal rights.

Position Title: Emergency Communication Officer (4 each)

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Dispatching emergency services

Justification:
Over time, the communications division has lost vacant slots that were not filled, but the number of first responder personnel throughout Hays County has continued to grow at a rapid pace. Currently, all positions are filled and need to be expanded so that the communications department can provide our agency and our partners with the quality service they demand. With the approval of these positions, the plan is to divide the county in half for radio usage, thereby reducing the amount of radio traffic currently assigned to a single channel. Adding additional ECOs will enable the S.O. to assign a position to each shift, resulting in increased service to law enforcement and Fire/EMS. This will also provide greater flexibility when personnel are unavailable due to vacations, illness, training, and other reasons.

Position Title: Emergency Communication Officer Leads (4 each)

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Support and supervision of ECOs

Justification:
With newly requested ECO positions taking on additional law enforcement radio, traffic, and Fire/EMS radio channels, there will need to be additional Leads to divide the span of control covering call takers and dispatchers. Adding these positions would enable two Leads to not only supervise but also provide the necessary support in times of staff shortages, such as during vacations, illness, training, and other reasons.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

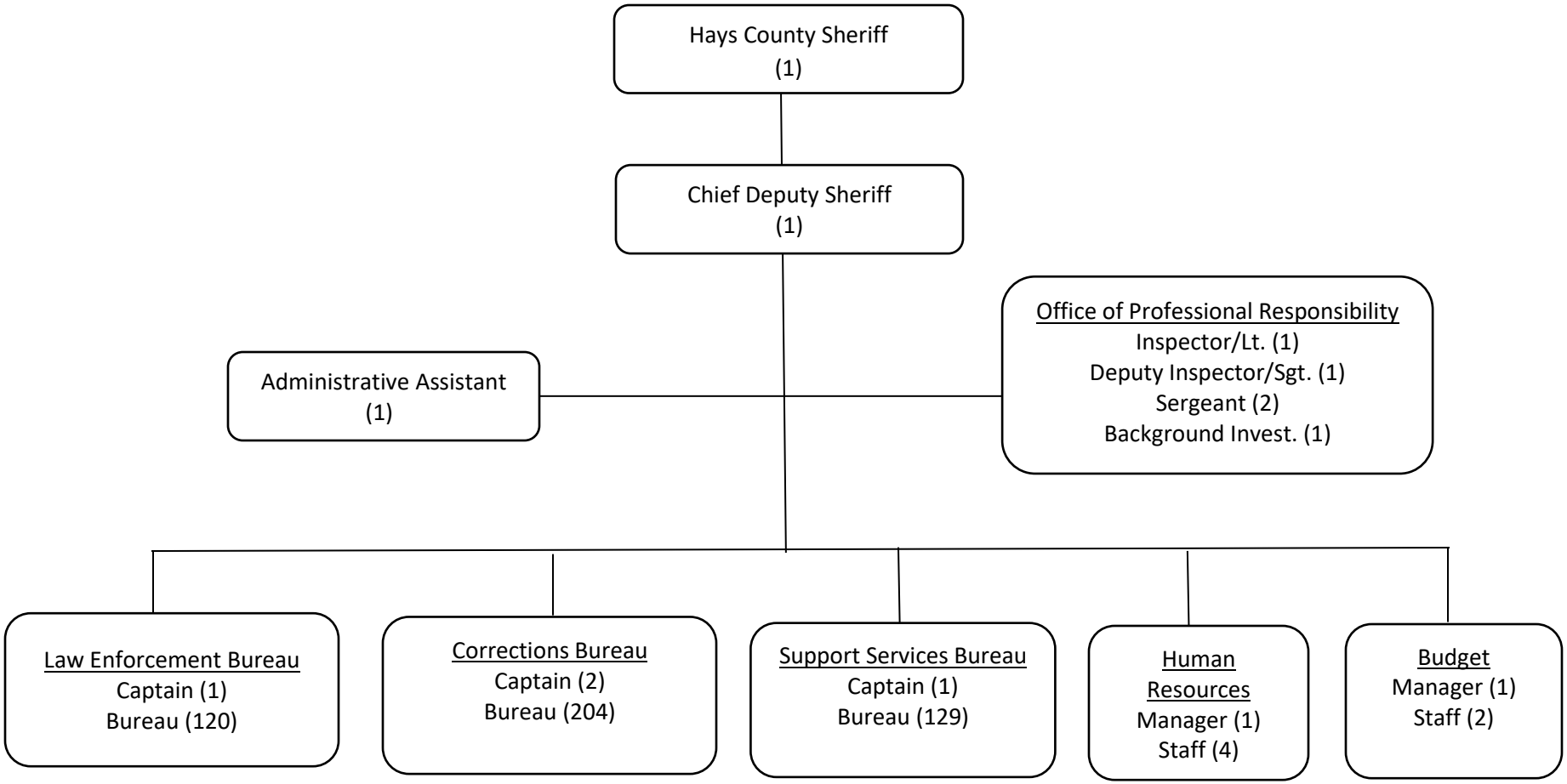
Position Grade & Slot #:

Requested Changes:

Justification:

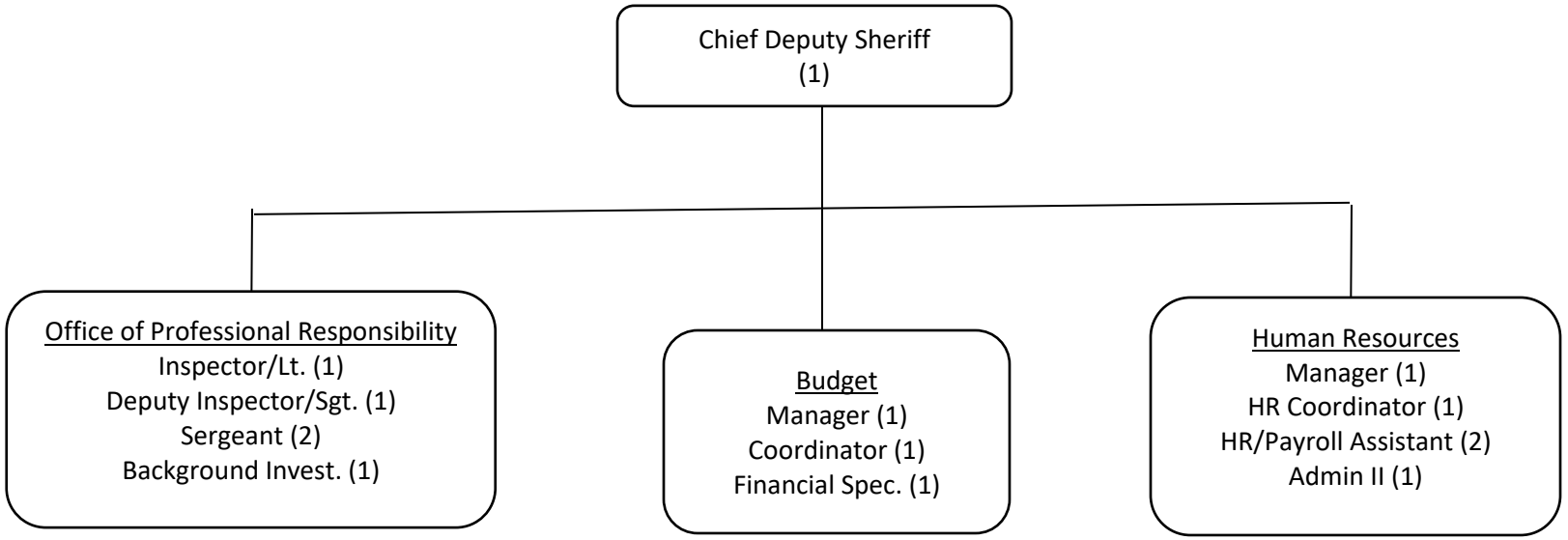
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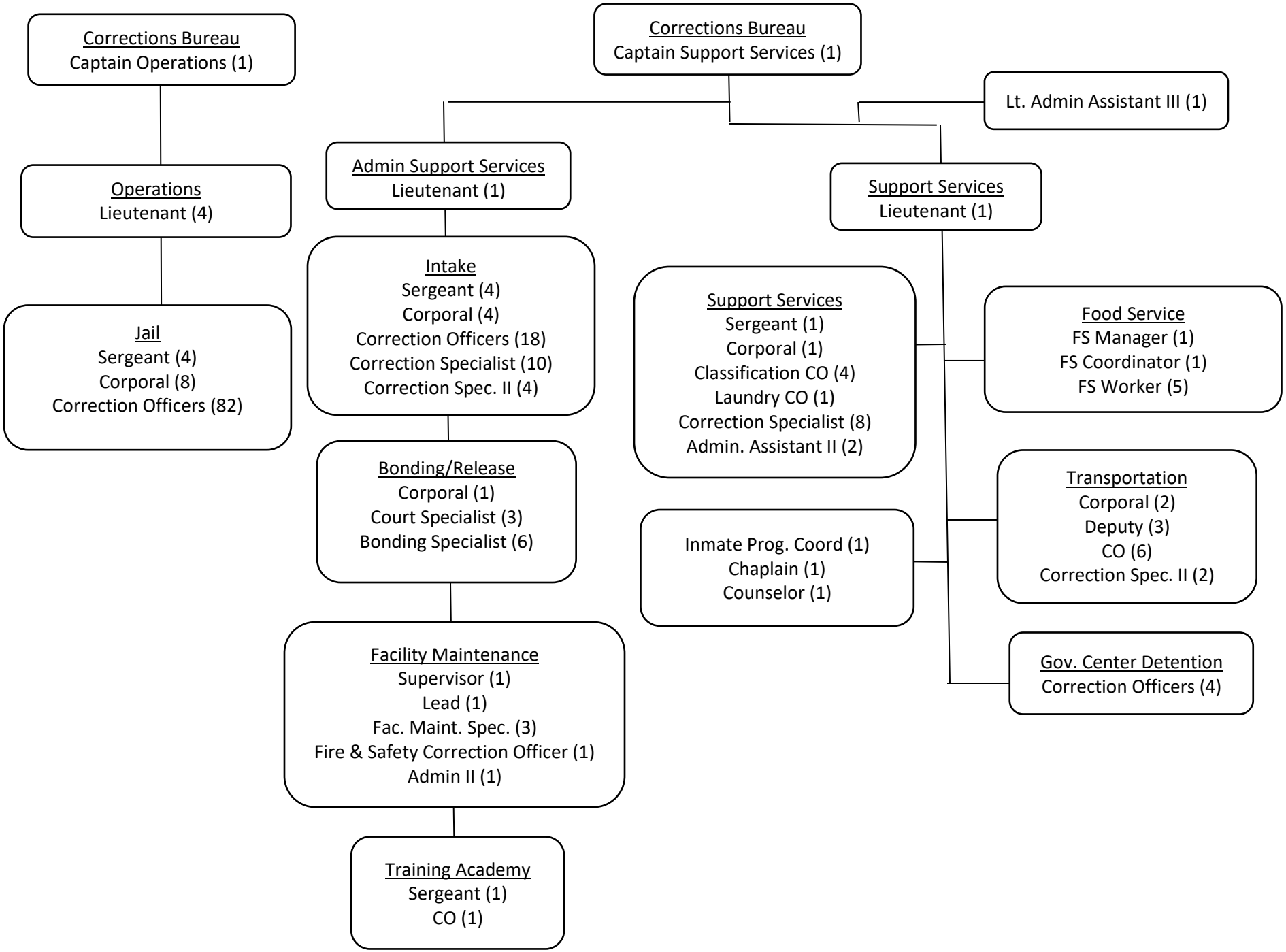
HAYS COUNTY SHERIFF'S OFFICE

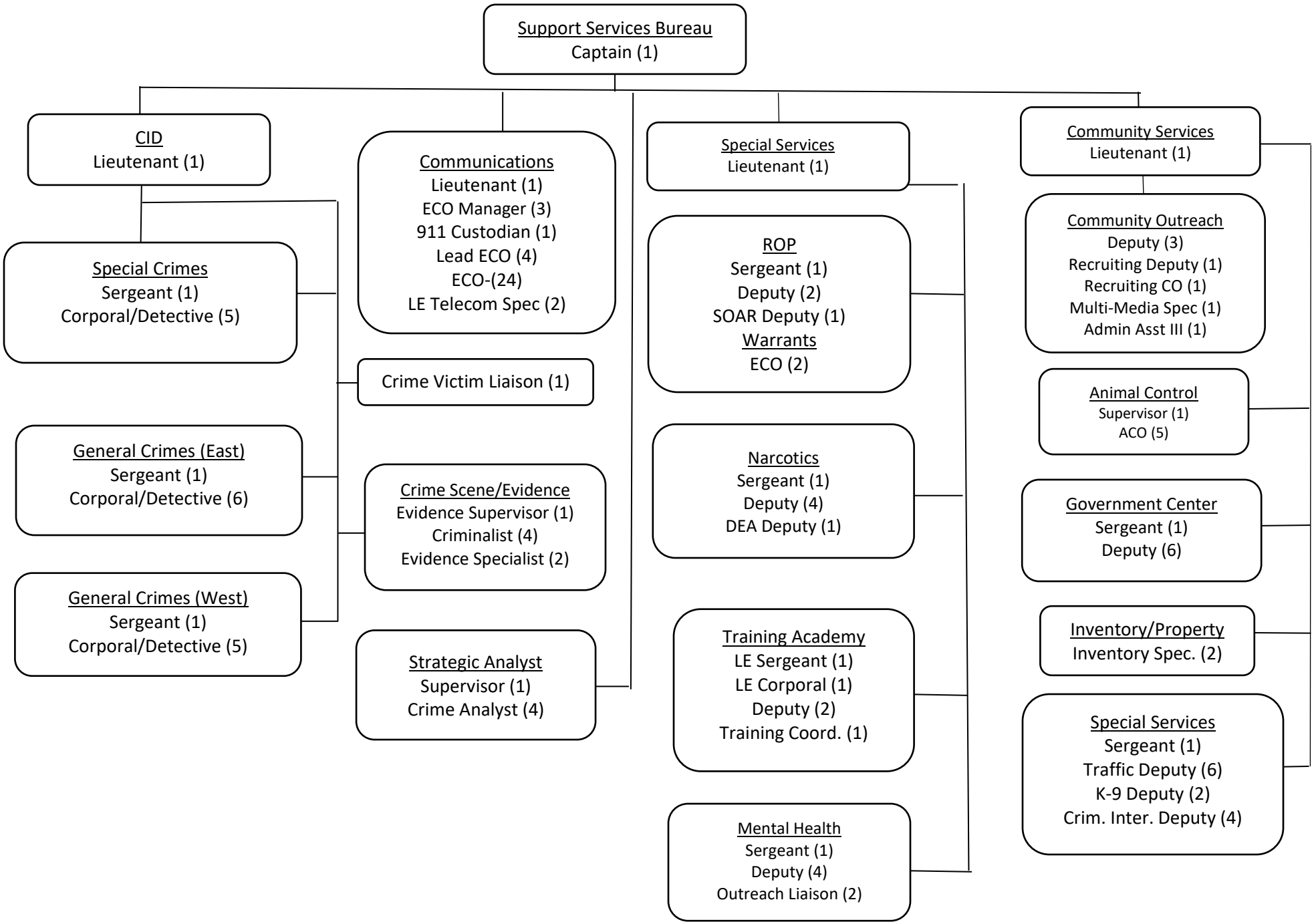


TOTAL EMPLOYEES = 473

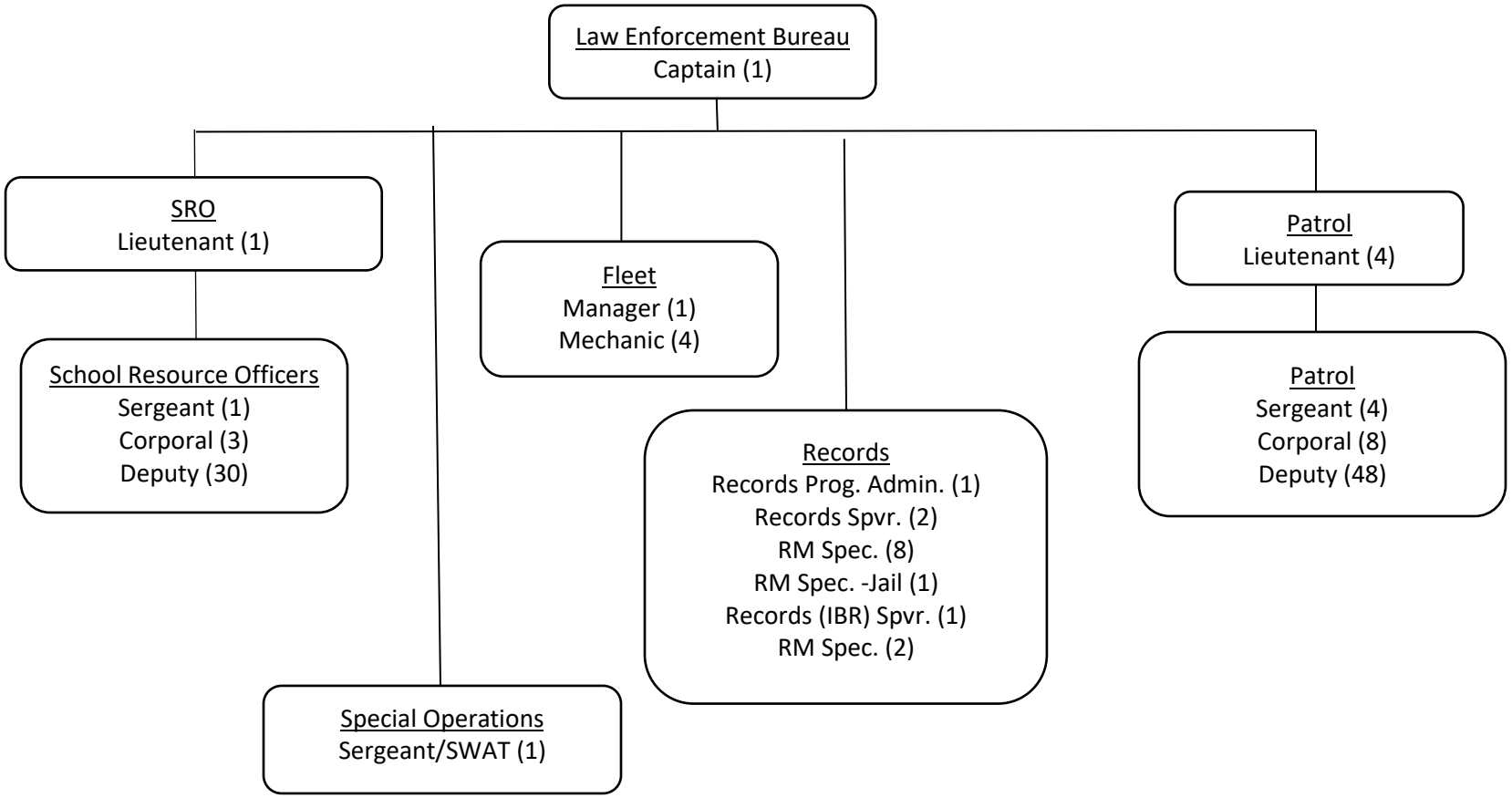
Organizational Chart April 3, 2025


Chief Deputy Sheriff
(1)
Office of Professional Responsibility
Inspector/Lt. (1)
Deputy Inspector/Sgt. (1)
Sergeant (2)
Background Invest. (1)
Budget
Manager (1)
Coordinator (1)
Financial Spec. (1)
Human Resources
Manager (1)
HR Coordinator (1)
HR/Payroll Assistant (2)
Admin II (1)


Corrections Bureau
Captain Operations (1)
Operations
Lieutenant (4)
Jail
Sergeant (4)
Corporal (8)
Correction Officers (82)
Corrections Bureau
Captain Support Services (1)
Lt. Admin Assistant III (1)
Admin Support Services
Lieutenant (1)
Intake
Sergeant (4)
Corporal (4)
Correction Officers (18)
Correction Specialist (10)
Correction Spec. II (4)
Bonding/Release
Corporal (1)
Court Specialist (3)
Bonding Specialist (6)
Facility Maintenance
Supervisor (1)
Lead (1)
Fac. Maint. Spec. (3)
Fire & Safety Correction Officer (1)
Admin II (1)
Training Academy
Sergeant (1)
CO (1)
Support Services
Lieutenant (1)
Support Services
Sergeant (1)
Corporal (1)
Classification CO (4)
Laundry CO (1)
Correction Specialist (8)
Admin. Assistant II (2)
Inmate Prog. Coord (1)
Chaplain (1)
Counselor (1)
Food Service
FS Manager (1)
FS Coordinator (1)
FS Worker (5)
Transportation
Corporal (2)
Deputy (3)
CO (6)
Correction Spec. II (2)
Gov. Center Detention
Correction Officers (4)



Organizational Chart April 3, 2025


Law Enforcement Bureau
Captain (1)
SRO
Lieutenant (1)
School Resource Officers
Sergeant (1)
Corporal (3)
Deputy (30)
Fleet
Manager (1)
Mechanic (4)
Special Operations
Sergeant/SWAT (1)
Records
Records Prog. Admin. (1)
Records Spvr. (2)
RM Spec. (8)
RM Spec. -Jail (1)
Records (IBR) Spvr. (1)
RM Spec. (2)
Patrol
Lieutenant (4)
Patrol
Sergeant (4)
Corporal (8)
Deputy (48)

SHERIFF'S OFFICE - JAIL
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Jail Operations – 16 Total

NEW POSITIONS:

Position Title: Correction Officers – 4 Each – Start Date 1/1/2026

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Maintaining order and security in the jail.

Justification: As renovations are completed, additional staff will be required to open housing units and transport inmates back from out-of-county locations.

Position Title: Correction Officers – 4 Each – Start Date 4/1/2026

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Maintaining order and security in the jail.

Justification: As renovations are completed, additional staff will be required to open housing units and transport inmates back from out-of-county locations.

Position Title: Correction Officers – 8 Each – Start Date 7/1/2026

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Maintaining order and security in the jail.

Justification: As renovations are completed, additional staff will be required to open housing units and transport inmates back from out-of-county locations.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Corporal

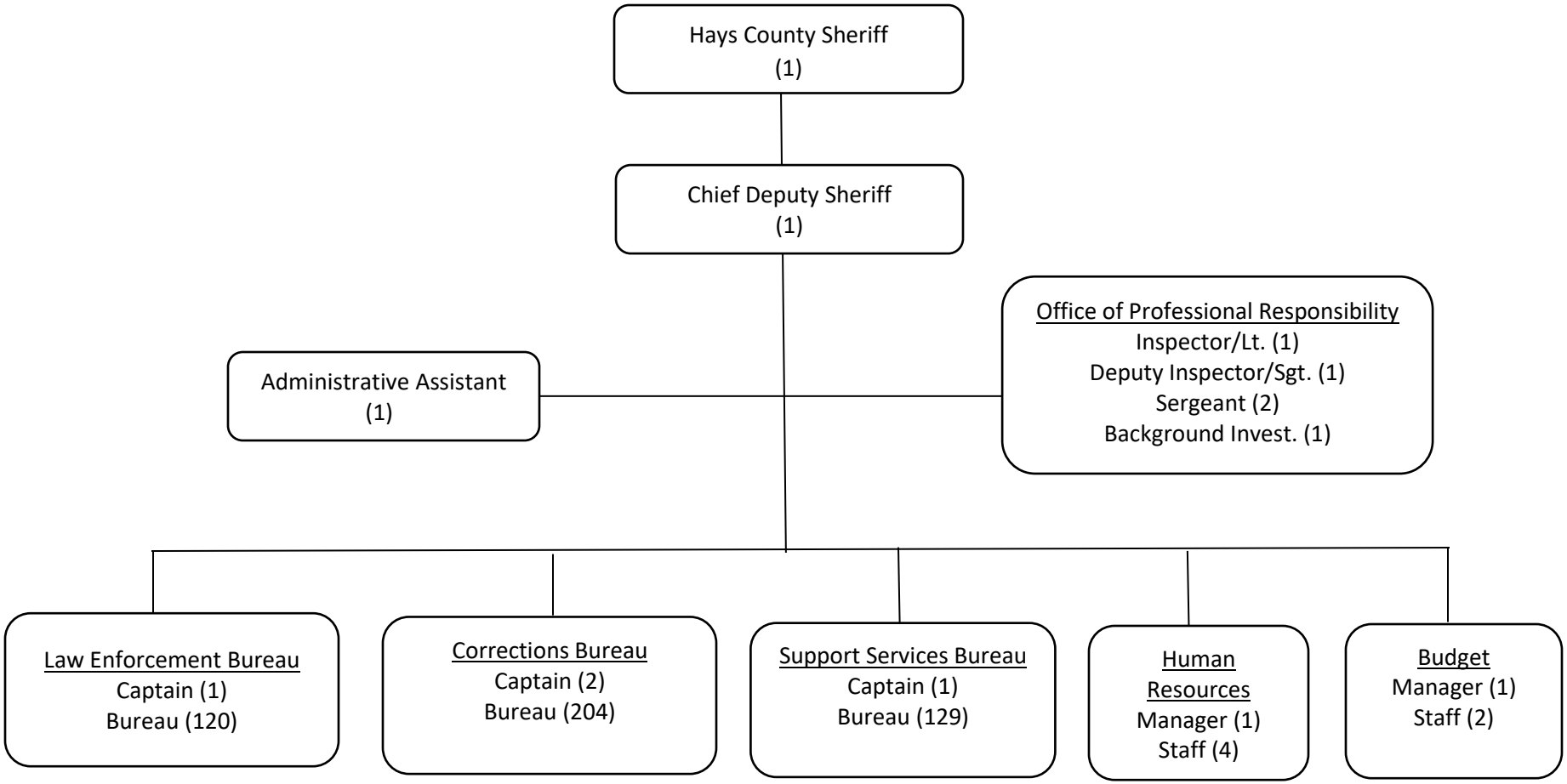
Position Grade & Slot #: Undetermined

Requested Changes: Undetermined

Justification: A Corrections Officer Sergeant is needed to improve the management of daily operations in the Jails Transportation Division. Currently, no Sergeant is overseeing the unit, which requires corporals to report directly to a Lieutenant. To establish a more evident chain of command, it is essential to have a sergeant in place to support the corporals. The slot and salary are undetermined because the current promotional list will expire on August 1st, 2025, and would change before the start of fiscal year 2026.

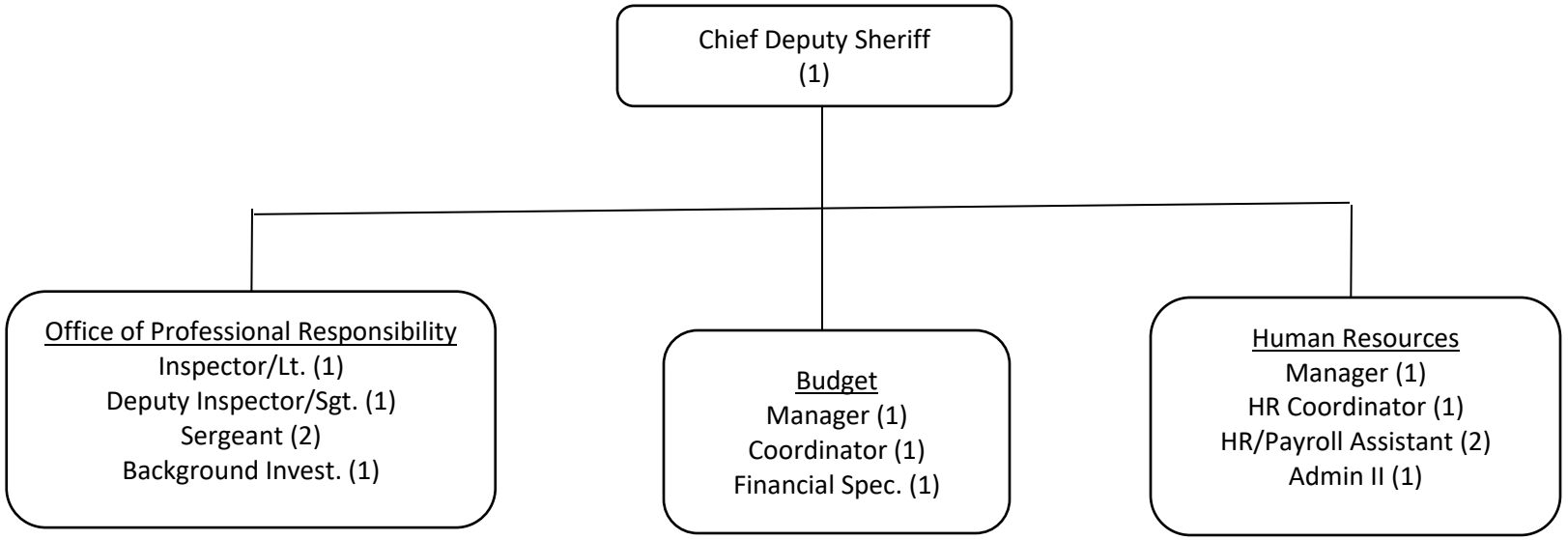
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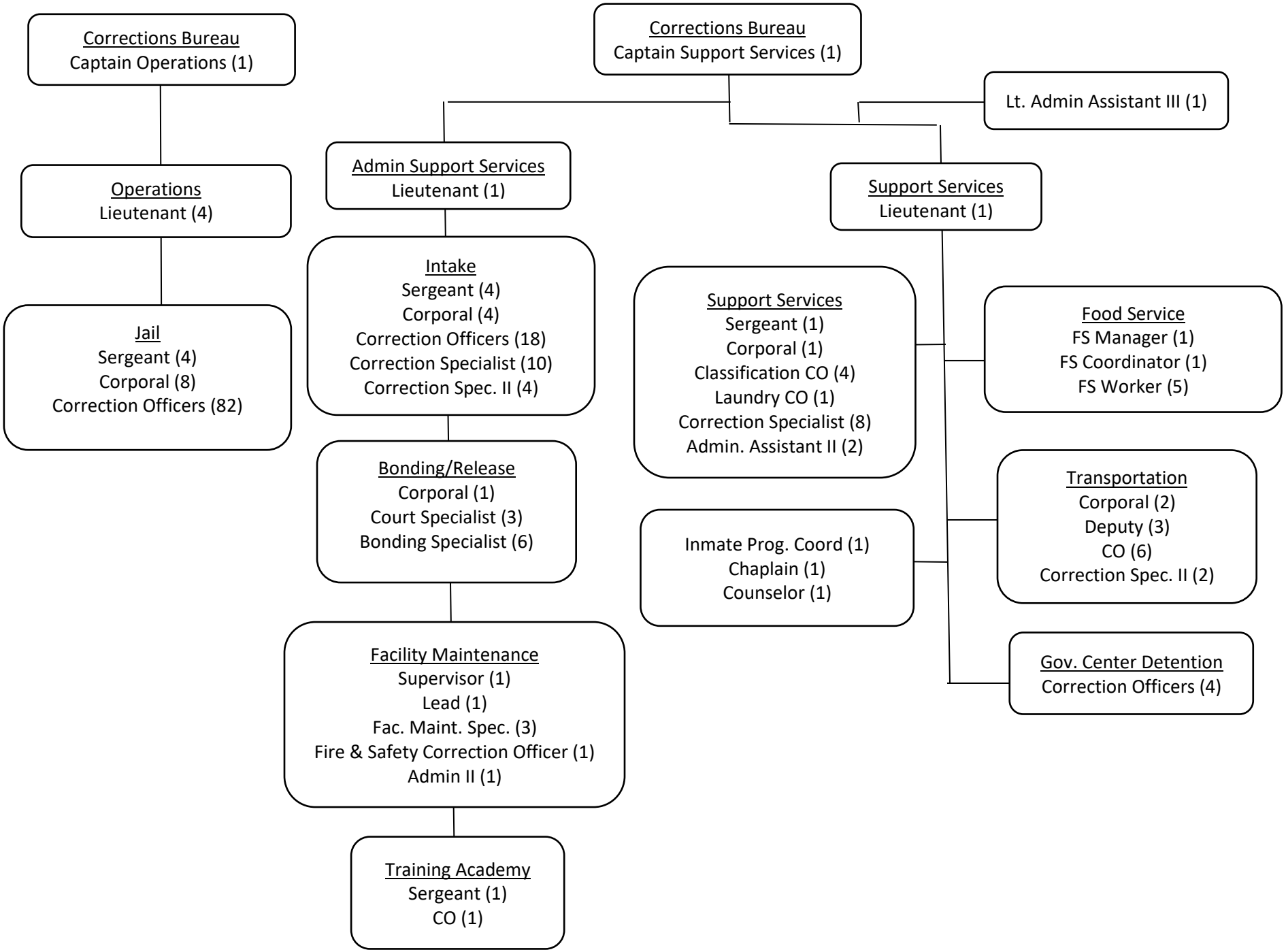
HAYS COUNTY SHERIFF'S OFFICE

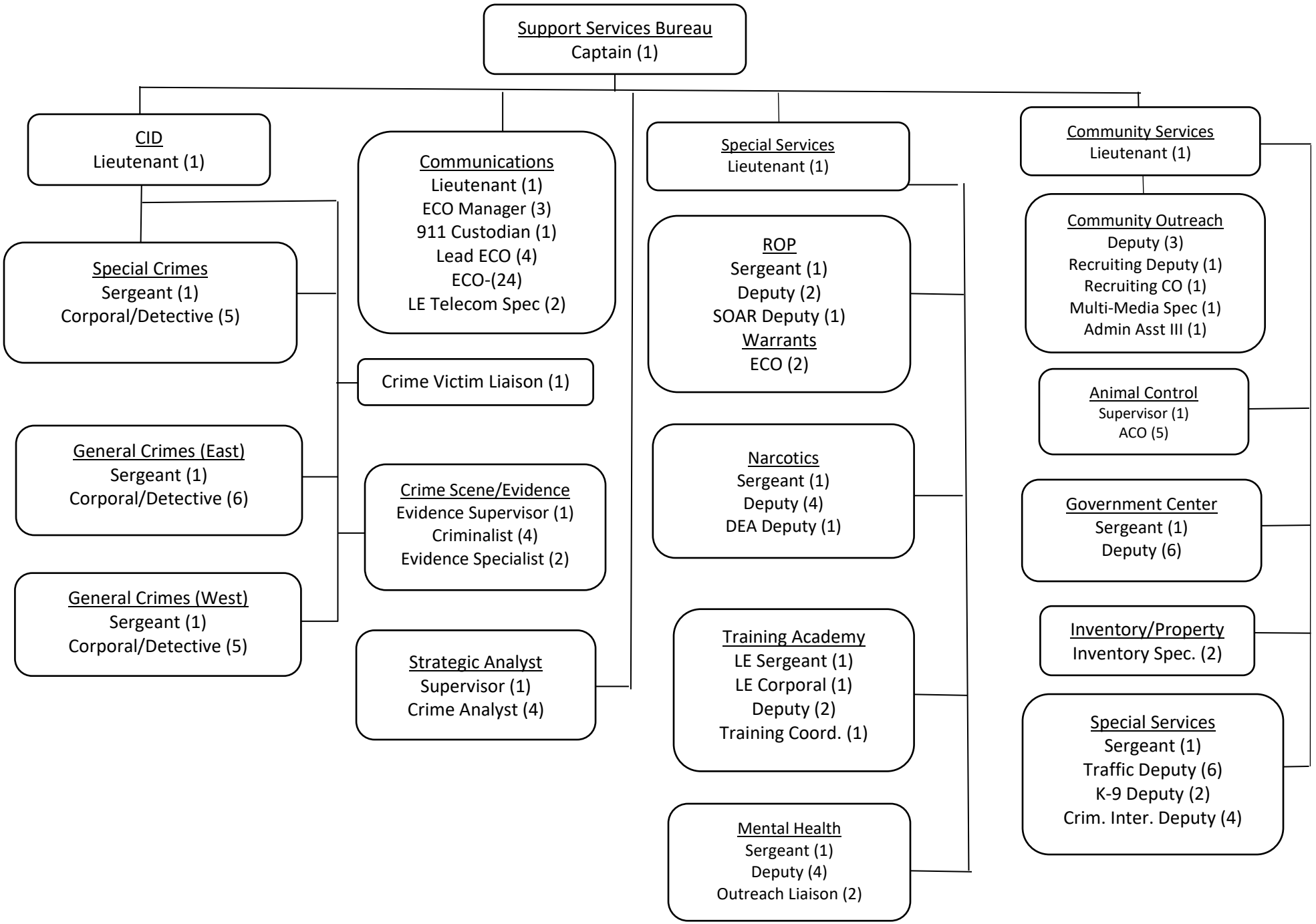


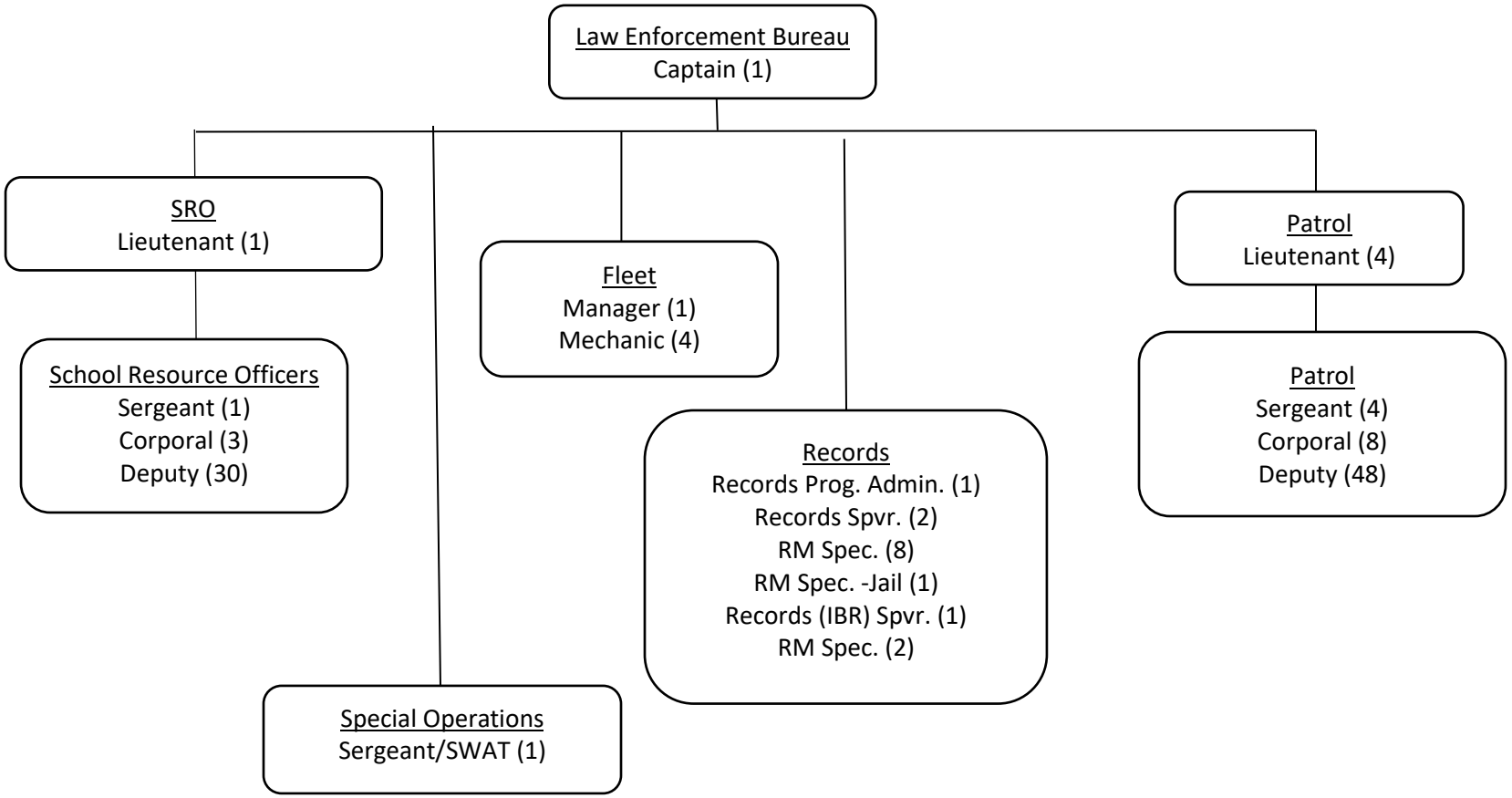
TOTAL EMPLOYEES = 473

Organizational Chart April 3, 2025


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FS Coordinator (1)
FS Worker (5)
Transportation
Corporal (2)
Deputy (3)
CO (6)
Correction Spec. II (2)
Gov. Center Detention
Correction Officers (4)


Support Services Bureau
Captain (1)
CID
Lieutenant (1)
Special Crimes
Sergeant (1)
Corporal/Detective (5)
General Crimes (East)
Sergeant (1)
Corporal/Detective (6)
General Crimes (West)
Sergeant (1)
Corporal/Detective (5)
Communications
Lieutenant (1)
ECO Manager (3)
911 Custodian (1)
Lead ECO (4)
ECO-(24)
LE Telecom Spec (2)
Crime Victim Liaison (1)
Crime Scene/Evidence
Evidence Supervisor (1)
Criminalist (4)
Evidence Specialist (2)
Strategic Analyst
Supervisor (1)
Crime Analyst (4)
Special Services
Lieutenant (1)
ROP
Sergeant (1)
Deputy (2)
SOAR Deputy (1)
Warrants
ECO (2)
Narcotics
Sergeant (1)
Deputy (4)
DEA Deputy (1)
Training Academy
LE Sergeant (1)
LE Corporal (1)
Deputy (2)
Training Coord. (1)
Mental Health
Sergeant (1)
Deputy (4)
Outreach Liaison (2)
Community Services
Lieutenant (1)
Community Outreach
Deputy (3)
Recruiting Deputy (1)
Recruiting CO (1)
Multi-Media Spec (1)
Admin Asst III (1)
Animal Control
Supervisor (1)
ACO (5)
Government Center
Sergeant (1)
Deputy (6)
Inventory/Property
Inventory Spec. (2)
Special Services
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Traffic Deputy (6)
K-9 Deputy (2)
Crim. Inter. Deputy (4)


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Records (IBR) Spvr. (1)
RM Spec. (2)
Patrol
Lieutenant (4)
Patrol
Sergeant (4)
Corporal (8)
Deputy (48)

COUNTY-WIDE Emerg Communications
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: County-Wide Emergency Communications -10 total

NEW POSITIONS:

Position Title: TX LE Telecom Specialist (2 each)

Grade: 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Entries into the National Crime Information Center (NCIC) and Texas Law Telecommunications System (TLETS)

Justification:
The increasing workload and compliance requirements for TLETS data entry and validation necessitate the addition of two specialists to ensure operational efficiency, compliance, and adherence to state mandates. Emergency Communications Officers (ECOs) are handling duties outside their primary role, diverting critical resources from emergency operations. Currently, only two TLETS specialists are assigned to manage Emergency Protective Orders (EPOs), Protective Orders (POs), Bond Conditions, background checks, and monthly validations for the Texas Department of Public Safety.
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The state mandate requires EPOs, POs, and violent bond conditions to be entered within 24 hours. The current staffing level forces on-console ECOs to handle weekend entries, which adds unnecessary strain to emergency operations.
Failure to meet monthly validation requirements can negatively impact DPS audits, potentially resulting in the loss of agency terminal rights.

Position Title: Emergency Communication Officer (4 each)

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Dispatching emergency services

Justification:
Over time, the communications division has lost vacant slots that were not filled, but the number of first responder personnel throughout Hays County has continued to grow at a rapid pace. Currently, all positions are filled and need to be expanded so that the communications department can provide our agency and our partners with the quality service they demand. With the approval of these positions, the plan is to divide the county in half for radio usage, thereby reducing the amount of radio traffic currently assigned to a single channel. Adding additional ECOs will enable the S.O. to assign a position to each shift, resulting in increased service to law enforcement and Fire/EMS. This will also provide greater flexibility when personnel are unavailable due to vacations, illness, training, and other reasons.

Position Title: Emergency Communication Officer Leads (4 each)

Grade: MBS0

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Support and supervision of ECOs

Justification:
With newly requested ECO positions taking on additional law enforcement radio, traffic, and Fire/EMS radio channels, there will need to be additional Leads to divide the span of control covering call takers and dispatchers. Adding these positions would enable two Leads to not only supervise but also provide the necessary support in times of staff shortages, such as during vacations, illness, training, and other reasons.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

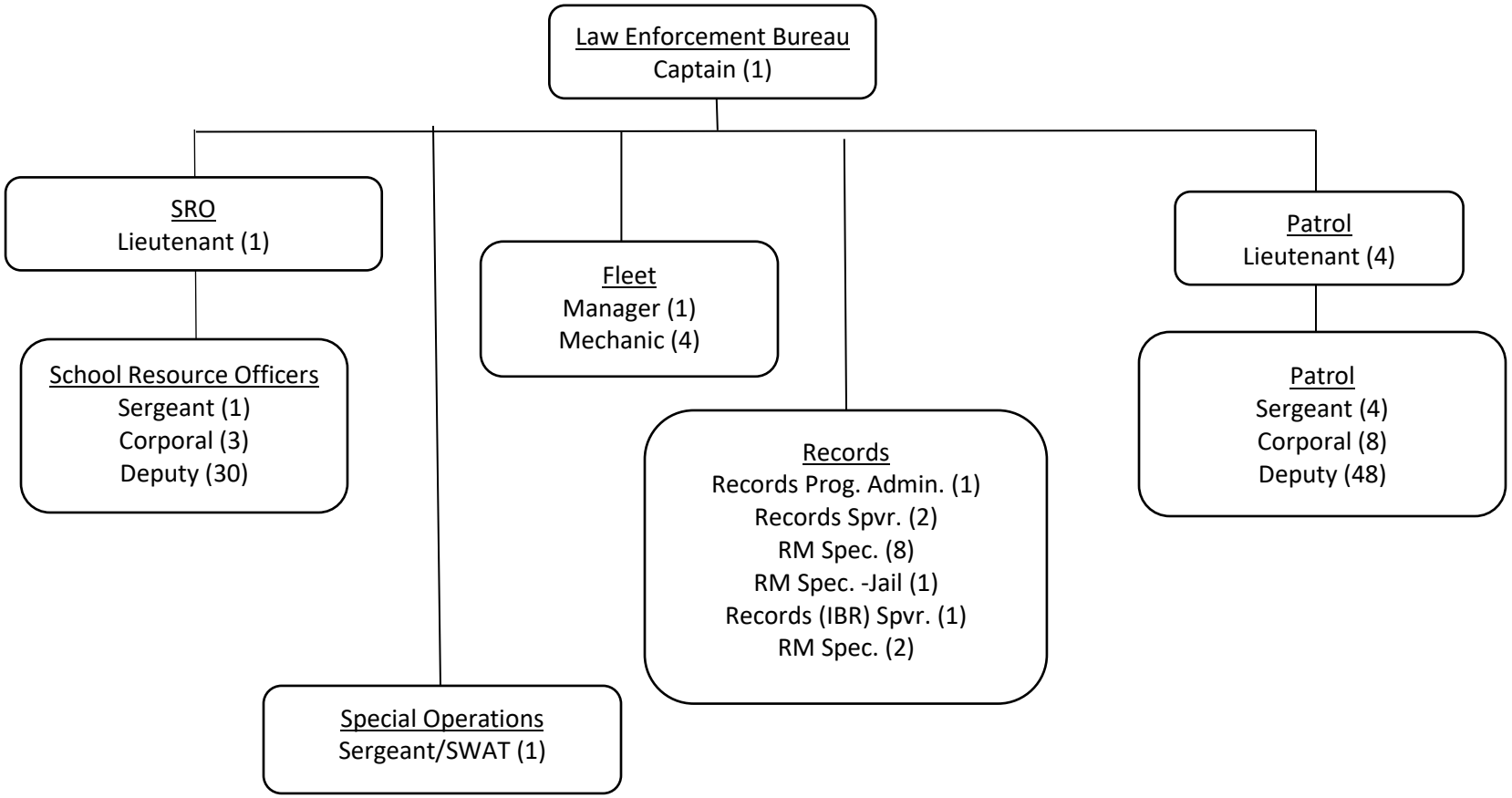
Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**


Law Enforcement Bureau
Captain (1)
SRO
Lieutenant (1)
School Resource Officers
Sergeant (1)
Corporal (3)
Deputy (30)
Fleet
Manager (1)
Mechanic (4)
Special Operations
Sergeant/SWAT (1)
Records
Records Prog. Admin. (1)
Records Spvr. (2)
RM Spec. (8)
RM Spec. -Jail (1)
Records (IBR) Spvr. (1)
RM Spec. (2)
Patrol
Lieutenant (4)
Patrol
Sergeant (4)
Corporal (8)
Deputy (48)

TAX OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Tax Office

NEW POSITIONS:

Position Title: WebDealer Lead

Grade: 116

F/T or P/T: fulltime

What core duties will be accomplished by adding this position:

Under the direction of the Motor Vehicle Supervisor, the WebDealer Lead will assist with supervisory tasks and support all activities related to WebDealer operations.

Justification:

The Texas DMV is launching a new online system that allows car dealers to submit title and registration applications electronically. This will significantly increase the workload for the one clerk currently handling WebDealer transactions. To manage the demand effectively, we need one full-time clerk and a lead to oversee the WebDealer area.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Tax Office**

NEW POSITIONS:

Position Title: **Tax Deputy Clerk Lead**

Grade: **116**

F/T or P/T: **fulltime**

What core duties will be accomplished by adding this position: **under the direction of the supervisor, the lead will assist with supervisory and various duties relating to both motor vehicle and property tax departments**

Justification:

In the process of promoting a Lead to a Substation Chief Deputy role and the lead position remains both warranted and essential to ongoing operations.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Tax Office

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

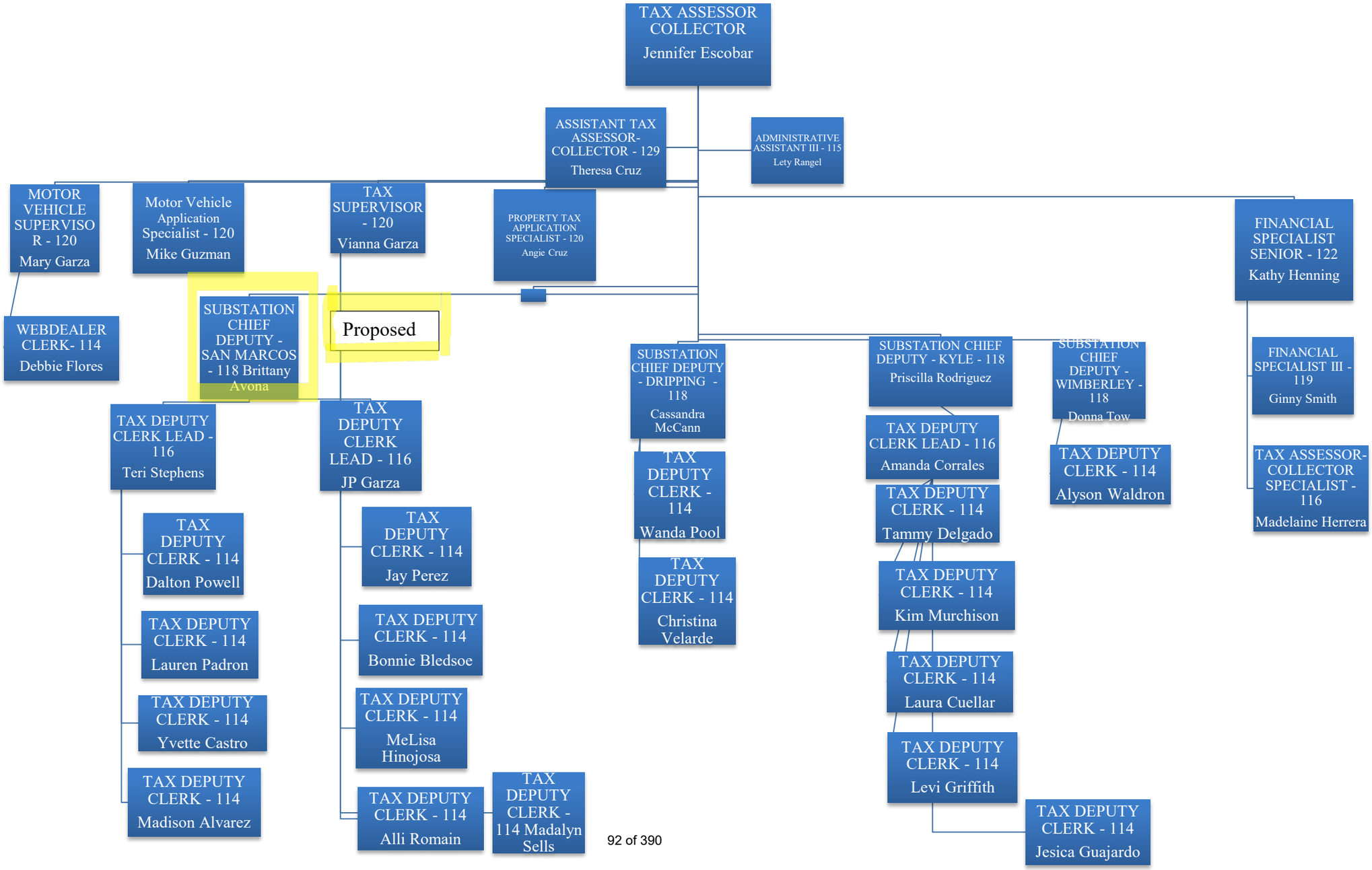
Position Title: Lead, San Marcos

Position Grade & Slot #: 116 to 118; slot 0339-001

Requested Changes: Substation Chief, San Marcos

Justification: The tax Office operates 3 substations: Kyle, Dripping Springs and Wimberley. All 3 substations employ a Substation Chief as the supervisor/office manager of their respective locations. Management within the Tax Office would like to have the same hierarchy in San Marcos both for consistency and to create a level between the San Marcos counter staff and the Motor Vehicle and Property Tax supervisors. Management feels this position would help alleviate some of the routine clerical work the supervisors currently oversee. Management has also looked at the structure of other surrounding Tax Offices and found this structure to be in place as it promotes a more streamlined functionality within their workplaces.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**


TAX ASSESSOR COLLECTOR
Jennifer Escobar
ASSISTANT TAX ASSESSOR-COLLECTOR - 129
Theresa Cruz
ADMINISTRATIVE ASSISTANT III - 115
Lety Rangel
MOTOR VEHICLE SUPERVISOR - 120
Mary Garza
Motor Vehicle Application Specialist - 120
Mike Guzman
TAX SUPERVISOR - 120
Vianna Garza
PROPERTY TAX APPLICATION SPECIALIST - 120
Angie Cruz
FINANCIAL SPECIALIST SENIOR - 122
Kathy Henning
WEBDEALER CLERK- 114
Debbie Flores
SUBSTATION CHIEF DEPUTY - SAN MARCOS - 118 Brittany Avona
Proposed
SUBSTATION CHIEF DEPUTY - DRIPPING - 118
Cassandra McCann
SUBSTATION CHIEF DEPUTY - KYLE - 118
Priscilla Rodriguez
SUBSTATION CHIEF DEPUTY - WIMBERLEY - 118
Donna Tow
FINANCIAL SPECIALIST III - 119
Ginny Smith
TAX DEPUTY CLERK LEAD - 116
Teri Stephens
TAX DEPUTY CLERK LEAD - 116
JP Garza
TAX DEPUTY CLERK - 114
Wanda Pool
TAX DEPUTY CLERK LEAD - 116
Amanda Corrales
TAX DEPUTY CLERK - 114
Alyson Waldron
TAX ASSESSOR-COLLECTOR SPECIALIST - 116
Madelaine Herrera
TAX DEPUTY CLERK - 114
Dalton Powell
TAX DEPUTY CLERK - 114
Jay Perez
TAX DEPUTY CLERK - 114
Christina Velarde
TAX DEPUTY CLERK - 114
Tammy Delgado
TAX DEPUTY CLERK - 114
Lauren Padron
TAX DEPUTY CLERK - 114
Bonnie Bledsoe
TAX DEPUTY CLERK - 114
Kim Murchison
TAX DEPUTY CLERK - 114
Yvette Castro
TAX DEPUTY CLERK - 114
MeLisa Hinojosa
TAX DEPUTY CLERK - 114
Laura Cuellar
TAX DEPUTY CLERK - 114
Madison Alvarez
TAX DEPUTY CLERK - 114
Alli Romain
TAX DEPUTY CLERK - 114 Madalyn Sells
TAX DEPUTY CLERK - 114
Levi Griffith
TAX DEPUTY CLERK - 114
Jesica Guajardo

TREASURER'S OFFICE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Treasurer

NEW POSITIONS:

Position Title: Financial Analyst III

Grade: 124

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Dividing of additional duties evenly between all employees with the ability to complete tasks closer to 45-50 hours a week.

Justification: As the County continues to grow, and new departments are added additional reporting is necessary to assure the County in compliant with State and Federal regulations. The team of the Treasury Manager, Fin Analyst II and Fin Analyst III are averaging over 50 hours of work time a week. Our Treasury Manager average 912.08 hours of uncompensated overtime last year. Additionally, our Financial Analyst II average almost 400 hours of uncompensated overtime. This does not include the additional hours the rest of our account time puts in.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

Computer, Monitor, Phone

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Treasurer

NEW POSITIONS:

Position Title: Treasury Specialist

Grade: 115

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Additional support to county offices regarding reporting and taxpayer care.

Justification: As the County continues to grow, our office is handling a great deal of calls for various offices. Whether it is paycheck pickup, mail delivery and all office duties. We offer a high level of customer care to our taxpayers. This position will allow for us to move the Treasury Associate position to work with our court collections. Currently we have received a new collection agency, and we are well behind on the number of cases we can get to them. This transfer of positions will allow us to review and process the current collections as well as hit our backlog with the goal of collecting more court fees for the County.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

Computer, Monitor, Phone

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0022
Grade: 124S
FLSA: Exempt

Prepared by: Treasurer's Department
Date Prepared: January 2025

Financial Analyst III
Treasurer's Office

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Financial Analyst III performs professional financial and accounting analysis of all County accounts and funds in accordance with Federal, State, and Local Government laws and policies, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Statements and County policies and procedures. The Financial Analyst III collects, analyzes, researches, documents, interprets, audits and reports on county-wide financial data. The work involves treating a variety of problems, questions, or situations in conformance with established criteria. The work product affects the design, or operation of the County's financial and accounting management. This position affects the economic well being of Hays County.

Responsibilities

- Prepares specialized financial reports by preparing periodic internal and external financial documents, supporting schedules, and financial reports. Prepares and analyzes complex financial data related to County wide fiscal, purchasing, grant, projects, grants, revenue, asset, and accounts payable needs.
- Prepares weekly financial reports by researching, compiling, and monitoring expenditures for departments and distributes financial analysis reports to departments when needed.
- Analyzes and reviews expenditures to ensure proper coding to general ledger accounts.
- Processes, reconciles, maintains, and monitors financial accounts, files, and reports for accounting general ledger, financial reporting, and revenue billings and reporting.
- Responsible for tracking financial data for projects and accounts receivable to ensure proper accounting, billing, and compliance financial reporting.
- Prepares financial summaries on a periodic basis for general ledger accounts and sub ledger accounts. Performs general ledger reconciliations, and balances source data to verify financial data and transactions are recorded properly in the general ledger.
- Verifies accounts and resolves account discrepancies by reconciling statements and transactions and investigating accounting source documents. Makes recommendations from the analysis of accounts.
- Recommends appropriate accounting revisions to the County Treasurer /Assistant County Treasurer/ Treasury Manager.
- Provides financial data for internal, external, state and federal audits.
- Assists in developing and implementing the general accounting system and procedures.
- Assists in the maintaining of year-to-date financial reports and files which include fund accounts, checking accounts, and vendor and distribution accounts.
- Assists internal and outside auditors during the audit process by providing assistance, files and financial reports as required.
- Assists the County Treasurer/First Assistant County Treasurer/Treasury Manager with the preparation of State and Federal Reports.
- Assists the Treasury Manager, First Assistant County Treasurer, County Treasurer as needed by providing information, reports and records as requested.
- Posts daily financial data from all areas and ensures daily entries balance in the financial system.
- Balances source data to financial reports for verification of financial data.
- Works with County departments to reconcile account-balancing problems.
- Assures the services delivered meet quality and timeliness standards.

- Takes a Countywide perspective in the development of new or the modification of existing financial policies and procedures.
- Consults with and advises County department heads, officials, supervisors and employees regarding accounting matters.
- Communicates all changes and account activities to County Treasurer/ First Assistant County Treasurer/ Treasury Manager and/or additional elected officials, department heads and employees as necessary.
- Responds to telephone inquiries from individuals with questions about general ledger, revenue, and County finances.
- Provides training to County personnel for accounting procedures as required.
- Performs other duties as assigned.

Knowledge Required

- Professional knowledge of federal, state, and local laws and protocols related to county government specifically public accounting.
- Professional knowledge of the principles, practices, terminology and techniques of public accounting, (particularly governmental accounting), finance, general ledger, and cash management.
- Professional knowledge of the principles and practices of cash flow analysis and accounting.
- Exceptional knowledge of basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percents.
- General knowledge of accounting software systems.
- General knowledge of modern business office practices and procedures.
- General knowledge of Hays County regulations, policies, and procedures.

Required Skill

- Professional skill in directing and participating in the various accounting activities.
- Professional skill in following County fiscal policy and procedures.
- Professional skill in maintaining accounting records and report preparation.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.
- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to governmental accounting and auditing issues.
- Professional skill in documenting, reading, understanding and maintaining account ledgers and documents.
- Exceptional skill in reviewing and correcting the work of others.
- Exceptional project management skills.
- General supervisory skills.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General computer skills.
- General organizational skills.
- General skill in keeping others informed
- General skill in identifying problems and developing solutions.
- General listening skills.
- General skill in planning, assigning and coordinating activities.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- Requires bachelor's degree in accounting or closely related area. (Fives plus years of experience can substitute for the degree)

Other Qualifications, Certificates, Licenses, Registrations

- Ability to maintain continuing education requirements for the State of Texas.

Supervision

- The Financial Analyst III is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility, accuracy, thoroughness, and effectiveness.
- The Financial Analyst III is responsible for planning and carrying out assignments, resolving conflicts, coordinating work with others, and determining the approach and methods to be used.
- The Financial Analyst III and County Treasurer/ First Assistant County Treasurer/ Treasury Manager, in consultation, develop the deadlines, projects, and work to be done. The County Treasurer/ Assistant County Treasurer/ Treasury Manager is informed of progress, potentially controversial matters, and assists this position with unusual circumstances that do not have a clear precedence.
- The Financial Analyst III trains and provides instruction to other staff members as well as reviews and corrects their work.

Guidelines

The Financial Analyst III uses judgment in locating and selecting the appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This employee may interpret and adapt these guidelines for application to specific cases and problems and demonstrates safety. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be adaptable and a self-starter. The Financial Analyst III must analyze the results and recommend changes. This position must have a strong work ethic. The Financial Analyst III must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts trying to resolve operating problems by influencing or motivating members of the general public and Hays County departments. The Financial Analyst III meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative and working toward mutual goals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. The employee may travel to various locations throughout the county to perform administrative functions. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and

familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

Treasury

2025

Daphne Tenorio, Elected Official

Elizabeth Osorio, Asst. Treasurer

Accounting Team	Compliance Team	Admin Team
Brian Hurt - Treasury Manager	Delia Domke - Treasury Specialist	Claire Perkins - Treasury Associate
Diane Hervol - Fin Analyst 3	Debra Loos- Treasury Associate	Sklyer Vasquez - Treasury Associate
Proposed- Financial Analyst 3	**Treasury Associate Moved**	Angela Avona - Admin Assitant (PT)
Kim Flores - Financial Analyst 2		**Proposed - Treasury Specialist**
Carmen Molina - Financial Analyst 1		

Monthly Hours

2024	Brian	Kym	
January	360.25	188	
February	223	156.75	
March	206.73	174.5	
April	237	196.5	
May	248.5	257.25	
June	240.75	210.25	
July	275.25	306	
August	253.25	209.5	
September	249	192.25	
October	242.75	217	
November	221.75	151.25	
December	233.85	184.5	
	2992.08	2443.75	
Avg # of Yr Hrs	2080	2080	
	912.08	363.75	1275.83

HAYS COUNTY JOB DESCRIPTION

Job Code: 0078
Grade: 115
FLSA: Nonexempt

Prepared by: Treasurer's Department
Date Prepared: January 2019

Treasury Specialist
County Treasurer

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Summary

Under general supervision, the Treasury Specialist for the County Treasurer's Office performs technical administrative duties and also provides support services to the County Treasurer's staff. The work involves, State reporting, bookkeeping, bank reconciliations, word processing, and mail processing for Hays County. This position facilitates the work of the County Treasurer's staff and has an immediate impact on the County Treasurer's Office.

Responsibilities

- Follows established bookkeeping procedures and standards to record checks deposits, electronic transfers, voids and NSF returns in manual or electronic checking account ledgers.
- Performs checking account ledger reconciliations with the Bank Statements for all county Treasurer's bank accounts.
- Monitors all account activity on a daily basis for all Hays County bank accounts, countywide, monitoring transactions and reporting any suspicious activity to the Treasury Services Manager.
- Follows established bookkeeping procedures and standards to perform Justice of the Peace bank reconciliations.
- Follows established procedures and standards to perform reconciliations of all county accounts on the county's financial software system including clearing checks and deposits and printing reconciliation reports.
- Follows established procedures and standards to assist Justice of the Peace Clerks with decision-making situations (clerical errors, voiding receipts, NSF checks, etc.).
- Balances the fee collection reports of the six Justices of the Peace, County Clerk, District Clerk, Adult probation, Juvenile Probation, Development Services, Countywide Operations, and Transportation Department.
- Assists Internal, External, and State Auditor's with documentation, support, explanation and other materials deemed necessary for audit purposes.
- Maintains a working relationship with Internal Auditor, Justice of the Peace, District Clerk, County Clerk, Adult Probation and various county offices.
- Analyses and balances all credit card payments for all Hays County Departments countywide.
- Monitors Adult Probation daily deposits.
- Prepares and submits daily report for all fees and fines collected countywide.

- Stays up to date and informed on legislative changes pertaining to all State fees processed by the Hays County court system.
- Creates and maintains a working excel spreadsheet for support and accurate calculations for civil and criminal state quarterly reports.
- Reviews revenue reports countywide to reconcile and verify accuracy.
- Resolves balancing issues with various county offices on a daily basis for general ledger and reconciliation discrepancies.
- Maintains a separation of duties, refraining from revenue, cash or disbursement functions as well as refraining from deposit preparation functions.
- Prepares and submits civil and criminal state quarterly reports to State Comptroller of Public Accounts.
- Prepares and submits Child Safety state fee report to State Comptroller of Public Accounts.
- Prepares and submits Sexual Assault/ Substance Abuse state fee report to State Comptroller of Public Accounts.
- Prepares and submits Victim's of Crime Auxiliary state report to State Comptroller of Public Accounts.
- Prepares and submits Restitution state fee report for Texas Attorney General Office.
- Prepares and submits Appellate Court state fee report for Clerk of the 3rd Court of Appeals.
- Prepares and submits Juror Reimbursement request to the Comptroller's Judiciary Section.
- Prepares and submits Omni Base Collection agency report for Hays County.
- Prepares and submits McCreary, Veselka, Bragg & Allen Collection agency report for Hays County.
- Prepares and submits Net Plea Collection agency report for Hays County.
- Prepares and submits Parents Contributing to Truancy report for Hays CISD, San Marcos CISD, Wimberley ISD, and Dripping Springs ISD.
- Prepares and submits Texas Parks & Wildlife fees report for the Texas Parks and Wildlife department.
- Prepares and submits Family Violence Fee report for the Hays/Caldwell Women's Center.
- Prepares and submits the Drug Court Program state report for the State Comptroller of Public Accounts,
- Stays up to date on Postage changes and upgrades for the mail system.
- Leads the work of Treasury Associates and Administrative Assistant I's in the Treasurer's Office, by reviewing work and ensuring projects stay on task.
- Manages the preparation and staff for the countywide outgoing mail.
- Prepares daily downloads of department charges for monthly departmental allocations of mail charges report for internal auditor.
- Follows established bookkeeping procedures and standards to perform reconciliation for mail postage account.
- Orders all supplies such as ink and postage tapes for mail machine operation.
- Performs data entry of cleared checks and deposits as need into county financial software system.
- Operates office machines including personal computer photocopier, rizzo, fax, calculator, typewriter, mail machine and adding machine.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to supervisor.

Knowledge Required

- General knowledge of Hays County regulations, policies and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.
- General knowledge of grammar, punctuation, and spelling.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Exceptional knowledge of basic bookkeeping.

- Exceptional knowledge of basic record keeping and filing procedures.
- Exceptional knowledge of basic windows applications and word processing specifically Microsoft Word.

Required Skill

- Exceptional skill in operating standard office equipment such as personal computers, calculators, photocopiers, fax machines, mail machines and multi-line telephones.
- Exceptional skill in basic bookkeeping and report preparation.
- General skill in establishing and maintaining effective working relationships with County staff and the general public.
- General skill in documenting, reading, understanding, and maintaining employee payroll records.
- General skill in reception, telephone etiquette and customer relations.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- Requires Associates Degree in business management or equivalent.
- Requires two years full-time experience in secretarial, office/clerical, bookkeeping or related work or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations

- Bilingual preferred. (Spanish and English)

Supervision

- The Treasury Specialist is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, and completeness.
- The Treasury Specialist is responsible for carrying out assignments independently.
- The Supervisor assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Treasury Specialist must use judgment in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. This position must have a strong work ethic. The Treasury Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must obtain, clarify or give facts to county employees and members of the outside public. The Treasury Specialist meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands and fingers to handle or feel.

- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel, or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in a normal office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without and accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

Treasury

2025

Daphne Tenorio, Elected Official

Elizabeth Osorio, Asst. Treasurer

Accounting Team	Compliance Team	Admin Team
Brian Hurt - Treasury Manager	Delia Domke - Treasury Specialist	Claire Perkins - Treasury Associate
Diane Hervol - Fin Analyst 3	Debra Loos- Treasury Associate	Sklyer Vasquez - Treasury Associate
Proposed- Financial Analyst 3	**Treasury Associate Moved**	Angela Avona - Admin Assitant (PT)
Kim Flores - Financial Analyst 2		**Proposed - Treasury Specialist**
Carmen Molina - Financial Analyst 1		


Budget Account Comment
Budget Account 5021 Staff Salaries
Comments
New Treasury Specialist/ Financial Analyst III
OK
Cancel
$119,000.00
$46,604.30
$0.00

PURCHASING
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Purchasing

NEW POSITIONS:

Position Title: Fleet Operations Specialist

Grade: 118

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

Justification: Management of county owned & leased vehicles, Fuelcard management, Safety recalls, & inventory of County fleet.

-additional duties added to the purchasing office by Commissioners Court.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Equipment Needed:

Computer	$1100.00
(2) monitors	$450.00 @ $225.00 = $675.00
(1) UPS	$175.00
(1) Desk phone	$185.00
(1) License-phone	$90.00

Adobe license - $99.00

HAYS COUNTY JOB DESCRIPTION

Job Code: 1170
Grade: 118
FLSA: Non-Exempt
Safety Sensitive

Prepared by: Purchasing Office
Date Prepared: May 2025

Fleet Operations Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Fleet Operations Specialist will perform fleet operations work involving coordinating fleet operations, maintenance, Fuelman Cards & pins, inventory, and administrative functions for fleet management programs for all County departments. The work involves treating a variety of unusual conditions, problems, situations, or questions in conformance with established criteria. The Fleet Operations Specialist works under general supervision, with moderate latitude for the use of initiative and independent judgement. This position must exercise judgement within defined policies and procedures, consider recommendations and then determine the course of action. This position affects the economic well-being of Hays County.

Responsibilities

- Assist departments in obtaining quotes for county owned vehicles, as well as County leased vehicles.
- Coordinates delivery and pickup of equipment.
- Provides oversight and guidance in all aspects of the fleet management programs.
- Tracks year-to-date equipment rental dollars and equipment quantities; forecast year-end budget requirements.
- Maintains a vehicle inventory for all County departments.
- Reviews purchase orders, receipts, and vendor invoices for accuracy when needed.
- Manages the Fuelman Credit Card account
- Analyzes complex data related to vehicle leases.
- Sorts and files forms, reports, correspondence, and related documents.
- Conducts research related to specific cases and situations.
- Coordinates with and maintains good working relationships with other agencies, county, state, and federal departments.
- Ability to negotiate, develop, and prepare fleet agreements.
- Performs other duties as assigned.

Knowledge Required

- Knowledge of principals and practices of fleet operations management, fleet equipment operations, and applicable federal, state, and local laws and regulations.
- Exceptional knowledge of modern business office practices and procedures.
- Exceptional knowledge of grammar, punctuation, and spelling.
- Exceptional knowledge of basic windows applications and word processing specifically Microsoft Word, Excel, Powerpoint.
- Proficient knowledge of telephone etiquette.
- Proficient knowledge of customer relations.
- General knowledge of department forms, rules, procedures and guidelines.
- General knowledge of Hays County regulations, policies, and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of basic record keeping and filing procedures.

Required Skill

- Exceptional skill in evaluating new equipment, goods, and service performance; in monitoring and evaluating unit expenditures; and in anticipating and adjusting for problems.
- Exceptional skill in telephone etiquette and customer relations.
- Exceptional skill in operating standard office equipment, such as personal computers, calculators, photocopiers, fax machines, multi-line telephones.
- Exceptional interpersonal skills.
- Exceptional skill in gathering, compiling, analyzing data and maintaining complex records.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, County staff, and the general public.
- General skill in designing and implementing new forms and office procedures.
- General skill in interpreting and understanding legal terminology.
- General skill in performing basic mathematical calculations.
- General skill in documenting, reading, understanding, and maintaining records.
- General skill in basic bookkeeping and report preparation.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skill of 50 wpm or greater.

Education and/or Experience

- Requires High School diploma or GED.
- Requires two years in fleet operations work.
- Any combination of experience or training may be substituted on a year for year basis.

Other Qualifications, Certificates, Licenses, Registrations

- Valid TX Class C Driver's License.

Supervision

- The Fleet Operations Specialist is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Fleet Operations Specialist is responsible for carrying out assignments as instructed.
- The supervisor assigns work and decides the actions to be taken. The Fleet Operations Specialist contacts the supervisor concerning deviations, problems and unfamiliar situations.

Guidelines

The Fleet Operations Specialist must work in strict adherence to instructions using judgment in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. This position must have a strong work ethic. The Fleet Operations Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, multitask, have the ability to adapt to change and have a proper attitude.

Emotional Demands

This position must obtain, clarify or give facts to county employees and members of the outside public. The Fleet Operations Specialist meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit, stand, walk, and use hands to finger, handle, or feel objects, tools, or controls.
- The employee is frequently required to reach with hands and arms, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move objects weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to operate a motor vehicle and make site visits which may require walking across uneven surfaces or in outdoor environments.
- The position requires the ability to spend extended periods working at a computer or on a telephone.

- The work may occasionally require travel between various county departments or off-site vendor locations.

Work Environment

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without reasonable accommodations. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Purchasing**

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS: 4, requesting an additional position in FY 26 Budget for Fleet, possibly 5 total

Position Title: Purchasing Agent

Position Grade & Slot #: Grade 131 and Slot 0014-001

Requested Changes: Grade 134

Justification:

Ordering/Purchasing of Supplies and Equipment
I am responsible for procuring all necessary supplies, materials, and equipment for the County and its subdivisions, including coordinating all property repairs. This includes assisting various departments in obtaining quotes, ensuring proper General Ledger (G/L) accounts are being used, and verifying that quotes comply with County and cooperative contract pricing. I work closely with vendors to address discrepancies in quotes and ensure updates are provided. Additionally, I process change orders to purchase orders and ensure requested modifications align with the original quotes and contracts. I audit purchase orders throughout the year to close out unnecessary POs and release funds back to departments. At year-end, I collaborate with the Budget Office to identify POs requiring rollover due to uncompleted or delayed purchases, ensuring these are addressed before the fiscal year ends. I also support departments in opening these rollover POs at the start of the new fiscal year. I conduct ongoing training to ensure departments are aware of available resources and opportunities for purchasing.

Formal Procurement Process
I am tasked with managing the competitive bid process for all county departments to ensure compliance with statutory requirements. I collaborate with department heads to define project scopes and determine the most appropriate procurement methods. I review industry standards to ensure that the requested scope aligns with current best practices. I need to be knowledgeable about a wide array of materials and services, including road construction, legal services,

janitorial, plumbing, engineering, and many others. I oversee the bid evaluation, award, and contract negotiation processes while ensuring all vendors are provided with a fair and equal opportunity to submit proposals. My role also includes safeguarding the County's best interests throughout these procedures.

Contract Management
I manage all County contracts, ensuring both vendors and departments comply with the terms and conditions. During contract negotiations, I assist in drafting agreements in collaboration with our legal department. After execution, I maintain and oversee contract files, ensuring timely renewals and amendments as necessary. If any terms change during the contract period, I issue the appropriate amendments. I also facilitate meetings between vendors and departments when issues arise. If a contract needs to be terminated, I prepare the necessary termination letters, work with legal to finalize the documents, and ensure they are sent to the vendor. Additionally, I oversee the Countywide Copier Contract and manage the distribution, repairs, and upgrades of all County-issued cell phones.

County Inventory Management
Annually, I provide an inventory list to the County Auditor's Office, detailing all property owned by the County, as well as items used by departments, officers, and employees. I also coordinate with departments to identify surplus inventory, which can either be transferred to other departments or included in the County's annual auction.

Fleet Management
I am responsible for the County's fleet of owned and leased vehicles. This includes obtaining vehicle titles, ensuring registration, and maintaining accurate records. I work with our Risk Manager to ensure vehicles are insured and coordinate repairs, safety recalls, and manage fuel fleet cards. For leased vehicles, I handle lease maintenance and collaborate with departments and leasing companies to renew or replace vehicles, ensuring all costs are accounted for in departmental budgets.

County Credit Card Management
I manage all County-issued and store-issued credit cards. I assist in reviewing purchases to ensure they comply with County policies and statutory regulations. I maintain a secure file for each card and safeguard them against any potentially fraudulent activity.

Summary of Role
The role of the Purchasing Agent is broad, covering the entire County rather than being limited to any specific department. As such, it requires a thorough understanding of the laws governing purchasing to ensure the County and its employees are never exposed to legal or financial risks. In addition to serving every department within the County, I also support all County vendors. Along with the Budget Officer and the County Auditor, I am responsible for reviewing all submitted agenda request for each Commissioners Court meeting to ensure the proposed items comply with applicable regulations and policies. Given the scope and countywide impact of this role, I respectfully request that the Purchasing Agent position be reclassified alongside other department heads who have a similar countywide responsibility, such as the HR Director or the Budget Officer.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

ALL JUSTICE OF THE PEACE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Justice of the Peace Offices**

CURRENT POSITIONS:

Position Title:
Justice Clerk

Position Grade & Slot #:
Current Grade 114

Requested Changes:
Justice Clerk I – Pay Grade 115
Justice Clerk II – Pay Grade 117
Justice Clerk Senior – Pay Grade 119

Justification:
Currently, Hays County Justice Clerks perform many duties and have many compliance requirements in comparison to other employees with the same grade. However, in comparing the duties and responsibilities of other employees with the same (or higher pay grade), the Justice Court clerks are paid far less. Within our Courts, and similar to other departments, certain clerks perform more duties and have more responsibilities than other clerks. However, the clerks remain with the same Position Title and same Pay Grade.

The Justice Courts would like to reorganize our Courts and have three (3) position titles for our clerks. Each job title will be reflective of the level of duties and responsibilities of the clerks. We request to create the following three (3) Justice Clerk positions: Justice Clerk I, Justice Clerk II and Justice Clerk Senior. We believe these salaries will be more consistent with the duties that are performed and will help with staff moral and retention.

An example of the break down of the positions is provided based on the number of Justice Clerks in each court:

Court with one (1) clerk:

-Clerk I, II or Senior dependent upon experience and duties performed between clerk and Court Administrator.

Court with two (2) Clerks:

A. 1 = Justice Clerk I; 1 = Justice Clerk II *
B. 1 = Justice Clerk I; 1 = Justice Clerk Senior*

-Clerk I, II or Senior dependent upon experience and duties performed between clerk and Court Administrator.

Court with three (3) Clerks:

A. 1 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior

Court with four (4) Clerks:

A. 2 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior

Court with five (5) Clerks:

A. 2 = Justice Clerk I; 2 = Justice Clerk II, 1 = Justice Clerk Senior

Job Descriptions are attached for each of the proposed positions. We appreciate your consideration and welcome the opportunity to answer any questions.

JUSTICE OF THE PEACE 2, 2
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **JP 1-2 – 50%**
JP 2-2 – 50%

NEW POSITIONS:

Position Title: Truancy Case Manager

Grade: 118

F/T or P/T: Full-time

What core duties will be accomplished by adding this position: Monitors juvenile and parent contributing to truancy cases to ensure compliance with court orders and conditions of deferral. Works with students, local school district(s) and other parties to provide resources to help reduce truancy.

Justification: Without a case management program, our courts cannot effectively address truancy withing Hays County. Truancy can lead to various issues, including academic struggles, behavioral problems, and increased risks of delinquency and substance abuse, impacting both the student and the community. Chronic truancy is strongly associated with school failure and a higher likelihood of dropping out of high school.

San Marcos ISD and Hays CISD staff have told us that there are concerning truancy levels within their districts. Additionally, our courts are seeing a high number of middle-school enrolled students being truant. Not addressing truancy, especially in middle school enrolled students, will make it more difficult to address the issue when these students are in high school.

In an attempt to reduce truancy, the JP 2-2 court is working to identify and address the factors that lead to truancy in each student and/or family. Resources are then provided to the student and/or family to help address the issue(s) causing a student to be truant. The Hays CISD and San Marcos CISD district staff have provided feedback on the impact the positive impact in attendance (for those who have come into court). Similar programs in other courts around the state have been successful in reducing and preventing truancy. Many of these other programs employ full-time case managers to manage the program. However, the JP 2-2 court is currently using college interns to perform case management activities, with some success. Unfortunately, these interns average 10 hours a week, which limits an effective case management process that can be provided.

Recently, there has been an increase in the number of Juvenile Truancy and Parent Contributing to Truancy filings. A full-time Case Manager will provide a more implementation and effective management of the services being provided to the students and parents. At the time of this request, this position will be assigned and split between both the JP1-2 and JP2-2 courts as most truancy filings are filed in these courts. In the future, the Truancy Case Manager may assist truancy cases filed in other JP courts.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Intern Juvenile Case Manager

Position Grade & Slot #: N/A

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Job Description:

Provides case management and informal counseling to juveniles and to parents of juveniles under court orders issued under the Education Code (relating to mandatory school attendance). Monitors all aspects of juvenile's case related to conditions of deferral, including visits with juvenile's family and other significant contacts. Monitors juvenile's school attendance and behavior and reports to the Judge of the Court in which the case manager is employed.

Summary

Under general supervision, the Case Manager performs a variety of case management support functions for the Hays County Justice of the Peace Precinct 1, Place 2 and the Precinct 2, Place 2 Offices.

Duties and Responsibilities

- Conducts initial and subsequent interviews with juveniles to explain conditions of deferral order and assist juveniles in compliance. Teaches juveniles and parents attributes and skills necessary to achieve success in compliance with court orders.

Supervises and monitors juveniles (at school, home, job and other places of contact in the community) on deferral for compliance and completion of deferred disposition orders relating to improving school attendance.

Monitors juveniles and determines progress and compliance through juvenile self-reporting, follow up by the case manager at home or school, and at court hearings. Determines the needs of the juvenile and family and develops plans for the juveniles to achieve compliance.

- Conducts investigations on the background of each case, which includes interviewing juveniles, their families and other significant contacts. Assesses the individual's environment, familial, and social situation.

- Assures juvenile's understanding of obligations with respect to conditions of the Court's order and monitors compliance with the terms and conditions of deferral. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of the school and social service agencies.

- Coordinates with schools and/or school districts regarding access to school campuses and students. Gathers attendance and behavior reports from the schools. Interviews school

administrators, teachers, counselors, and attendance officers regarding juveniles under Court orders.

- Reviews information and reports for compliance or non-compliance with court deferral orders and reports to the Court.

- Assists juveniles with various referrals, including, but not limited to counseling, treatment and job referrals. Verifies attendance and completion of alcohol, drug, mental health counseling and any other court ordered programs. Provides individual informal counseling as needed.

- Prepares written assessments and recommendations to the court concerning the juvenile's compliance and progress during probation.

- Assists Judge in court on appearance day and for show cause hearings. Reviews court orders with juvenile and parents. Appears and testifies in court.

- Coordinates and teaches classes that are specifically designed to address issues regarding the circumstances of the offense (e.g. Leadership and Parenting, Conflict Resolution, etc.).

- Coordinates community service projects for juveniles assigned to do community service.

- Coordinates with the Constables office and/or local law enforcement regarding arrest and transport of offenders as directed by the Court.

- Performs other job-related duties as assigned.

The Justice of the Peace office cannot give out legal advice but can provide legal information to customers.

Minimum Requirements

Education and Experience:

Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND one (1) year experience in working with adolescents;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Must be at least 21 years of age.

Valid Texas Driver's License.

Preferred:

Proficiency in Spanish and/or sign language.

Experience in working with adolescents from low income communities.

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Case management practices.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard informal counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and related software applications.

Skill in:

- Developing and maintaining professional relationships with staff from schools and referral agencies.
- Monitoring and responding to juvenile behavior.
- Problem solving and decision-making.
- Both verbal and written communication.
- Interviewing juveniles and their families.

Ability to:

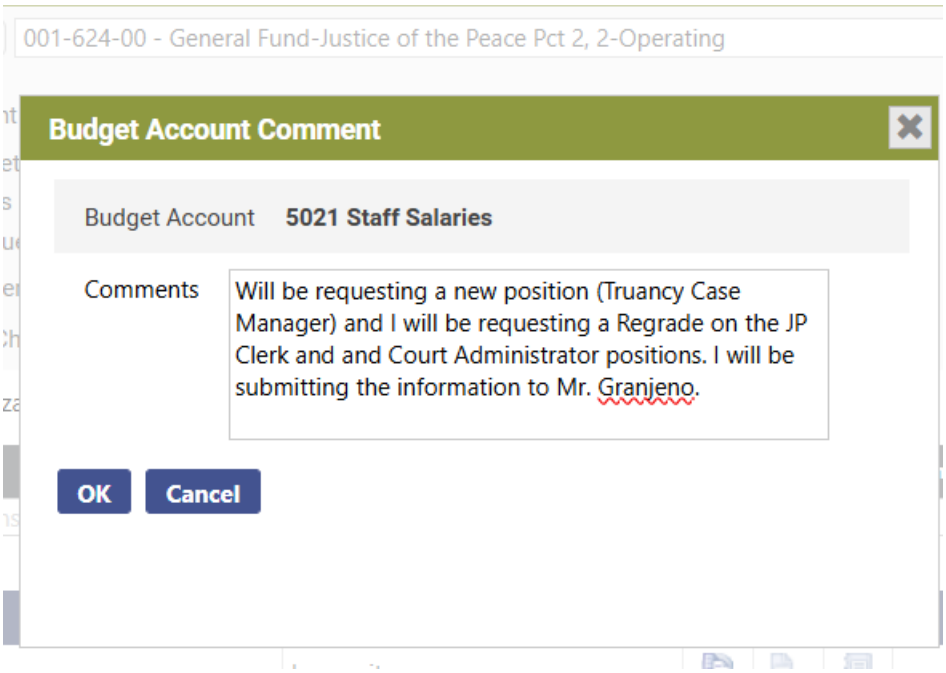
- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile, and aggressive individuals.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- Perform in a stressful environment, while maintaining a professional manner.
- Operate a variety of office equipment and a computer including word processing, spreadsheets and databases.
- Establish and maintain effective working relationships with juveniles, representatives of outside agencies, other county staff, representatives of the juvenile justice system and the general public.

Work Environment and Physical Demands

Physical requirements include the ability to lift/carry up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases. Subject to juvenile and customer contact for extended periods of time

Hays County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.


001-624-00 - General Fund-Justice of the Peace Pct 2, 2-Operating
Budget Account Comment
Budget Account 5021 Staff Salaries
Comments
Will be requesting a new position (Truancy Case Manager) and I will be requesting a Regrade on the JP Clerk and and Court Administrator positions. I will be submitting the information to Mr. Granjeno.
OK
Cancel

JUSTICE OF THE PEACE 1, 1
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: JP 1-1

NEW POSITIONS:

Position Title: Justice Clerks

Grade: 115

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

Justification:
I am requesting that all Justice Clerks be moved to a grade 115 as requested by the other JP's

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Justice Clerks

Position Grade & Slot #: 114

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: JP 1-1

NEW POSITIONS:

Position Title: Justice Court Coordinator

Grade: 122

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

Justification:
other positions within the County do not have as many responsibilities and are at a grade 122.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Justice Court Coordinator

Position Grade & Slot #: 117

Requested Changes:
as mentioned above

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

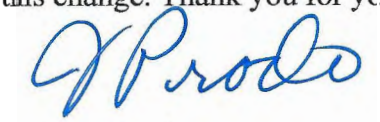
JUDGE JO ANNE PRADO

JUSTICE OF THE PEACE
PRECINCT ONE, PLACE ONE
712 SOUTH STAGECOACH TRAIL, STE. 2235
SAN MARCOS, TX 78666
512-393-7871

April 11, 2025

To County Judge and Hays County Commissioners:

Ref: FY26 Personnel request for changes to current justice court clerk positions and justice clerk coordinator. I am respectfully asking the court to consider changing the justice clerk coordinator to a grade 122 and the justice clerks to a grade 115. Please refer to supporting documentation submitted by the other JP's that would justify this change. Thank you for your consideration.



Jo Anne Prado
Justice of the Peace 1-1

JUSTICE OF THE PEACE 1, 2
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Justice of the Peace 1-2

NEW POSITIONS:

Position Title: Justice Court Coordinator

Grade: 122

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
See Attached Updated Job Description

Justification:
The increase in the job responsibilities and the workload in the office of JP1-2 would merit a regrade in this position from a grade of 117 to a grade of 122.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

no new equipment needed for this position

CURRENT POSITIONS:

Position Title: Justice Court Coordinator

Position Grade & Slot #: 117 Step 6

Requested Changes: Regraded to a 117 Step 6

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Justice of the Peace 1-2

NEW POSITIONS:

Position Title: Justice Clerk II JoAnn Avalos

Grade: 115

F/T or P/T: F/T

What core duties will be accomplished by adding this position:
See Attachment

Justification:
JoAnn has been with Hays County for 6 years, but worked as a court administrator for 20+ years in another county before coming here. The JP1-2 office has had it's number of criminal cases with a request fo a jury trial increase as well as an over all increase in all criminal and civil cases. She has taken on several new responsibilites including the jury managment system.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

No new equipment required

CURRENT POSITIONS:

Position Title: Justice Clerk

Position Grade & Slot #: 114 Step 5

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

April 14, 2025

Ref: FY26 Personnel Request Form to request changes in current positions

I am emailing to formally request a review and consideration for a title change and position regrade for the Justice Clerk positions. This request is based on expanded responsibilities and comparable roles from Travis County Clerk I position (see attachment).

Over time, the Court Administrator (CA) and Justice Clerk role has evolved significantly to include duties (see attached document). These changes reflect a broader scope of work and increased level of responsibility that are not adequately represented in the current title or grade level. Therefore, I am submitting a revision of the Justice Clerk and three positions: Justice Clerk I, Justice Clerk II, and Senior Justice Clerk III. In addition, I have attached the necessary Personnel Request Form for each employee included in this request, to facilitate the formal review process for their proposed title changes and reclassifications. These forms outline the current roles, proposed titles, and justifications for the regrade, I accordance with the established procedures.

Thank you,

Maggie H. Moreno

Justice Clerk *Comparison of workload*

Current Starting Salary

Justice Clerk	**Grade 114**	**$40,063**
Accounts Payable & Auditing Specialist	Grade 115	$42,066
Admin Asst. III	Grade 115	
Parks Specialist Lead	Grade 115	
Records Management Specialist	Grade 115	
Treasury Specialist	Grade 115	
Community Outreach Specialist	Grade 116	$44,170
Deputy Clerk Senior	Grade 116	
Planning Tech	Grade 116	
Lead accounts Payable & Auditing Specialist	Grade 116	

Proposed Starting Salary

Justice Clerk	**Grade 116**	**$ 44,170**

Position Break down options:

JPs that have 2 or more Justice Clerks (not including Court Administrator)

2 Clerk Options:

A. 2 = Justice Clerk I*
B. 1 = Justice Clerk I; 1 = Justice Clerk II
C. 1 = Justice Clerk I; 1 = Justice Clerk Senior
   May have to consider having a JC II or Senior depending on duties performed

3 Clerk Options:

A. 1 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 2 = Justice Clerk I; 1 = Justice Clerk Senior

4 Clerk Options:

A. 2 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 3 = Justice Clerk I; 1 = Justice Clerk Senior

5 Clerk Options:

A. 3 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 2 = Justice Clerk I; 2 = Justice Clerk II, 1 = Justice Clerk Senior
C. 4 = Justice Clerk I; 1 = Justice Clerk Senior

Justice Clerk I - Grade 114

Duties:

- Performs and processes a variety of official documents such as citations, judgements, warrants, complaints, affidavits, routine reports. subpoenas, notices, jury lists, and form letters.
- Assists the Judge in courtroom by providing information and ensuring information is accurate for cases.
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Manages a cash drawer at high-volume window, balances drawer and prepares deposits.
- Approves installment payment agreements based on established criteria.
- Receives and processes payment of fees/fines, issues receipts and records dispositions.
- Assists customers in person and on the telephone, explaining procedures, fines, and forms.
- Approves and provides required information for defensive driving courses.
- Receives and processes citations from law enforcement officials and agencies.
- Prepares and sends form letters.
- Performs receptionist duties, which involves greeting customer, answering telephone, responding to inquiries, taking messages, and making appointments.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying,
  and filing and maintaining documents.
- Performs other duties as assigned.

Knowledge Required:

- General knowledge of Hays County Justice Court regulations, policies, and procedures.
- General knowledge of federal, state, and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- General knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- General knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.
- General knowledge of public administration principles and practices including employee supervision and training.

Required Skill:

- General skill in money handling.
- General skill in performing court clerk procedures and processes.
- General skill in reading, understanding, and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws, and plumbing license laws.
- Advanced skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the public.
- Advanced skill in customer service.
- Advanced skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.

Justice Clerk I - Grade 114 -- Continued

- General skill in documenting, reading, understanding, and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- General skill in project and task management, including performing multiple functions simultaneously.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in training new employees while reviewing and correcting work.
- General skill in MS Windows Excel.
- General skill in typing 40 wpm.
- General project management skills.

Education and/or Experience:

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.
- Requires one (1) year as a Justice Court clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- Proficiency in Spanish preferred.
- Ability to obtain Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Justice Clerk II – Grade 115

Duties:

- Performs and processes a variety of official documents such as citations, judgements, warrants, complaints, affidavits, routine reports. subpoenas, notices, jury lists, and form letters.
- Coordinates court dates with attorneys and law enforcement officials.
- Assists the Judge in courtroom by providing information and ensuring information is accurate for cases.
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Manages a cash drawer at high-volume window, balances drawer and prepares deposits.
- Approves installment payment agreements based on established criteria.
- Receives and processes payment of fees/fines, issues receipts and records dispositions.
- Assists customers in person and on the telephone, explaining procedures, fines, and forms.
- Approves and provides required information for defensive driving courses.
- Receives and processes citations from law enforcement officials and agencies.
- Prepares and sends form letters.
- Performs receptionist duties, which involves greeting customer, answering telephone, responding to inquiries, taking messages, and making appointments.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying,
- and filing and maintaining documents.
- **Performs and assists in the training of Justice Clerk I employees**
- **Maintains court dockets; sets court dates, hearings, and trials, including jury trials.**
- **Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.**
- **Prepares case files for court hearings by preparing judgments, warrants and complaints.**
- Performs other duties as assigned.

Knowledge Required:

- **Exceptional** knowledge of Hays County Justice Court regulations, policies, and procedures.
- **Exceptional** knowledge of federal, state, and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- **Exceptional** knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- **Exceptional** knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.

Required Skill:

- **Advanced** skill in money handling.
- **Advanced** skill in performing court clerk procedures and processes.
- **Advanced** skill in reading, understanding, and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws, and plumbing license laws.
- **Exceptional** skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the public.

Justice Clerk II - Grade 115 -- Continued

- **Exceptional** skill in customer service.
- **Exceptional** skill in reception, telephone etiquette and customer relations.
- **Advanced** skill in basic bookkeeping and report preparation.
- **Advanced** skill in documenting, reading, understanding, and maintaining various records.
- **Advanced** skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- **Advanced** organizational skills.
- **Advanced** skill in project and task management, including performing multiple functions simultaneously.
- **Advanced** skill in expressing oneself clearly and concisely, both orally and in writing.
- **Advanced** skill in training new employees while reviewing and correcting work.
- **Advanced** skill in MS Windows Excel.
- **Advanced** skill in typing **50** wpm.
- **Advanced** project management skills.

Education and/or Experience:

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.
- **Requires three (3) years** as a Justice Court clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- Proficiency in Spanish preferred.
- Ability to obtain Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Justice Clerk Senior (Justice Clerk III) – Grade 117

Duties:

- Performs and processes a variety of official documents such as citations, judgements, warrants, complaints, affidavits, routine reports. subpoenas, notices, jury lists, and form letters.
- Maintains court dockets; sets court dates, hearings, and trials, including jury trials.
- Assists the Judge in courtroom by providing information and ensuring information is accurate for cases.
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Manages a cash drawer at high-volume window, balances drawer and prepares deposits.
- Approves installment payment agreements based on established criteria.
- Receives and processes payment of fees/fines, issues receipts and records dispositions.
- Assists customers in person and on the telephone, explaining procedures, fines, and forms.
- Approves and provides required information for defensive driving courses.
- Receives and processes citations from law enforcement officials and agencies.
- Prepares and sends form letters.
- Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.
- Performs receptionist duties, which involves greeting customer, answering telephone, responding to inquiries, taking messages, and making appointments.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying, and filing and maintaining documents.
- **Prepares and transmits documentation to recall warrants and disseminates notifications.**
- **Coordinates court dates with attorneys and law enforcement officials.**
- **Prepares case files for court hearings by preparing judgments, warrants and complaints.**
- **Performs and assists in the training of employees in procedures such as preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, class c assaults cases, occupational license hearings, juvenile/parent violations and school truancy cases.**
- **Performs transactions related to citations, warrants, pleas, magistrate's orders, and time-served requests.**
- **Assists Judge with inquest inquiries from funeral homes, medical examiners, tissue/organs businesses, families, and officers.**
- **Processes evictions, small claims, debt claims, writs, motions, subpoenas, orders, judgments, and abstract judgments.**
- Performs other duties as assigned.

Knowledge Required:

- **Exceptional** knowledge of Hays County Justice Court regulations, policies, and procedures.
- **Exceptional** knowledge of federal, state, and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- **Exceptional** knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- **Exceptional** knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.

Justice Clerk Senior (Justice Clerk III) – Grade 117 - Continued

Required Skill:

- Advanced skill in money handling.
- **Exceptional** skill in performing court clerk procedures and processes.
- **Exceptional** skill in reading, understanding, and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws, and plumbing license laws.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- **Exceptional** skill in basic bookkeeping and report preparation.
- **Exceptional** skill in documenting, reading, understanding, and maintaining various records.
- **Exceptional** skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- **Exceptional** organizational skills.
- **Exceptional** skill in project and task management, including performing multiple functions simultaneously.
- **Exceptional** skill in expressing oneself clearly and concisely, both orally and in writing.
- **Exceptional** skill in training new employees while reviewing and correcting work.
- **Advanced** skill in MS Windows Excel.
- **Advanced** skill in typing **50** wpm.
- **Advanced** project management skills.

Education and/or Experience:

Any combination of experience or training may be substituted on a year for year basis.

- Requires **Bachelor's Degree** or equivalent.
- Requires three (3) years as a Justice Court clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- Proficiency in Spanish preferred.
- Ability to obtain Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

JUSTICE OF THE PEACE 2, 1
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Justice Court administrator

Position Grade & Slot# 5

Requested Changes: From court admin to court coordinator

Justification: Please see attached. Additional and refined duties

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0860 | Prepared by: J.P. Office & Personnel
Grade: 122 | Date Prepared: April, 2001
FLSA: Nonexempt | Date Updated: 11/06, 3/09, 09/09, 10/15, 06/23

Justice Court Coordinator
Justice of the Peace

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary
Under general supervision, the Justice Court Coordinator performs a variety of supervisory, administrative and accounting support functions for the Hays County Justice of the Peace. The work involves timely, preparing, managing and submitting statutory reporting requirements and the jury management system. This position may also encompass the duties of a court clerk, as needed. This Justice Court Coordinator affects the accuracy, reliability and acceptability of further processes and services.

Responsibilities
- Oversees and performs a variety of admnistrative and clerical procedures including preparing citations judgements, warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters, according to applicable laws and rules of civil procedure.
- Oversees and maintains all recordkeeping processes.
- Reviews manages, prepares and timely, submits statutory reporting requirements.
- Manages the Jury Management System for the Justice Court
- Maintains court dockets, sets court dates, hearings, and trials, including jury trials.
- Coordinates court dates with attorneys and law enforcement officials.
- Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.
- May assist Judge with inquest inquiries from funeral homes, medical examiners, tissue/organs businesses, families, and officers.
- Processes evictions, small claims, debt claims, writs, motions, subpoenas, orders, judgments, and abstract judgments.
- Prepares case files for court hearings by preparing judgments, warrants, complaints and affidavits.
- Regularly meets with the Juvenile Diversion Coordinator to ensure compliance with the Court's Juvenile Diversion Program.
- Regularly meets with the Juvenile Truancy Case Manager to ensure compliance with Court orders.
- Involved in the selection process of new Justice Court Clerks
- Supervises Justice Court Clerks
- Performs and trains employees in procedures such as preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- May represent the Court and/or Judge in meetings or at various community events.

As needed, may perform the following Justice Clerk Duties (list is not exhaustive)
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Approves installment payment agreements based on established criteria.
- Prepares and transmits documentation to recall warrants and disseminates notifications.
- Approves and provides required information for defensive driving courses.
- Verifies proof of insurance.

- Sets court dates, hearing and trials, including jury trials.
- Prepares and issues subpoenas for parties to cases.
- Prepares community service information packets, appeals packets and monthly reports.
- Prepares and sends form letters.
- Prepares sanctions and notices of suspension for minor in possession charges.
- Assists the Judge in the courtroom by providing information and ensuring information is accurate for cases.
- Assists customers in person and on the telephone, explaining procedures, fines and forms.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying and filing and maintaining documents.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of Hays County Justice Court regulations, policies, and procedures.
- Advanced knowledge of federal, state and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- Exceptional knowledge of court clerk procedures and processes.
- Exceptional knowledge of reviewing subordinate's work product to ensure compliance with Justice Court Regulations, policies and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Intermediate knowledge of general public administration principles and practices including employee supervision and training.
- Intermediate knowledge of modern business office practices and procedures.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.

Required Skill

- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes.
- Exceptional skill in reading, understanding and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws and plumbing license law.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the general public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.
- General skill in documenting, reading, understanding and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- Exceptional Skill in project management.
- Exceptional Skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in MS Windows Excel.
- General skill in typing 50 wpm.
- General project management skills.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires a High School diploma or equivalent .
- Requires four (4) years as a Justice Court Clerk, County Court Clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- English proficiency required (Speaking, Reading, Writing)
- Spanish proficiency preferred (Speaking, Reading, Writing).
- Prefer Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Supervision
- The Justice Court Coordinator is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, conformity to policy and procedure, and adherence to instructions.
- This Justice Court Coordinator supervises the clerical staff by assigning, instructing, reviewing and correcting work, and in some circumstances, works in a one-person office.
- The Justice Court Coordinator is responsible for carrying out recurring assignments independently.
- The Justice of the Peace assists this position with deviations, problems and unfamiliar situations.

Guidelines
The Justice Court Coordinator must use initiative and resourcefulness in deviating from traditional methods or in researching to develop new methods or policies. This employee must also use judgment in interpreting and adapting guidelines to apply them to specific cases or problems. This position must have a strong work ethic. The Justice Court Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands
This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Justice Court Coordinator meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, dangerous or uncooperative.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment
While performing the duties of this job, the employee works in a regular office setting. The work involves high risks with exposure to dangerous situations similar to everyday risks or discomforts requiring normal safety precautions typical of a jail or courtroom setting or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

Justice Clerk *Comparison of workload*

Current Starting Salary

Justice Clerk	**Grade 114**	**$40,063**
Accounts Payable & Auditing Specialist	Grade 115	$42,066
Admin Asst. III	Grade 115	
Parks Specialist Lead	Grade 115	
Records Management Specialist	Grade 115	
Treasury Specialist	Grade 115	
Community Outreach Specialist	Grade 116	$44,170
Deputy Clerk Senior	Grade 116	
Planning Tech	Grade 116	
Lead accounts Payable & Auditing Specialist	Grade 116	

Proposed Starting Salary

Justice Clerk	**Grade 116**	**$ 44,170**

JUSTICE OF THE PEACE 3
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: COURT ADM.

Position Grade & Slot #: 0860-004 GRADE 117

Requested Changes: GRADE 122

Justification:

See Attached

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Justice of the Peace Offices**

CURRENT POSITIONS:

Position Title:
Court Administrator

Position Grade & Slot #:
Current Grade 117

Requested Changes:
Change Job Title to: **Justice Court Coordinator**
Change Job Duties: **Updated Job Duties**
Change Job Pay Grade: **122**

Justification:
Currently, Hays County Justice Court Administrator (Court Coordinator) is required to perform many general, administrative, managerial and supervisory duties. Additionally, the Court Coordinator is required to manage and ensure court processes, hearings, court dockets, Jury management system and trials are set for the parties involved, the District Attorney's office and the Judge. Additionally, the Court Coordinator monitors, prepares and submits monthly compliance and statutory reporting requirements to respective entities. The duties listed in this paragraph are only a small portion of the duties listed.

The Court Coordinators are also required to have an extensive level of knowledge and skills to perform their work. At a minimum, this includes:

- Advanced knowledge of Federal, State and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- Exceptional knowledge of court clerk procedures and processes.
- Exceptional knowledge of reviewing subordinate's work product to ensure compliance with Justice Court Regulations, policies and procedures.
- Intermediate knowledge of general, public administration principles and practices including employee supervision and training.
- Intermediate knowledge of modern business office practices and procedures.
- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes.
- Exceptional skill in reading, understanding and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws and plumbing license law.

When comparing job descriptions, the Court Coordinator has more responsibilities and performs more duties than most positions within the 117 to 122 Pay Grades. Conversely, for years, the Court Administrators have been paid less for the number of duties and responsibilities. Due to the recent statutory Juvenile Diversion requirements, Justice Courts have added additional duties to the Court Administrator. As a result, we have changed the position title Justice Court Coordinator. We have also updated the Job Description and the proposed Pay Grade of 122 to reflect the salary that will be commensurate with the duties, requirements and responsibilities of the position. We respectfully ask for a serious consideration to this request. *(Proposed Justice Court Coordinator Job Description attached)*

HAYS COUNTY JOB DESCRIPTION

Job Code: 0860
Grade: 122
FLSA: Nonexempt

Prepared by: J.P. Office & Personnel
Date Prepared: April, 2001
Date Updated: 11/06, 3/09, 09/09, 10/15, 06/23

Justice Court Coordinator
Justice of the Peace

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Justice Court Coordinator performs a variety of supervisory, administrative and accounting support functions for the Hays County Justice of the Peace. The work involves timely, preparing, managing and submitting statutory reporting requirements and the jury management system. This position may also encompass the duties of a court clerk, as needed. This Justice Court Coordinator affects the accuracy, reliability and acceptability of further processes and services.

Responsibilities

- Oversees and performs a variety of admnistrative and clerical procedures including preparing citations judgements, warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters, according to applicable laws and rules of civil procedure.
- Oversees and maintains all recordkeeping processes.
- Reviews manages, prepares and timely, submits statutory reporting requirements.
- Manages the Jury Management System for the Justice Court
- Maintains court dockets, sets court dates, hearings, and trials, including jury trials.
- Coordinates court dates with attorneys and law enforcement officials.
- Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.
- May assist Judge with inquest inquiries from funeral homes, medical examiners, tissue/organs businesses, families, and officers.
- Processes evictions, small claims, debt claims, writs, motions, subpoenas, orders, judgments, and abstract judgments.
- Prepares case files for court hearings by preparing judgments, warrants, complaints and affidavits.
- Regularly meets with the Juvenile Diversion Coordinator to ensure compliance with the Court's Juvenile Diversion Program.
- Regularly meets with the Juvenile Truancy Case Manager to ensure compliance with Court orders.
- Involved in the selection process of new Justice Court Clerks
- Supervises Justice Court Clerks
- Performs and trains employees in procedures such as preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- May represent the Court and/or Judge in meetings or at various community events.

As needed, may perform the following Justice Clerk Duties (list is not exhaustive)

- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Approves installment payment agreements based on established criteria.
- Prepares and transmits documentation to recall warrants and disseminates notifications.
- Approves and provides required information for defensive driving courses.
- Verifies proof of insurance.

- Sets court dates, hearing and trials, including jury trials.
- Prepares and issues subpoenas for parties to cases.
- Prepares community service information packets, appeals packets and monthly reports.
- Prepares and sends form letters.
- Prepares sanctions and notices of suspension for minor in possession charges.
- Assists the Judge in the courtroom by providing information and ensuring information is accurate for cases.
- Assists customers in person and on the telephone, explaining procedures, fines and forms.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying and filing and maintaining documents.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of Hays County Justice Court regulations, policies, and procedures.
- Advanced knowledge of federal, state and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- Exceptional knowledge of court clerk procedures and processes.
- Exceptional knowledge of reviewing subordinate's work product to ensure compliance with Justice Court Regulations, policies and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Intermediate knowledge of general public administration principles and practices including employee supervision and training.
- Intermediate knowledge of modern business office practices and procedures.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.

Required Skill

- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes.
- Exceptional skill in reading, understanding and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws and plumbing license law.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the general public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.
- General skill in documenting, reading, understanding and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- Exceptional Skill in project management.
- Exceptional Skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in MS Windows Excel.
- General skill in typing 50 wpm.
- General project management skills.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires a High School diploma or equivalent .
- Requires four (4) years as a Justice Court Clerk, County Court Clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- English proficiency required (Speaking, Reading, Writing)
- Spanish proficiency preferred (Speaking, Reading, Writing).
- Prefer Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Supervision

- The Justice Court Coordinator is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, conformity to policy and procedure, and adherence to instructions.
- This Justice Court Coordinator supervises the clerical staff by assigning, instructing, reviewing and correcting work, and in some circumstances, works in a one-person office.
- The Justice Court Coordinator is responsible for carrying out recurring assignments independently.
- The Justice of the Peace assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Justice Court Coordinator must use initiative and resourcefulness in deviating from traditional methods or in researching to develop new methods or policies. This employee must also use judgment in interpreting and adapting guidelines to apply them to specific cases or problems. This position must have a strong work ethic. The Justice Court Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Justice Court Coordinator meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, dangerous or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in a regular office setting. The work involves high risks with exposure to dangerous situations similar to everyday risks or discomforts requiring normal safety precautions typical of a jail or courtroom setting or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code: 0860
Grade: 122
FLSA: Nonexempt

Prepared by: J.P. Office & Personnel
Date Prepared: April, 2001
Date Updated: 11/06, 3/09, 09/09, 10/15, 06/23

Justice Court Coordinator
Justice of the Peace

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Justice Court Coordinator performs a variety of supervisory, administrative and accounting support functions for a Hays County Justice of the Peace. The work involves timely, preparing and submitting reports, processing forms and orders involving the filing and disposition of various Justice Court Cases. This position may also encompass the duties of a court clerk, as needed. This Justice Court Coordinator affects the accuracy, reliability and acceptability of further processes and services.

Responsibilities

- Oversees and performs a variety of admnistrsative and clerical procedures including preparing citations judgements. warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters, according to applicable laws and rules of civil procedure.
- Oversees and maintains all recordkeeping processes.
- Maintains court dockets, sets court dates, hearings, and trials, including jury trials.
- Coordinates court dates with attorneys and law enforcement officials.
- Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.
- May assist Judge with inquest inquiries from funeral homes, medical examiners, tissue/organs businesses, families, and officers.
- Processes evictions, small claims, debt claims, writs, motions, subpoenas, orders, judgments, and abstract judgments.
- Prepares case files for court hearings by preparing judgments, warrants, complaints and affidavits.
- Regularly meets with the Juvenile Diversion Coordinator to ensure compliance with the Court's Juvenile Diversion Program.
- Regularly meets with the Juvenile Truancy Case Manager to ensure compliance with Court orders.
- Involved in the selection process of new Justice Court Clerks
- Supervises Justice Court Clerks
- Performs and trains employees in procedures such as preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- May represent the Court and/or Judge in meetings or at various community events.

As needed, may perform the following Justice Clerk Duties (list is not exhaustive)

- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Approves installment payment agreements based on established criteria.
- Prepares and transmits documentation to recall warrants and disseminates notifications.
- Approves and provides required information for defensive driving courses.
- Verifies proof of insurance.
- Sets court dates, hearing and trials, including jury trials.

- Prepares and issues subpoenas for parties to cases.
- Prepares community service information packets, appeals packets and monthly reports.
- Prepares and sends form letters.
- Prepares sanctions and notices of suspension for minor in possession charges.
- Assists the Judge in the courtroom by providing information and ensuring information is accurate for cases.
- Assists customers in person and on the telephone, explaining procedures, fines and forms.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying and filing and maintaining documents.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of Hays County Justice Court regulations, policies, and procedures.
- Advanced knowledge of federal, state and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- Exceptional knowledge of court clerk procedures and processes.
- Exceptional knowledge of reviewing subordinate's work product to ensure compliance with Justice Court Regulations, policies and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Intermediate knowledge of general public administration principles and practices including employee supervision and training.
- Intermediate knowledge of modern business office practices and procedures.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.

Required Skill

- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes.
- Exceptional skill in reading, understanding and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws and plumbing license law.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the general public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.
- General skill in documenting, reading, understanding and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- Exceptional Skill in project management.
- Exceptional Skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in MS Windows Excel.
- General skill in typing 50 wpm.
- General project management skills.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires a High School diploma or equivalent .
- Requires four (4) years as a Justice Court Clerk, County Court Clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- English proficiency required (Speaking, Reading, Writing)
- Spanish proficiency preferred (Speaking, Reading, Writing).
- Prefer Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Supervision

- The Justice Court Coordinator is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, conformity to policy and procedure, and adherence to instructions.
- This Justice Court Coordinator supervises the clerical staff by assigning, instructing, reviewing and correcting work, and in some circumstances, works in a one-person office.
- The Justice Court Coordinator is responsible for carrying out recurring assignments independently.
- The Justice of the Peace assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Justice Court Coordinator must use initiative and resourcefulness in deviating from traditional methods or in researching to develop new methods or policies. This employee must also use judgment in interpreting and adapting guidelines to apply them to specific cases or problems. This position must have a strong work ethic. The Justice Court Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Justice Court Coordinator meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, dangerous or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in a regular office setting. The work involves high risks with exposure to dangerous situations similar to everyday risks or discomforts requiring normal safety precautions typical of a jail or courtroom setting or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

Justice Clerk *Comparison of workload*

Current Starting Salary

Justice Clerk	**Grade 114**	**$40,063**
Accounts Payable & Auditing Specialist	Grade 115	$42,066
Admin Asst. III	Grade 115	
Parks Specialist Lead	Grade 115	
Records Management Specialist	Grade 115	
Treasury Specialist	Grade 115	
Community Outreach Specialist	Grade 116	$44,170
Deputy Clerk Senior	Grade 116	
Planning Tech	Grade 116	
Lead accounts Payable & Auditing Specialist	Grade 116	

Proposed Starting Salary

Justice Clerk	**Grade 116**	**$ 44,170**

JUSTICE OF THE PEACE 4
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Justice of the Peace Offices**

CURRENT POSITIONS:

Position Title:
Justice Clerk

Position Grade & Slot #:
Current Grade 114

Requested Changes:
Justice Clerk I – Pay Grade 115
Justice Clerk II – Pay Grade 117
Justice Clerk Senior – Pay Grade 119

Justification:
Currently, Hays County Justice Clerks perform many duties and have many compliance requirements in comparison to other employees with the same grade. However, in comparing the duties and responsibilities of other employees with the same (or higher pay grade), the Justice Court clerks are paid far less. Within our Courts, and similar to other departments, certain clerks perform more duties and have more responsibilities than other clerks. However, the clerks remain with the same Position Title and same Pay Grade.

The Justice Courts would like to reorganize our Courts and have three (3) position titles for our clerks. Each job title will be reflective of the level of duties and responsibilities of the clerks. We request to create the following three (3) Justice Clerk positions: Justice Clerk I, Justice Clerk II and Justice Clerk Senior. We believe these salaries will be more consistent with the duties that are performed and will help with staff moral and retention.

An example of the break down of the positions is provided based on the number of Justice Clerks in each court:

Court with one (1) clerk:

-Clerk I, II or Senior dependent upon experience and duties performed between clerk and Court Administrator.

Court with two (2) Clerks:

A. 1 = Justice Clerk I; 1 = Justice Clerk II *
B. 1 = Justice Clerk I; 1 = Justice Clerk Senior*

-Clerk I, II or Senior dependent upon experience and duties performed between clerk and Court Administrator.

Court with three (3) Clerks:

A. 1 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior

Court with four (4) Clerks:

A. 2 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior

Court with five (5) Clerks:

A. 2 = Justice Clerk I; 2 = Justice Clerk II, 1 = Justice Clerk Senior

Job Descriptions are attached for each of the proposed positions. We appreciate your consideration and welcome the opportunity to answer any questions.

JUSTICE OF THE PEACE PCT 5
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:
Justice of the Peace Precinct 5

NEW POSITIONS:
Senior Justice Clerk III - **TRESSA WILLIAMS**

Position Title:
Senior Justice Clerk III
Grade:
117
F/T or P/T:
FT

What core duties will be accomplished by adding this position:
See attachment

Justification:

Tressa Williams comes to Hays County from Travis County & Victoria County with 10 years' experience. She is currently the back up for the Court Administrator and runs all statutory reporting requirements, the jury management system, and other administrative duties as needed. She is cross-trained with criminal and civil cases and comes with a wealth of knowledge in criminal law and perform transactions with judgments, prepare and process forms and orders involving all dispositions of criminal traffic tickets. She is familiar with state and local laws related to family code, penal code, criminal procedures. The high volume of activity in the JP 5 office has increased significantly over the past year, along with the demand for accuracy in serving constituents. Additionally, she has taken the initiative to create manuals documenting her job responsibilities.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.
No equipment necessary.

CURRENT POSITIONS:
Justice Clerk
Position Title & Slot #:
114, step 2

Requested Changes:
See attached.
Justification:
She will take on more responsibilities, see attachment.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Justice Clerk Responsibilities

Matters:	District Court	County Court at Law	Justice Court
Criminal	+	+	+
Civil	+	+	+
Family	+		
Jury Trials	+	+	+
Misc. Court Filings	+	+	+
Probate		+	
Truancy			+
Juvenile			+
Evictions			+
Animal Control			+
Parks & Wildlife			+
Inquests			+
Repair & Remedy			+
HOA/POA Disputes			+
Tow Hearings			+
DL/LTC revocations & denials			+

Step 1 46,378.00 Step 2 $47,769.34

Justice Clerk Senior (Justice Clerk III) – Grade 117

Duties:

- Performs and processes a variety of official documents such as citations, judgements, warrants, complaints, affidavits, routine reports. subpoenas, notices, jury lists, and form letters.
- Maintains court dockets; sets court dates, hearings, and trials, including jury trials.
- Assists the Judge in courtroom by providing information and ensuring information is accurate for cases.
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Manages a cash drawer at high-volume window, balances drawer and prepares deposits.
- Approves installment payment agreements based on established criteria.
- Receives and processes payment of fees/fines, issues receipts and records dispositions.
- Assists customers in person and on the telephone, explaining procedures, fines, and forms.
- Approves and provides required information for defensive driving courses.
- Receives and processes citations from law enforcement officials and agencies.
- Prepares and sends form letters.
- Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.
- Performs receptionist duties, which involves greeting customer, answering telephone, responding to inquiries, taking messages, and making appointments.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying, and filing and maintaining documents.
- **Prepares and transmits documentation to recall warrants and disseminates notifications.**
- **Coordinates court dates with attorneys and law enforcement officials.**
- **Prepares case files for court hearings by preparing judgments, warrants and complaints.**
- **Performs and assists in the training of employees in procedures such as preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, class c assaults cases, occupational license hearings, juvenile/parent violations and school truancy cases.**
- **Performs transactions related to citations, warrants, pleas, magistrate's orders, and time-served requests.**
- **Assists Judge with inquest inquiries from funeral homes, medical examiners, tissue/organs businesses, families, and officers.**
- **Processes evictions, small claims, debt claims, writs, motions, subpoenas, orders, judgments, and abstract judgments.**
- Performs other duties as assigned.

Knowledge Required:

- **Exceptional** knowledge of Hays County Justice Court regulations, policies, and procedures.
- **Exceptional** knowledge of federal, state, and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- **Exceptional** knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- **Exceptional** knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.

Required Skill:

- Advanced skill in money handling.
- **Exceptional** skill in performing court clerk procedures and processes.
- **Exceptional** skill in reading, understanding, and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws, and plumbing license laws.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- **Exceptional** skill in basic bookkeeping and report preparation.
- **Exceptional** skill in documenting, reading, understanding, and maintaining various records.
- **Exceptional** skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- **Exceptional** organizational skills.
- **Exceptional** skill in project and task management, including performing multiple functions simultaneously.
- **Exceptional** skill in expressing oneself clearly and concisely, both orally and in writing.
- **Exceptional** skill in training new employees while reviewing and correcting work.
- **Advanced** skill in MS Windows Excel.
- **Advanced** skill in typing **50** wpm.
- **Advanced** project management skills.

Education and/or Experience:

Any combination of experience or training may be substituted on a year for year basis.

- Requires **Bachelor's Degree** or equivalent.
- Requires three (3) years as a Justice Court clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- Proficiency in Spanish preferred.
- Ability to obtain Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Travis County

Court Clerk

SALARY	$49,639.53 - $57,085.46 Annually	**LOCATION**	Austin, TX
JOB TYPE	Full Time	**JOB NUMBER**	24-09857
DEPARTMENT	Justice Of Peace 3	**OPENING DATE**	03/11/2025
CLOSING DATE	4/25/2025 11:59 PM Central		

Job Summary

Under moderate supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses independent judgment interpreting and applying procedures and precedents to specific misdemeanor cases. Coordinates and carries out duties involved in assigned causes of action. Performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies and the public. May function as a Court Clerk II alternate in supporting the court.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of moderate complexity. This classification is distinguished from Court Clerk Assistant in that incumbents routinely review the work performed by the Court Clerk Assistant, perform fewer general clerical duties and require greater independent judgment. This classification is distinguished from Court Clerk II in that incumbents do not regularly perform the majority of their work in a court setting and do not function as lead workers or have regular supervisory duties.

Duties and Responsibilities

- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of court cases. Directs customers to the appropriate court clerk. Processes incoming faxes and faxes document confirmation returns. Sorts, logs and distributes incoming mail and legal documents. May date-stamp incoming documents. Performs filing duties. Makes copies when appropriate. May schedule wedding appointments. May provide notary services to public.
- Serves as liaison or primary point of contact with defendants, plaintiffs, families, judges, court personnel, Constable's Officers, attorneys, County and District Attorney's Office, law enforcement agencies, interested parties, and the general public regarding status, disposition, pending actions of individual cases and parties' actions. Assists public and departments on office policy and procedures. Responds to legal and administrative inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met. Provides technical advice and assistance regarding legal documents of all types.

- May assess fees and fines, receive payments, and perform as cashier for the office on a daily basis. Accepts monies in the form of cash, money orders and cashier checks and issues signed receipts. Receives payment from public for fees and lower court appeal bonds. Conducts cash transactions as payments for warrants including entering credit card transactions and mail payments. Prepares bank deposits. Makes daily and monthly reports to reconcile receipts.
- Receives and processes petitions, indictments, tickets, affidavits, complaints, applications or information instituting a cause of action and makes appropriate notations in computer system including data element codes. Notifies appropriate authorities of filing when required by law. Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and dockets the filing into the case tracking system with the appropriate code structure. May process emergency protection orders, peace bond applications, school cases, property hearings, animal cruelty seizures, unlawful towing of vehicles and writs of re-entry. May research and verify petitions and orders for expungement. Maintains a tracking system for processing acquittal expungement orders. Routes assigned causes of action to court, as required. May determine nature of suit and assess fees and fines. Reviews documents submitted in assigned cause of action and determines case impact. Makes appropriate notation on case docket, and on computer system.
- Initiates new cases and updates the status of existing cases in the automated case management system. Determines the category and description of each document or transaction by reviewing event logs and case dockets. Organizes, bar codes, and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Uses scanning software to input case information. Captures images and performs quality assurance. Scans incoming legal documents. Performs quality verification procedures on scanned documents prepared by co-workers. Assesses scanned electronic images for legibility, blank documents and missing records.
- Prepares or issues summons, capiases, warrants, commitments, subpoenas, citations, writs, injunctions, protective orders, restraining orders, judgments, notices and executed commitments by statute, rule, order of court or request by customer. May accept pleas, pleadings, and motions and records all documents. Maintains up-to-date docket detail retrieval to provide accurate information to judge and interested parties. May prepare extensions, deferred dispositions, defensive driving requests and determines if conditions are met. May review and verify license suspension orders and submit documentation to law enforcement agencies. Reviews and may interpret orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. Prepares post-judgment documents, such as writs of habeas corpus, abstracts of judgment, order of sale, and writs of execution in compliance with statutes, rules, case law and customer requests. Inspects proposed orders and court records for correctness before submitting to judge.
- Sets cases for trial and notifies parties of scheduled settings. Files pleadings and records docket information. May schedule criminal and civil bench and jury trials. Prepares and issues subpoenas, judgments and orders. May coordinate with jury office to ensure adequate availability of jurors. Assists judge in courtroom with jurors and other parties during trial. Issues notices, prepares documents and files for court, and ensures equipment and materials are prepared daily for courtroom. Checks in parties arriving for trial and assists judge in courtroom. May schedule interpreter if needed. May prepare commitments and assist judge with jail call. May assist inmates who have limited English skills. May prepare appeals, including accepting bonds and determining due dates to be filed with Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court.
- May provide radio and telecommunications services to deputies in the field. Receives, evaluates and responds to radio traffic. Maintains radio or phone contact and monitors deputies. Processes information received from field deputies and updates deputies with research.
- May calculate judgments and writs at multiple interest rates. Prepares public notices of property sales and postings. Prepares and files documents of sale, including deeds. Prepares legal notices of eviction. Maintains inventories of seized property and funds and arranges for storage, as required.
- Works closely with division managers on special projects. Conducts research inquiries in multiple databases. Updates legal files with pertinent information. May coordinate for off-site storage of records. Performs statistical analysis and produces activity reports.
- May receive warrants and processes warrant information into computer system. Conducts research on parties named in warrants and updates files. Prepares and mails notices to individuals with outstanding warrants. Notifies deputies of outstanding warrants. Tracks warrants currently bring worked. Works with deputies in clearing outstanding warrants. Closes outstanding warrants when obligations fulfilled.
- May notify law enforcement authorities and other essential parties when a protective order becomes final. Assists customers with Legal Ease payments and receives approval information from bank. Coordinates files going to off-site storage and docketing of civil case files and civil bond forfeitures cases.
- Performs other job-related duties as assigned.

Minimum Requirements

Education and Experience:

Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND two (2) years of responsible clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Litigation procedures.
- Appeal process from lower courts.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases.
- Business letter writing, grammar and punctuation, and report preparation.
- May be required to develop knowledge of and adhere to federal and state laws requiring the confidential handling of certain health information.

Skill in:

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Operating two-way radios and other communications devices.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and to delegate.
- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, representatives of outside agencies, and the general public.

Work Environment & Other Information

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Extended periods of time at the computer entering data. Subject to heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

Work Hours: 8 am - 5 pm, Monday -Friday. May work some

holidays, some nights, some weekends

Location: 8656 Hwy 71 West, Building B
Department: Justice Of Peace 3
Criminal background check, Driving, Education, and

Employment verification required.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Employer
Travis County

Address
700 Lavaca Street

Austin, Texas, 78701

Website
https://www.traviscountytx.gov/human-resources/jobs

Court Clerk Supplemental Questionnaire

*QUESTION 1

How many years of experience do you have with responsible administrative or clerical work, including working knowledge of legal procedures, terminology and the court system?

*QUESTION 2

Do you have experience using e-file portal?

*QUESTION 3

Do you have experience using Enterprise Justice (formerly Odyssey) Case Management?

*QUESTION 4

Are you fluent in Spanish, both written and spoken?

*QUESTION 5

How many years of experience do you have in handling civil court matters?

* Required Question

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:
Justice of the Peace Precinct 5

NEW POSITIONS:
Justice Clerk II - **YOLANDA KIDDY**

Position Title:
Justice Clerk II
Grade:
115
F/T or P/T:
FT

What core duties will be accomplished by adding this position:
See attachment

Justification:

Yolanda comes to Hays County will years of longevity from her previous jobs in serving customers. She is currently being cross-trained on Civil and Criminal cases. In addition, she has taken on additional responsibilities, including managing statutory reporting requirements, the jury management system, and performing various administrative tasks as needed. She also serves as the primary translator for Spanish-speaking individuals and begun translating forms from English to Spanish. The high volume of activity in the JP 5 office has increased significantly over the past year, along with the demand for accuracy in serving constituents. Additionally, she has taken the initiative to create manuals documenting her job responsibilities.
No equipment necessary.
Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.
CURRENT POSITIONS:

Position Title:
Justice Clerk
Position Grade & Slot #:
114, step 2

Requested Changes:
See attached.
Justification:
She will take on more responsibilities, see attachment.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Justice Clerk Responsibilities

Matters:	District Court	County Court at Law	Justice Court
Criminal	+	+	+
Civil	+	+	+
Family	+		
Jury Trials	+	+	+
Misc. Court Filings	+	+	+
Probate		+	
Truancy			+
Juvenile			+
Evictions			+
Animal Control			+
Parks & Wildlife			+
Inquests			+
Repair & Remedy			+
HOA/POA Disputes			+
Tow Hearings			+
DL/LTC revocations & denials			+

Steps 1 $42,066.00
+ Step 2 $43,327.98

Justice Clerk II – Grade 115

Duties:

- Performs and processes a variety of official documents such as citations, judgements, warrants, complaints, affidavits, routine reports. subpoenas, notices, jury lists, and form letters.
- Coordinates court dates with attorneys and law enforcement officials.
- Assists the Judge in courtroom by providing information and ensuring information is accurate for cases.
- Collects fines and issues receipts.
- Enters case records and orders into computer system.
- Accepts and records pleas.
- Manages a cash drawer at high-volume window, balances drawer and prepares deposits.
- Approves installment payment agreements based on established criteria.
- Receives and processes payment of fees/fines, issues receipts and records dispositions.
- Assists customers in person and on the telephone, explaining procedures, fines, and forms.
- Approves and provides required information for defensive driving courses.
- Receives and processes citations from law enforcement officials and agencies.
- Prepares and sends form letters.
- Performs receptionist duties, which involves greeting customer, answering telephone, responding to inquiries, taking messages, and making appointments.
- Performs routine office duties such as notarizing documents, witnessing signatures on oaths and affidavits, copying,
- and filing and maintaining documents.
- **Performs and assists in the training of Justice Clerk I employees**
- **Maintains court dockets; sets court dates, hearings, and trials, including jury trials.**
- **Serves as liaison or primary point of contact with defendants, plaintiffs, judges, court personnel, constable officers, attorney's, county and district attorney offices and law enforcements agencies.**
- **Prepares case files for court hearings by preparing judgments, warrants and complaints.**
- Performs other duties as assigned.

Knowledge Required:

- **Exceptional** knowledge of Hays County Justice Court regulations, policies, and procedures.
- **Exceptional** knowledge of federal, state, and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- **Exceptional** knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- **Exceptional** knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.

Required Skill:

- **Advanced** skill in money handling.
- **Advanced** skill in performing court clerk procedures and processes.
- **Advanced** skill in reading, understanding, and following state and local laws related to traffic criminal procedure, civil procedure, family code, penal code, juvenile laws, and plumbing license laws.
- **Exceptional** skill in establishing and maintaining effective working relationships with County staff, supervisors, vendors, outside agencies, and the public.

Justice Clerk II - Grade 115 -- Continued

- **Exceptional** skill in customer service.
- **Exceptional** skill in reception, telephone etiquette and customer relations.
- **Advanced** skill in basic bookkeeping and report preparation.
- **Advanced** skill in documenting, reading, understanding, and maintaining various records.
- **Advanced** skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- **Advanced** organizational skills.
- **Advanced** skill in project and task management, including performing multiple functions simultaneously.
- **Advanced** skill in expressing oneself clearly and concisely, both orally and in writing.
- **Advanced** skill in training new employees while reviewing and correcting work.
- **Advanced** skill in MS Windows Excel.
- **Advanced** skill in typing **50** wpm.
- **Advanced** project management skills.

Education and/or Experience:

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.
- **Requires three (3) years** as a Justice Court clerk or related experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Court Clerk Certification received through Texas Justice Court Training School preferred.
- Proficiency in Spanish preferred.
- Ability to obtain Notary Public Certification.
- Ability to maintain continuing education requirements for the State of Texas.

Position Break down options:

JPs that have 2 or more Justice Clerks (not including Court Administrator)

2 Clerk Options:

A. 2 = Justice Clerk I*
B. 1 = Justice Clerk I; 1 = Justice Clerk II
C. 1 = Justice Clerk I; 1 = Justice Clerk Senior
May have to consider having a JC II or Senior depending on duties performed

3 Clerk Options:

A. 1 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 2 = Justice Clerk I; 1 = Justice Clerk Senior *2 Justice Clerk II, Senior Justice Clerk III

4 Clerk Options:

A. 2 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 3 = Justice Clerk I; 1 = Justice Clerk Senior

5 Clerk Options:

A. 3 = Justice Clerk I; 1 = Justice Clerk II, 1= Justice Clerk Senior
B. 2 = Justice Clerk I; 2 = Justice Clerk II, 1 = Justice Clerk Senior
C. 4 = Justice Clerk I; 1 = Justice Clerk Senior

TRAVIS COUNTY

Travis County

Court Clerk I

SALARY	$47,275.74 Annually	**LOCATION**	Austin, TX
JOB TYPE	Full Time	**REMOTE EMPLOYMENT**	Flexible/Hybrid
JOB NUMBER	24-09103	**DEPARTMENT**	County Clerk
OPENING DATE	04/08/2024	**CLOSING DATE**	Continuous

Job Summary

The Travis County Clerk is hiring for Court Clerk I positions within the Civil, Probate, and Misdemeanor Divisions. This is the first level in a series of clerk positions.

Under moderate supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses independent judgment interpreting and applying procedures and precedents to specific misdemeanor cases. Coordinates and carries out duties involved in assigned causes of action. Performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies and the public. May function as a Court Clerk II alternate in supporting the court.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of moderate complexity. This classification is distinguished from Court Clerk Assistant in that incumbents routinely review the work performed by the Court Clerk Assistant, perform fewer general clerical duties and require greater independent judgment. This classification is distinguished from Court Clerk II in that incumbents do not regularly perform the majority of their work in a court setting and do not function as lead workers or have regular supervisory duties.

Duties and Responsibilities

- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of court cases. Directs customers to the appropriate court clerk. Processes incoming faxes and faxes document confirmation returns. Sorts, logs and distributes incoming mail and legal documents. May date-stamp incoming documents. Performs filing duties. Makes copies when appropriate. May schedule wedding appointments. May provide notary services to public.
- Serves as liaison or primary point of contact with defendants, plaintiffs, families, judges, court personnel, Constable's Officers, attorneys, County and District Attorney's Office, law enforcement agencies, interested parties, and the

general public regarding status, disposition, pending actions of individual cases and parties' actions. Assists public and departments on office policy and procedures. Responds to legal and administrative inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met. Provides technical advice and assistance regarding legal documents of all types.

- May assess fees and fines, receive payments, and perform as cashier for the office on a daily basis. Accepts monies in the form of cash, money orders and cashier checks and issues signed receipts. Receives payment from public for fees and lower court appeal bonds. Conducts cash transactions as payments for warrants including entering credit card transactions and mail payments. Prepares bank deposits. Makes daily and monthly reports to reconcile receipts.
- Receives and processes petitions, indictments, tickets, affidavits, complaints, applications or information instituting a cause of action and makes appropriate notations in computer system including data element codes. Notifies appropriate authorities of filing when required by law. Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and dockets the filing into the case tracking system with the appropriate code structure. May process emergency protection orders, peace bond applications, school cases, property hearings, animal cruelty seizures, unlawful towing of vehicles and writs of re-entry. May research and verify petitions and orders for expungement. Maintains a tracking system for processing acquittal expungement orders. Routes assigned causes of action to court, as required. May determine nature of suit and assess fees and fines. Reviews documents submitted in assigned cause of action and determines case impact. Makes appropriate notation on case docket, and on computer system.
- Initiates new cases and updates the status of existing cases in the automated case management system. Determines the category and description of each document or transaction by reviewing event logs and case dockets. Organizes, bar codes, and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Uses scanning software to input case information. Captures images and performs quality assurance. Scans incoming legal documents. Performs quality verification procedures on scanned documents prepared by co-workers. Assesses scanned electronic images for legibility, blank documents and missing records.
- Prepares or issues summons, capiases, warrants, commitments, subpoenas, citations, writs, injunctions, protective orders, restraining orders, judgments, notices and executed commitments by statute, rule, order of court or request by customer. May accept pleas, pleadings, and motions and records all documents. Maintains up-to-date docket detail retrieval to provide accurate information to judge and interested parties. May prepare extensions, deferred dispositions, defensive driving requests and determines if conditions are met. May review and verify license suspension orders and submit documentation to law enforcement agencies. Reviews and may interpret orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. Prepares post-judgment documents, such as writs of habeas corpus, abstracts of judgment, order of sale, and writs of execution in compliance with statutes, rules, case law and customer requests. Inspects proposed orders and court records for correctness before submitting to judge.
- Sets cases for trial and notifies parties of scheduled settings. Files pleadings and records docket information. May schedule criminal and civil bench and jury trials. Prepares and issues subpoenas, judgments and orders. May coordinate with jury office to ensure adequate availability of jurors. Assists judge in courtroom with jurors and other parties during trial. Issues notices, prepares documents and files for court, and ensures equipment and materials are prepared daily for courtroom. Checks in parties arriving for trial and assists judge in courtroom. May schedule interpreter if needed. May prepare commitments and assist judge with jail call. May assist inmates who have limited English skills. May prepare appeals, including accepting bonds and determining due dates to be filed with Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court.
- May provide radio and telecommunications services to deputies in the field. Receives, evaluates and responds to radio traffic. Maintains radio or phone contact and monitors deputies. Processes information received from field deputies and updates deputies with research.
- May calculate judgments and writs at multiple interest rates. Prepares public notices of property sales and postings. Prepares and files documents of sale, including deeds. Prepares legal notices of eviction. Maintains inventories of seized property and funds and arranges for storage, as required.
- Works closely with division managers on special projects. Conducts research inquiries in multiple databases. Updates legal files with pertinent information. May coordinate for off-site storage of records. Performs statistical analysis and produces activity reports.
- May receive warrants and processes warrant information into computer system. Conducts research on parties named in warrants and updates files. Prepares and mails notices to individuals with outstanding warrants. Notifies deputies of outstanding warrants. Tracks warrants currently bring worked. Works with deputies in clearing outstanding warrants. Closes outstanding warrants when obligations fulfilled.

- May notify law enforcement authorities and other essential parties when a protective order becomes final. Assists customers with Legal Ease payments and receives approval information from bank. Coordinates files going to off-site storage and docketing of civil case files and civil bond forfeitures cases.
- Performs other job-related duties as assigned.

Minimum Requirements

Education and Experience:

Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND two (2) years of responsible clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Litigation procedures.
- Appeal process from lower courts.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases.
- Business letter writing, grammar and punctuation, and report preparation.
- May be required to develop knowledge of and adhere to federal and state laws requiring the confidential handling of certain health information.

Skill in:

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Operating two-way radios and other communications devices.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and to delegate.

- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, representatives of outside agencies, and the general public.

Work Environment & Other Information

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Extended periods of time at the computer entering data. Subject to heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Work Hours: 8am - 5pm, Monday - Friday, Works some holidays, Works some nights, Works some weekends
Location: Multiple Work Locations
Department: County Clerk

Criminal Background Check, Education and Employment Verification Required.

Employer
Travis County

Address
700 Lavaca Street

Austin, Texas, 78701

Website
https://www.traviscountytx.gov/human-resources/jobs

Court Clerk I Supplemental Questionnaire

*QUESTION 1

Do you have any family members currently employed by Travis County?

- ◯ Yes
- ◯ No

*QUESTION 2

If yes, who is the family member, relationship, and in what Travis County office?

CONSTABLE PCT 1
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: **Constable Pct. 1**

NEW POSITIONS:

Position Title: **Deputy Constables (X4)**

Grade: **MBS 0 – MSB 6**

F/T or P/T: **Full-Time**

What core duties will be accomplished by adding this position:

1 - Deputy will be assign to Civil Process

3 – Deputies will be assigned to Bailiff Duties for County Court at Law #1, 2 & 3 and will also assist with J.P. # 1 & 2

Justification:

The new deputy assigned to civil process will assist with the massive increase of civil process this office has seen over the past year. Pct. 1 has had an increase in housing and apartment developments pop up along with the increase of people that are moving into Precinct 1. This has caused our workload to double!

The new deputies that will be assigned to assist the County Court at Law # 1, 2 & 3 and will also assist with J.P. # 1 & 2 (when available). The last Report which was done in 2024 by The Office of Court Administration (O.C.A.) recommended two Bailiffs in each Courtroom while court is in session, one to protect the Judge and one to provide security for the court staff, public, supervise inmates and keep order in the courtroom. The County Court at Law Judges are requesting that our office provide two deputies for each courtroom as recommended in the O.C.A Report.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: **Administrator**

Position Grade & Slot #: **115 Step 9 @ $ 53,287.95**

Requested Changes: **117 Step 9 @ $58,750.26**

Justification:

Pct. 1's Justice Administrator is an invaluable asset to this Office as well as the County. Pct. 1 Justice Administrator supervises one Clerk and assist the Constable, and Chief along with keeping up with our current staff (17 duties which also includes reserve deputies) administrative needs such as: Maintaining TLO, TWC, PASP ID's, OMNIX, New World Budget, Texas Cleaning House, State & County Reports, TCIC Terminal,

P.O. Request, Work Orders, I.T. Equipment, receiving payments, receiving goods, processing papers, disseminating papers.

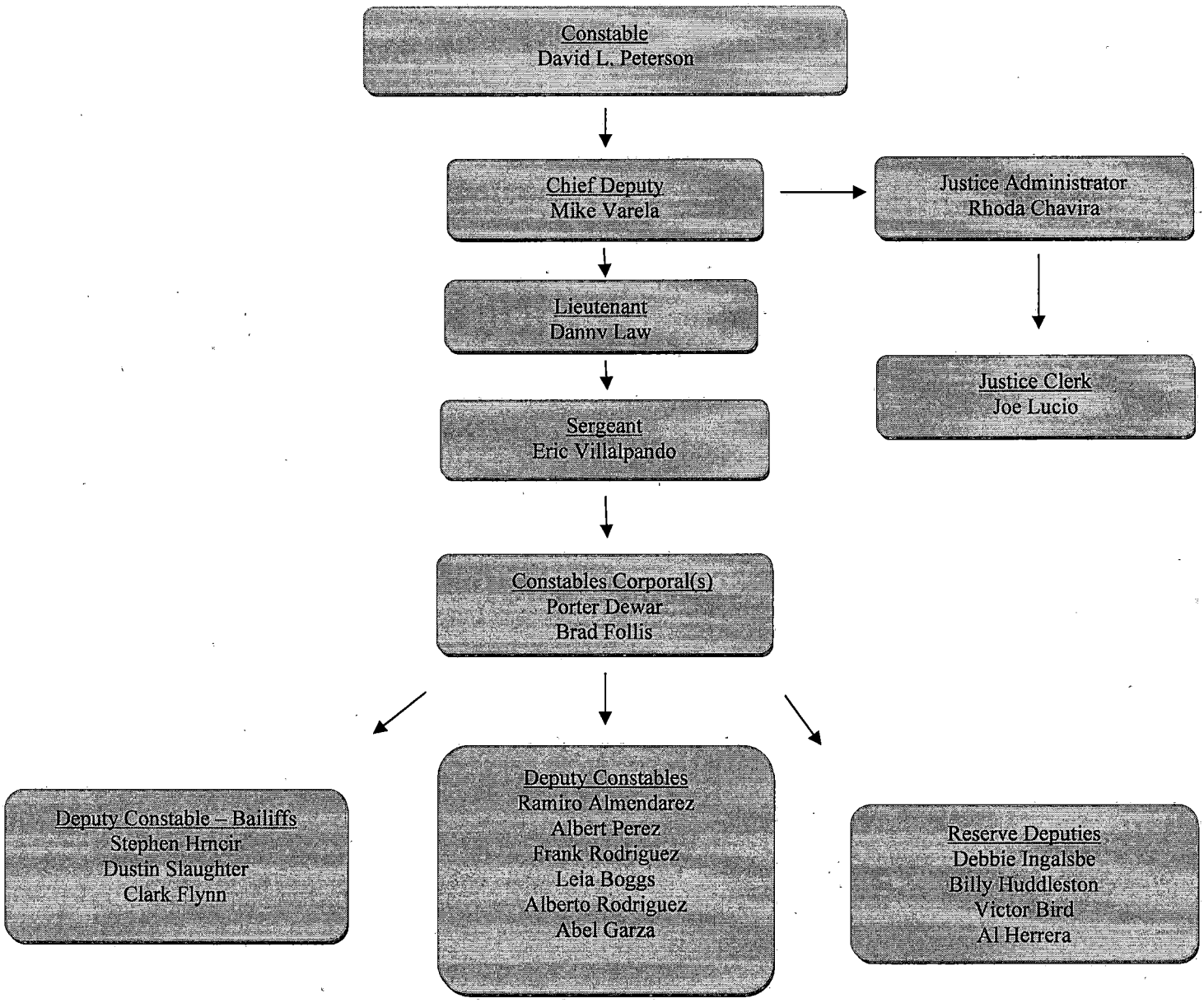
Most offices are not certified and can't have access to a lot of these programs that our Justice Administrator accesses.

What most people may not understand is that all the work generated from District, County, J.P. Courts, District Clerk and County Clerk Offices flows through this Office. These Offices have a large staff that processes the papers and then it funnels to our Office which is staffed with our Administrator and one clerk. This doesn't include out of county papers we receive on a daily basis.

Due to all the responsibility, job duties, expertise and certifications our Justice Administrator has, Constable Peterson believes that our Justice Administrator should be placed at Grade 117 Step 9 (11 years).

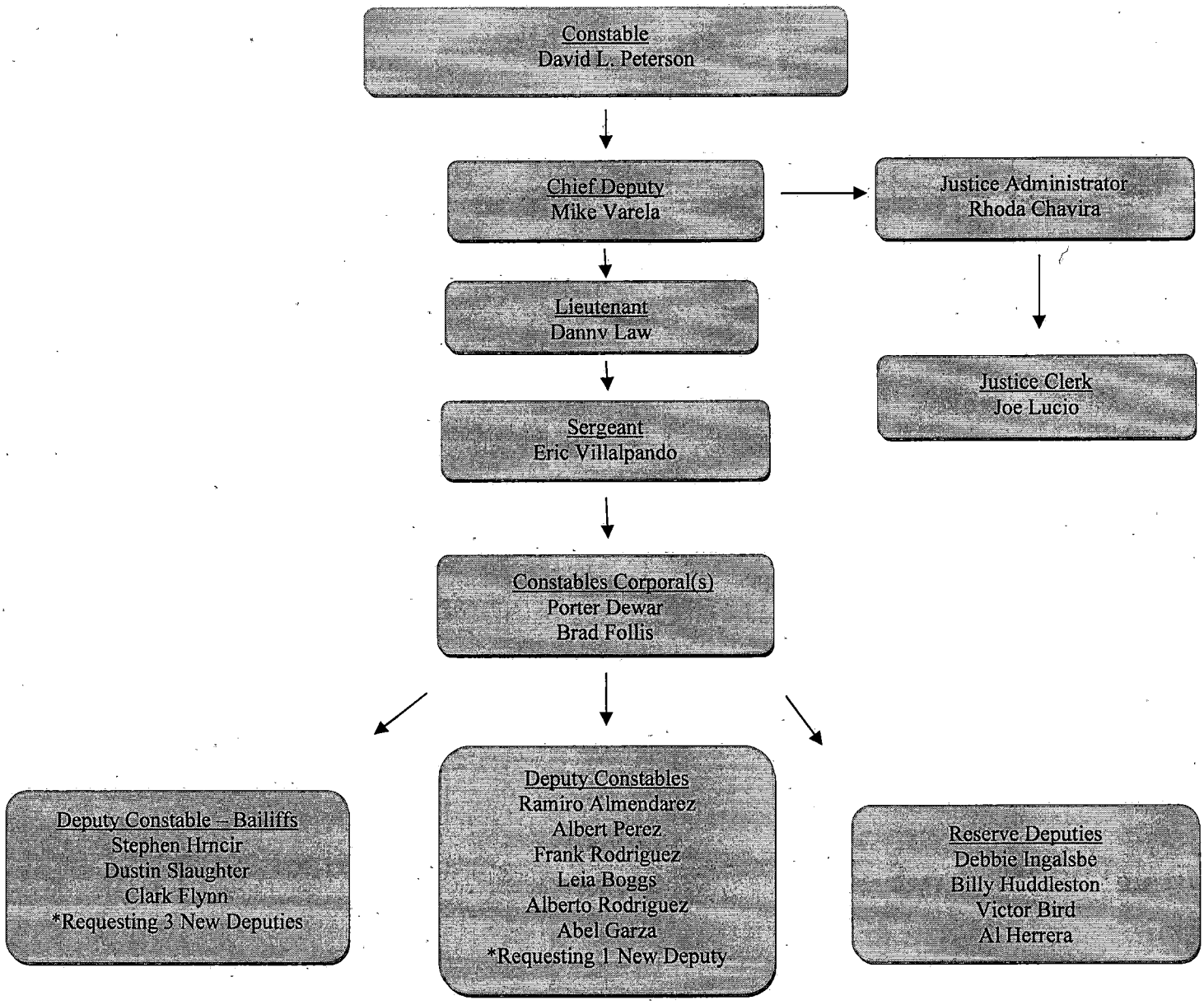
***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Constable
Precinct 1
Chain of Command



Request for 2026 Budget

Hays County Constable
Precinct 1
Chain of Command



CONSTABLE PCT 4
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Constable, Precinct 4

NEW POSITIONS:

Position Title: Deputy Constable

Grade: MBS6 $83,592.08

F/T or P/T: Full Time

What core duties will be accomplished by adding this position: The new deputy constable position is necessary to address the ongoing increase for services provided by the Precinct 4 Constables Office. Precinct 4 has the fastest growing population area in Hays County, with approximately 5,026 new homes for upcoming development including a new elementary school and high school, in addition to major road expansions for Highway 290 and RM 1826, our office is experiencing an increase in calls for service, reports of criminal offenses, serving civil processes/papers including civil stand-by requests, warrant execution, bailiff for the JP Court, mental health investigations along with requests for traffic enforcement/control and accident investigations. There has also been a significant increase in citizens walking into Precinct 4 to file a report or complaint of criminal and/or civil nature.

Justification: The new position would expand the hours and capability of our office by providing a deputy constable working evening shift hours (2PM – 10PM). This would increase the law enforcement presence in our community providing assistance to the public during the evening hours for response to calls for service, investigating traffic complaints, conducting traffic enforcement/control, accident investigation, warrant execution, and serving any civil process/papers when contact could not be established during the daytime hours.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

Per Constable Graham - Possible funding through City of Dripping Springs

CURRENT POSITIONS:

Position Title:

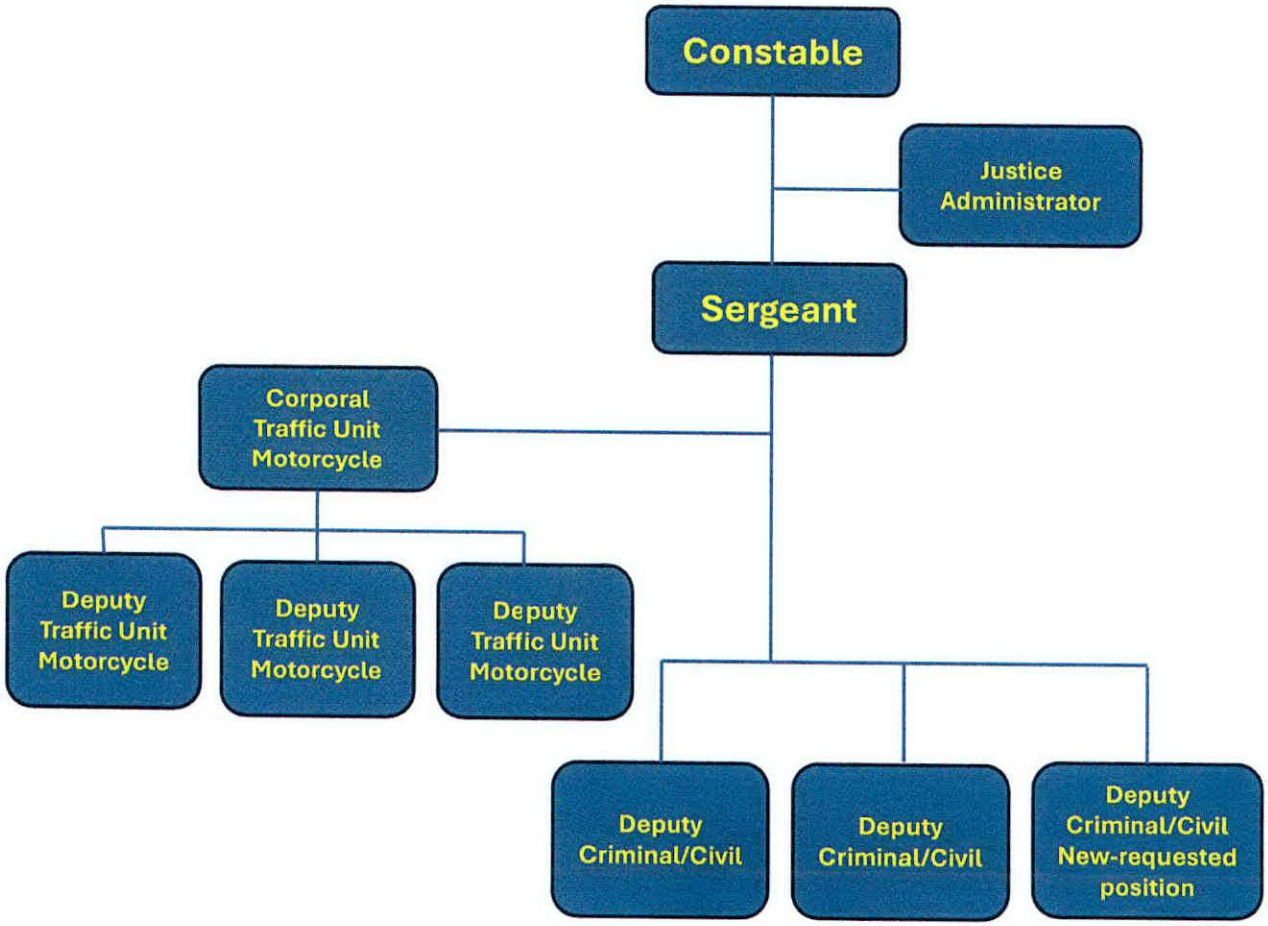
Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Organizational Chart, Pct. 4 Constables Office




Upcoming Developments
Double L: 2,408 lots
Wild Ridge: 960 lots
Cannon Ranch: 375 lots
New Growth: 245 lots
Ranch at Caliterra: 234 lots
Village Grove: 511 units
Ariza Springs: 293 units

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

Constable Precinct 4

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Justice Administrator / Modesta Garza

Position Grade & Slot #:

Grade 115
Slot 0859-004

Requested Changes:

Grade 117

Justification:

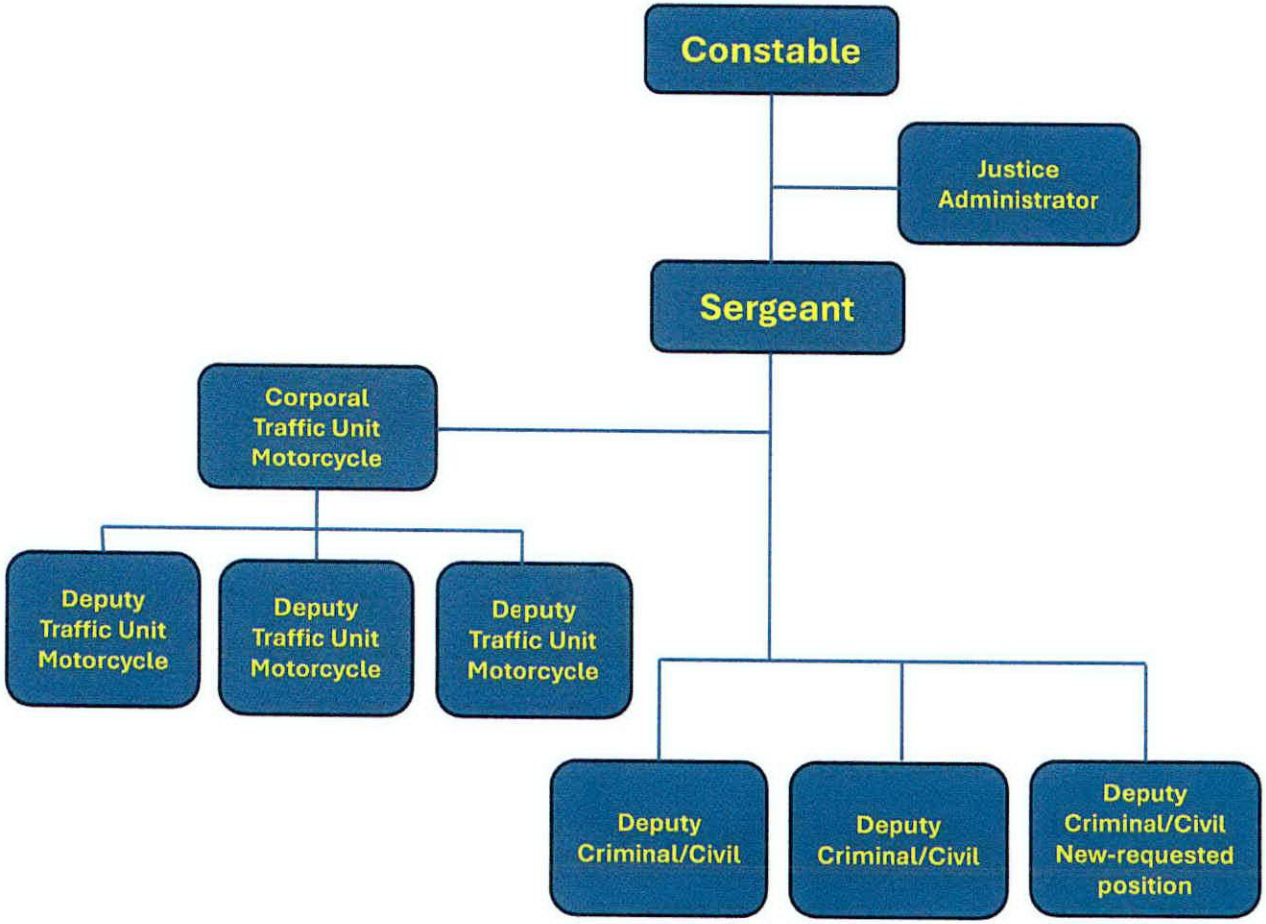
Justice Administrator for Constable Pct 1: 11 years of service, step 9, salary $53287.00 = Modesta only makes $1599.00 with almost twice the years of service to the county (employee retention).

The Justice Court Administrator (JCA) for Justice of the Peace Precinct 4 pay grade is 117 versus Modesta's pay grade 115.
The JCA for JP Court 4 is only in office on average 8-9 days a month ; the remaining days allowed to work remote. Modesta works in office 5 days a week due to extensive workload.

See duties and responsibilities attachment regarding Modesta's workload.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Organizational Chart, Pct. 4 Constables Office



Modesta Alcorn – Justice Administrator, Pct. 4

Background

1. Employed with Hays County since August 28, 2008.
2. 16 ½ years of continuous service.
3. 3 ½ years of service with the Justice of the Peace for Hays County.
4. "Civil Process Proficiency Certification" through the TX Commission on Law Enforcement.
5. State of Texas Notary.

Duties and Responsibilities:

OFFICE RESPONSIBILITIES:

1. First line of contact for the public when seeking assistance, greeting the public, and assisting the public as needed.
2. Manage and maintains precinct/office shared calendar. To include updating the calendar regarding court dates for Justice of the Peace as necessary for the bailiff (Constable or Deputy Constable) to be present as required by law.
3. Notarizes documents as needed, I am a Notary for the State of Texas.
4. Justice Administrator Trainer for all Constable Offices
5. Works with I.T. to test and evaluate new software and upgrades related to the Constable's Office.
6. Serves as liaison between Hays County Justice of the Peace (JP), County, District, and out-of-county/state Courts.

CITATIONS:

6. Receive and review documents/citations for accuracy according to the Rules of Civil and Criminal Procedure.
    a. Ensure all citations are "styled" correctly.
    b. Ensure all citations are within the appropriate jurisdiction.
    c. Note any special instructions and/or circumstances within the citation.

7. Intake and assign all civil papers into Odyssey CivilServe for Law Enforcement for service in the Constable Office.

8. Enter and receipt monies in Odyssey CivilServe as needed.
    a. Ensures required funds have been provided/collected for each citation.

9. Close all documents/citations once officers complete service.

10. Scan the officer's return into Constable Civil Paper Odyssey CivilServe for Law Enforcement and return documents/citations to issuing court or entity as required by law.
    a. For Tax citations "Out-of-County", submit an invoice for service.
    b. Keep a spreadsheet of outstanding invoices. (FYI: Service fees are unpaid until the entity receives the owed taxes. This may take several **years**.)

11. Prepare, file, and print monthly reports for invoicing to The State of Texas Attorney General's Office regarding citations that have been served.

12. Forward copies of AG's Office reports to the auditor's office.

13. Responsible for the intake of all monies to the Constable's office into Odyssey CivilServe.

14. Responsible for depositing funds to the treasurer's office via the inner office of a deputy.

15. Responsible for closing till and closing deposits and keeping accurate records of all monies.

OFFICE SUPPORT/DUTIES:

16. Prepares monthly activity reports regarding revenues, receipts, and deposits.
    a. Submits said to reports to Auditor's Office.

17. Responsible for New World System (NWS) Enterprise Resource Planning (ERP) system used for budget expenditures.
    a. Include submitting invoices for payment,
    b. Approving invoices for payments.
    c. Request purchase order (PO) as needed.
    d. Receipt of goods on purchase orders when received.
    e. Ensures the budget for the department stays balanced.
    f. Assist with budget amendments.

18. Responsible for assisting with the yearly budget request. To include:

    Recurring expenditures associated with annual contracts, i.e.
    a. Lease vehicles
    b. Axon
    c. Software maintenance
    d. Licensing fees for requesting the proper amount of funds to be requested for the budget year.

19. Responsible for identifying, researching, and submitting the "office" budget promptly, i.e.
    a. Enter the total budget request for the upcoming budget.
    b. Attach documentation, such as quotes, as needed.

WARRANTS:

20. Receive and review documents/warrants for accuracy and processes.

21. Review warrants for errors.

22. Research the defendant for "current" contact information.

23. If unsuccessful, mail official notice of warrants to defendants.

24. Attempt to contact the defendant to clear warrants via phone calls.

25. Perform additional research for current information on the defendant using research tools i.e.
    a. TxDPS Driver's License Retrieval
    b. TLO database

26. Renew attempts (repeat steps #22 and #23) on any new contact information.

27. Once initial attempts are exhausted, assigns warrants to officers for further attempts.

28. Responsible for returning all recalled warrants to JP office and keeping spreadsheet of recalled warrants.

Salary comparison for Constable/Justice Administrator for Precinct 4

Constable experience (Dave Graham): 41 years active law enforcement, over 20 years in supervisory/management positions – **requesting salary adjustment above cap MBS constable LE sergeant's salary**

Current salary: $92,365, with the salary increase for all deputies (collective bargaining) effective October 2025, four deputies will receive higher salary than the Constable

Sergeant Zuehlke: $114,189 = $21,824 yearly more than the Constable

Deputy Hamilton: $98,325 = $5,960 yearly more than the Constable

Deputy Drake: $98,325 = $5,960 yearly more than the Constable

Deputy Miller: $98,325 = $5,960 yearly more than the Constable

Remaining 3 deputies' salaries are lower than the Constable's

According to the collective bargaining agreement (pages 34-35, see attachments) the Sheriff's Office Chief Deputy salary will be set at **25%** over the cap MBS Captain's salary which also equates to the Sheriff eventually having a salary increase. The cap MBS for Captain's salary is $138,845 which means the Chief Deputy's salary will be approximately $173,556. First term Sheriff's salary is currently $141,262.

Justice Administrator (JA) experience (Modesta Garza): 24 years of service, pay grade 115, step 10, current salary $54,886 – **requesting grade adjustment/increase to pay grade 117**

JA for Pct 1: 11 years of service, step 9 salary $53,287 = Modesta only makes $1,599 more a year with over twice the years of service to the County (employee retention)

The Justice Court Administrator (JCA) for Justice of the Peace Court is pay grade 117 versus Modesta's pay grade of 115. The JCA for JP Court #4 is only in office on average 8-9 workdays a month; the remaining days allowed to work remote. Modesta works in office 5 days a week due to extensive workload.

See duties and responsibilities attachment regarding Modesta's workload.

FISCAL YEAR 2025 ELECTED OFFICIALS SALARIES & ALLOWANCES - COURT ADOPTED *(salary changes effective 1/1/25)*

Elected Official	2023 Mrkt Avg	*Term 1*	*Term 2*	*Term 3 +*	Travel Allowance	Phone Allowance	Uniform Allowance	10/1-12/31/24	1/1-9/30/25	FY25 Base Salary	Allowances	FY25 Total Compensation	*FY24 Total Compensation*	Increase / (Decrease)
County Judge	$ 120,884	$ 120,884	$ 135,390	$ 151,637	$ 15,000	$ 0	$ 0	$ 33,848	$ 101,543	$ 135,390	$ 15,000	$ 150,390	*$ 150,390*	$ -
Commissioner Pct. 1	$ 99,782	$ 99,782	$ 111,755	$ 125,166	$ 15,000	$ 0	$ 0	$ 31,292	$ 93,875	$ 125,166	$ 15,000	$ 140,166	*$ 140,166*	$ -
Commissioner Pct. 2	$ 99,782	$ 99,782	$ 111,755	$ 125,166	$ 15,000	$ 0	$ 0	$ 24,946	$ 74,837	$ 99,782	$ 15,000	$ 114,782	*$ 114,782*	$ -
Commissioner Pct. 3-E/O out 12/31	$ 99,782	$ 99,782	$ 111,755	$ 125,166	$ 15,000	$ 0	$ 0	$ 27,939	$ -	$ 27,939	$ 3,750	$ 31,689	*$ 126,755*	$ (8,980)
Commissioner Pct. 3-new E/O	$ 99,782	$ 99,782	$ 111,755	$ 125,166	$ 15,000	$ 0	$ 0	$ -	$ 74,837	$ 74,837	$ 11,250	$ 86,087	$ -	
Commissioner Pct. 4	$ 99,782	$ 99,782	$ 111,755	$ 125,166	$ 15,000	$ 0	$ 0	$ 27,939	$ 83,816	$ 111,755	$ 15,000	$ 126,755	*$ 126,755*	$ -
Constable Pct. 1	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ 28,966	$ 86,897	$ 115,863	$ 720	$ 116,583	*$ 116,583*	$ -
Constable Pct. 2-if encumbant	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ 25,862	$ 86,897	$ 112,760	$ 720	$ 113,480	*$ 104,169*	$ 9,311
Constable Pct. 2-if new E/O	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ -	$ 69,274	$ 69,274	$ 540	$ 69,814	$ -	$ (8,313)
Constable Pct. 3	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 540	$ 720	$ 23,091	$ 77,587	$ 100,678	$ 1,260	$ 101,938	*$ 93,625*	$ 8,313
Constable Pct. 4-E/O out 12/31	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ 28,966	$ -	$ 28,966	$ 180	$ 29,146	*$ 116,583*	$ (17,624)
Constable Pct. 4-new E/O	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ -	$ 69,274	$ 69,274	$ 540	$ 69,814	$ -	
Constable Pct. 5	$ 92,365	$ 92,365	$ 103,449	$ 115,863	$ 0	$ 0	$ 720	$ 25,862	$ 86,897	$ 112,760	$ 720	$ 113,480	*$ 104,169*	$ 9,311
County Clerk	$ 109,532	$ 109,532	$ 122,676	$ 137,397	$ 3,064	$ 0	$ 0	$ 30,669	$ 92,007	$ 122,676	$ 3,064	$ 125,740	*$ 125,740*	$ -
District Clerk	$ 108,274	$ 108,274	$ 121,267	$ 135,819	$ 3,064	$ 0	$ 0	$ 27,069	$ 81,206	$ 108,274	$ 3,064	$ 111,338	*$ 111,338*	$ -
Justice of the Peace, Pct. 1-1	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 29,083	$ 87,248	$ 116,330	$ 7,000	$ 123,330	*$ 123,330*	$ -
Justice of the Peace, Pct. 1-2	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 25,967	$ 77,900	$ 103,866	$ 7,000	$ 110,866	*$ 110,866*	$ -
Justice of the Peace, Pct. 2-1	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 29,083	$ 87,248	$ 116,330	$ 7,000	$ 123,330	*$ 123,330*	$ -
Justice of the Peace, Pct. 2-2	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 23,184	$ 69,553	$ 92,737	$ 7,000	$ 99,737	*$ 99,737*	$ -
Justice of the Peace, Pct. 3	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 29,083	$ 87,248	$ 116,330	$ 7,000	$ 123,330	*$ 123,330*	$ -
Justice of the Peace, Pct. 4	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 25,967	$ 77,900	$ 103,866	$ 7,000	$ 110,866	*$ 110,866*	$ -
Justice of the Peace, Pct. 5	$ 92,737	$ 92,737	$ 103,866	$ 116,330	$ 7,000	$ 0	$ 0	$ 23,184	$ 69,553	$ 92,737	$ 7,000	$ 99,737	*$ 99,737*	$ -
Sheriff-E/O out 12/31	$ 141,264	$ 141,264	$ 158,216	$ 177,202	$ 0	$ 540	$ 0	$ 44,301	$ -	$ 44,301	$ 135	$ 44,436	*$ 177,742*	$ (26,954)
Sheriff-new E/O	$ 141,264	$ 141,264	$ 158,216	$ 177,202	$ 0	$ 540	$ 0	$ -	$ 105,948	$ 105,948	$ 405	$ 106,353	$ -	
Tax Assessor-E/O out 12/31	$ 113,711	$ 113,711	$ 127,357	$ 142,640	$ 3,306	$ 540	$ 0	$ 28,428	$ -	$ 28,428	$ 962	$ 29,389	*$ 117,557*	$ 0
Tax Assessor-new E/O	$ 113,711	$ 113,711	$ 127,357	$ 142,640	$ 3,306	$ 540	$ 0	$ -	$ 85,283	$ 85,283	$ 2,885	$ 88,168	$ -	
Treasurer	$ 101,752	$ 101,752	$ 113,962	$ 127,638	$ 3,064	$ 0	$ 0	$ 25,438	$ 76,314	$ 101,752	$ 3,064	$ 104,816	*$ 104,816*	$ -

**Tiered term approach is based on first full term, filling unexpired terms does not count towards term 1.*

EXHIBIT A - FISCAL YEAR 2026 PAY PLAN (effective 10/1/25)

10/1/2025

Law Enforcement-SO

	LE Deputy	LE Det./Corp.	LE Sgt.	LE Lt.	LE Capt.
MBS 0	$ 72,235.80	$ 85,926.20	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 1	$ 76,619.58	$ 85,926.20	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 2	$ 77,082.03	$ 85,926.20	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 3	$ 79,025.73	$ 85,926.20	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 4	$ 82,253.38	$ 88,761.76	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 5	$ 84,967.75	$ 91,690.90	$ 98,676.40	$ 113,307.01	$ 130,116.17
MBS 6	$ 87,771.68	$ 94,716.70	$ 101,932.72	$ 113,307.01	$ 130,116.17
MBS 7	$ 90,668.15	$ 97,842.35	$ 105,296.50	$ 113,307.01	$ 130,116.17
MBS 8	$ 93,660.20	$ 101,071.15	$ 108,771.29	$ 117,046.14	$ 130,116.17
MBS 9	$ 96,750.06	$ 104,406.50	$ 112,360.74	$ 120,908.66	$ 130,116.17
MBS 10	$ 99,943.76	$ 107,851.91	$ 116,068.64	$ 124,898.65	$ 134,410.00
MBS 11	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 12	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 13	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 14	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 15	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 16	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 17	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 18	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 19	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
MBS 20	$ 103,241.91	$ 111,411.03	$ 119,898.91	$ 129,020.31	$ 138,845.53
% Merit Based Step	3.3	3.3	3.3	3.3	3.3
Starting Salary	$72,235.80	$85,926.20	$98,676.40	$113,307.01	$130,116.17
Initial Hourly Rate	$34.08	$39.34	$45.18	$51.88	$59.58
Final Hourly Rate	$47.27	$51.01	$54.90	$59.08	$63.57

Corrections

	Corr. Officer	Corr./Corp.	Corr. Sgt.	Corr. Lt.
0	$ 63,663.60	$ 75,010.57	$ 86,132.59	$ 101,703.42
1	$ 65,764.50	$ 75,010.57	$ 86,132.59	$ 101,703.42
2	$ 67,934.73	$ 75,010.57	$ 86,132.59	$ 101,703.42
3	$ 70,176.57	$ 75,010.57	$ 86,132.59	$ 101,703.42
4	$ 72,492.40	$ 77,485.92	$ 86,132.59	$ 101,703.42
5	$ 74,884.65	$ 80,042.95	$ 86,132.59	$ 101,703.42
6	$ 77,355.84	$ 82,684.37	$ 88,974.97	$ 101,703.42
7	$ 79,908.59	$ 85,412.96	$ 91,911.14	$ 101,703.42
8	$ 82,545.57	$ 88,231.58	$ 94,944.21	$ 105,059.63
9	$ 85,269.57	$ 91,143.23	$ 98,077.37	$ 108,526.60
10	$ 88,083.47	$ 94,150.95	$ 101,313.02	$ 112,107.98
11	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
12	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
13	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
14	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
15	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
16	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
17	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
18	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
19	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
20	$ 90,990.22	$ 97,257.93	$ 104,657.28	$ 115,807.55
	3.3	3.3	3.3	3.3
	$63,663.60	$75,010.57	$86,132.59	$101,703.42
	$29.15	$34.35	$39.44	$46.57
	$41.66	$44.53	$47.92	$53.03

Constable

	Dep. Constable	LE Corp.	LE Sgt.
0	$ 68,796.00	$ 81,834.48	$ 93,977.52
1	$ 71,066.27	$ 81,834.48	$ 93,977.52
2	$ 73,411.45	$ 81,834.48	$ 93,977.52
3	$ 75,834.03	$ 81,834.48	$ 93,977.52
4	$ 78,336.56	$ 84,535.02	$ 93,977.52
5	$ 80,921.66	$ 87,324.67	$ 93,977.52
6	$ 83,592.08	$ 90,206.39	$ 97,078.78
7	$ 86,350.62	$ 93,183.20	$ 100,282.36
8	$ 89,200.19	$ 96,258.24	$ 103,591.70
9	$ 92,143.79	$ 99,434.77	$ 107,010.22
10	$ 95,184.54	$ 102,716.11	$ 110,541.56
11	$ 98,325.63	$ 106,105.75	$ 114,189.43
12	$ 98,325.63	$ 106,105.75	$ 114,189.43
13	$ 98,325.63	$ 106,105.75	$ 114,189.43
14	$ 98,325.63	$ 106,105.75	$ 114,189.43
15	$ 98,325.63	$ 106,105.75	$ 114,189.43
16	$ 98,325.63	$ 106,105.75	$ 114,189.43
17	$ 98,325.63	$ 106,105.75	$ 114,189.43
18	$ 98,325.63	$ 106,105.75	$ 114,189.43
19	$ 98,325.63	$ 106,105.75	$ 114,189.43
20	$ 98,325.63	$ 106,105.75	$ 114,189.43
	3.3	3.3	3.3
	$68,796.00	$81,834.48	$93,977.52
	$33.08	$39.34	$45.18
	$47.27	$51.01	$54.90

Emergency Communications

	ECO	Lead ECO	EC Mgr
0	$ 61,152.00	$ 74,256.00	$ 87,360.00
1	$ 62,986.56	$ 74,256.00	$ 87,360.00
2	$ 64,876.16	$ 74,256.00	$ 87,360.00
3	$ 66,822.44	$ 74,256.00	$ 87,360.00
4	$ 68,827.11	$ 76,483.68	$ 87,360.00
5	$ 70,891.93	$ 78,778.19	$ 87,360.00
6	$ 73,018.69	$ 81,141.54	$ 89,980.80
7	$ 75,209.25	$ 83,575.76	$ 92,680.22
8	$ 77,465.52	$ 86,083.06	$ 95,460.63
9	$ 79,789.49	$ 88,665.55	$ 98,324.45
10	$ 82,183.17	$ 91,325.51	$ 101,274.18
11	$ 84,648.67	$ 94,065.28	$ 104,312.41
12	$ 84,648.67	$ 94,065.28	$ 104,312.41
13	$ 84,648.67	$ 94,065.28	$ 104,312.41
14	$ 84,648.67	$ 94,065.28	$ 104,312.41
15	$ 84,648.67	$ 94,065.28	$ 104,312.41
16	$ 84,648.67	$ 94,065.28	$ 104,312.41
17	$ 84,648.67	$ 94,065.28	$ 104,312.41
18	$ 84,648.67	$ 94,065.28	$ 104,312.41
19	$ 84,648.67	$ 94,065.28	$ 104,312.41
20	$ 84,648.67	$ 94,065.28	$ 104,312.41
	3	3	3
	$61,152.00	$74,256.00	$87,360.00
	$29.40	$35.70	$42.00
	$40.70	$45.22	$50.15

Notes:

1. MBS 0 begins at the date of hire and ends after the completion of 1 Year of Service
2. Eligibility for advancement to any subsequent MBS occurs when an individual completes the Year of Service
3. Compensation for the Chief Deputy Sheriff will be set at 25% over the cap MBS for a LE Captain effective 1/1/2025
4. LE and Corrections salaries are based on 2,184 hours/year of work; Deputy Constable and ECO salaries are based on 2,080 hours/year work
5. For purposes of this Pay Plan, a Corrections Captain salary is set at the equivalent of an LE Captain
6. The Inspector positions with the Office of Professional Responsibility shall be, unless otherwise agreed: Inspector - LE Lt. and Deputy Inspector - LE Sgt.
7. For more information on the implementation of this Pay Plan, refer to Article 8 of the current Collective Bargaining Agreement

2024

EXHIBIT A - PAY PLAN

		Law Enforcement-SO				
		LE Deputy	LE Det./Corp.	LE Sgt.	LE Lt.	LE Capt.
MBS	0	$ 68,796.00	$ 81,834.48	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	1	$ 71,066.27	$ 81,834.48	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	2	$ 73,411.45	$ 81,834.48	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	3	$ 75,834.03	$ 81,834.48	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	4	$ 78,336.56	$ 84,535.02	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	5	$ 80,921.66	$ 87,324.67	$ 93,977.52	$ 107,911.44	$ 123,920.16
MBS	6	$ 83,592.03	$ 90,206.39	$ 97,078.78	$ 107,911.44	$ 123,920.16
MBS	7	$ 86,350.62	$ 93,183.20	$ 100,262.38	$ 107,911.44	$ 123,920.16
MBS	8	$ 89,200.19	$ 96,258.24	$ 103,591.70	$ 111,472.52	$ 123,920.16
MBS	9	$ 92,143.79	$ 99,434.77	$ 107,010.22	$ 115,151.11	$ 123,920.16
MBS	10	$ 95,184.54	$ 102,716.11	$ 110,541.56	$ 118,951.10	$ 128,009.53
MBS	11	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	12	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	13	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	14	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	15	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	16	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	17	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	18	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	19	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
MBS	20	$ 98,325.63	$ 106,105.75	$ 114,189.43	$ 122,876.48	$ 132,233.84
% Merit Based Step		3.3	3.3	3.3	3.3	3.3
Starting Salary		$68,796.00	$81,834.48	$93,977.52	$107,911.44	$123,920.16
Initial Hourly Rate		$31.50	$37.47	$43.03	$49.41	$56.74
Final Hourly Rate		$45.02	$48.58	$52.28	$56.26	$60.55

		Corrections			
		Corr. Officer	Corr. Corp.	Corr. Sgt.	Corr. Lt.
	0	$ 60,060.00	$ 71,436.64	$ 82,031.04	$ 96,840.40
	1	$ 62,041.98	$ 71,436.64	$ 82,031.04	$ 96,840.40
	2	$ 64,089.37	$ 71,436.64	$ 82,031.04	$ 96,840.40
	3	$ 66,204.31	$ 71,436.64	$ 82,031.04	$ 96,840.40
	4	$ 68,389.06	$ 73,796.12	$ 82,031.04	$ 96,840.40
	5	$ 70,645.90	$ 76,231.89	$ 82,031.04	$ 96,840.40
	6	$ 72,977.21	$ 78,747.02	$ 84,738.06	$ 96,840.40
	7	$ 75,385.46	$ 81,345.67	$ 87,534.42	$ 96,840.40
	8	$ 77,873.18	$ 84,030.08	$ 90,423.06	$ 100,056.79
	9	$ 80,442.99	$ 86,803.07	$ 93,407.02	$ 103,358.66
	10	$ 83,097.61	$ 89,667.58	$ 96,489.45	$ 106,769.50
	11	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	12	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	13	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	14	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	15	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	16	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	17	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	18	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	19	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
	20	$ 85,839.83	$ 92,626.61	$ 99,673.60	$ 110,292.90
		3.3	3.3	3.3	3.3
		$60,060.00	$71,436.64	$82,031.04	$96,840.40
		$27.50	$32.71	$37.56	$44.34
		$39.30	$42.41	$45.64	$50.50

		Constable		
		Dep. Constable	LE Corp.	LT Sgt.
	0	$ 65,520.00	$ 77,937.60	$ 89,502.40
	1	$ 67,682.16	$ 77,937.60	$ 89,502.40
	2	$ 69,915.67	$ 77,937.60	$ 89,502.40
	3	$ 72,222.89	$ 77,937.60	$ 89,502.40
	4	$ 74,606.24	$ 80,509.54	$ 89,502.40
	5	$ 77,068.25	$ 83,166.36	$ 89,502.40
	6	$ 79,611.50	$ 85,910.85	$ 92,455.98
	7	$ 82,238.68	$ 88,745.90	$ 95,507.03
	8	$ 84,952.56	$ 91,674.52	$ 98,658.76
	9	$ 87,755.99	$ 94,699.78	$ 101,914.50
	10	$ 90,651.94	$ 97,824.87	$ 105,277.66
	11	$ 93,643.45	$ 101,053.09	$ 108,751.84
	12	$ 93,643.45	$ 101,053.09	$ 108,751.84
	13	$ 93,643.45	$ 101,053.09	$ 108,751.84
	14	$ 93,643.45	$ 101,053.09	$ 108,751.84
	15	$ 93,643.45	$ 101,053.09	$ 108,751.84
	16	$ 93,643.45	$ 101,053.09	$ 108,751.84
	17	$ 93,643.45	$ 101,053.09	$ 108,751.84
	18	$ 93,643.45	$ 101,053.09	$ 108,751.84
	19	$ 93,643.45	$ 101,053.09	$ 108,751.84
	20	$ 93,643.45	$ 101,053.09	$ 108,751.84
		3.3	3.3	3.3
		$65,520.00	$77,937.60	$89,502.40
		$31.50	$37.47	$43.03
		$45.02	$48.58	$52.28

		Emergency Communications		
		ECO	Lead ECO	EC Mgr
	0	$ 58,240.00	$ 70,720.00	$ 83,200.00
	1	$ 59,967.20	$ 70,720.00	$ 83,200.00
	2	$ 61,786.82	$ 70,720.00	$ 83,200.00
	3	$ 63,640.42	$ 70,720.00	$ 83,200.00
	4	$ 65,549.63	$ 72,341.60	$ 83,200.00
	5	$ 67,516.12	$ 75,026.85	$ 83,200.00
	6	$ 69,541.61	$ 77,277.65	$ 85,696.00
	7	$ 71,627.35	$ 79,595.98	$ 88,266.88
	8	$ 73,776.60	$ 81,983.86	$ 90,914.89
	9	$ 75,989.98	$ 84,443.38	$ 93,642.33
	10	$ 78,269.69	$ 86,976.66	$ 96,451.60
	11	$ 80,617.78	$ 89,585.96	$ 99,345.15
	12	$ 80,617.78	$ 89,585.96	$ 99,345.15
	13	$ 80,617.78	$ 89,585.96	$ 99,345.15
	14	$ 80,617.78	$ 89,585.96	$ 99,345.15
	15	$ 80,617.78	$ 89,585.96	$ 99,345.15
	16	$ 80,617.78	$ 89,585.96	$ 99,345.15
	17	$ 80,617.78	$ 89,585.96	$ 99,345.15
	18	$ 80,617.78	$ 89,585.96	$ 99,345.15
	19	$ 80,617.78	$ 89,585.96	$ 99,345.15
	20	$ 80,617.78	$ 89,585.96	$ 99,345.15
		3	3	3
		$58,240.00	$70,720.00	$83,200.00
		$28.00	$34.00	$40.00
		$38.76	$43.07	$47.76

Notes:

1. MBS 0 begins at the date of hire and ends after the completion of 1 Year of Service
2. Eligibility for advancement to any subsequent MBS occurs when an individual completes the Year of Service
3. Compensation for the Chief Deputy Sheriff will be set at 25% over the cap MBS for a LE Captain effective 1/1/2026
4. LE and Corrections salaries are based on 2,184 hours/year of work; Deputy Constable and ECO salaries are based on 2,080 hours/year work
5. For purposes of this Pay Plan, a Corrections Captain salary is set at the equivalent of an LE Captain
6. The Inspector positions with the Office of Professional Responsibility shall be, unless otherwise agreed: Inspector – LE Lt. and Deputy Inspector – LE Sgt.
7. For more information on the implementation of this Pay Plan, refer to Article 8 of the current Collective Bargaining Agreement

HAYS COUNTY CONSTABLE PRECINCT 4 VEHICLES

Year	Make	Model	Mileage	Condition	Leased/ Owned	Driver	Take Home	Notes
2015	Chevrolet	Tahoe	151,713	Terrible	Owned	Relief/Pool Car	No	High mileage, poor condition, used as a pool/spare car as needed when other cars are down for maintenance/repair
2016	Ford	Explorer	112,134	Poor	Owned	Constable Graham	Yes	High mileage, poor condition
2017	Ford	Explorer	109,721	Poor	Owned	Deputy Pozuc	Yes	High mileage, poor condition
2018	Ford	Explorer	111,725	Poor	Leased	Deputy Zesati	Yes	High mileage, poor condition
2020	Ford	Explorer	79,671	Good	Leased	Deputy Hamilton	Yes	Good condition
2022	Chevrolet	Tahoe	27,429	Excellent	Leased	Deputy Miller	Yes	Excellent condition
2023	Ford	Explorer	5,349	Excellent	Leased	Deputy Drake	Yes	New vehicle
2023	Ford	Explorer	4,638	Excellent	Leased	Corporal Williams	Yes	New vehicle
2024	Ford	F150 Pick-up	5,855	Excellent	Leased	Sergeant Zuehlke	Yes	New vehicle
2020	Harley Davidson	Electra Glide Motorcycle	55,855	Good	Owned	Relief/pool motorcycle	No	High mileage, used for all training purposes and as a pool/spare as needed when other m/c's are down for maintenance/repair
2021	Harley Davidson	Electra Glide Motorcycle	48,897	Good	Owned	Deputy Miller	No	High mileage
2022	Harley Davidson	Electra Glide Motorcycle	20,553	Good	Owned	Deputy Pozuc	No	Good condition
2022	Harley Davidson	Road King Motorcycle	17,396	Good	Owned	Corporal Williams	No	Good condition
2024	Harley Davidson	Electra Glide Motorcycle	1,478	Excellent	Owned	Deputy Zesati	No	New motorcycle

New Deputy Constable - Approximate Costs

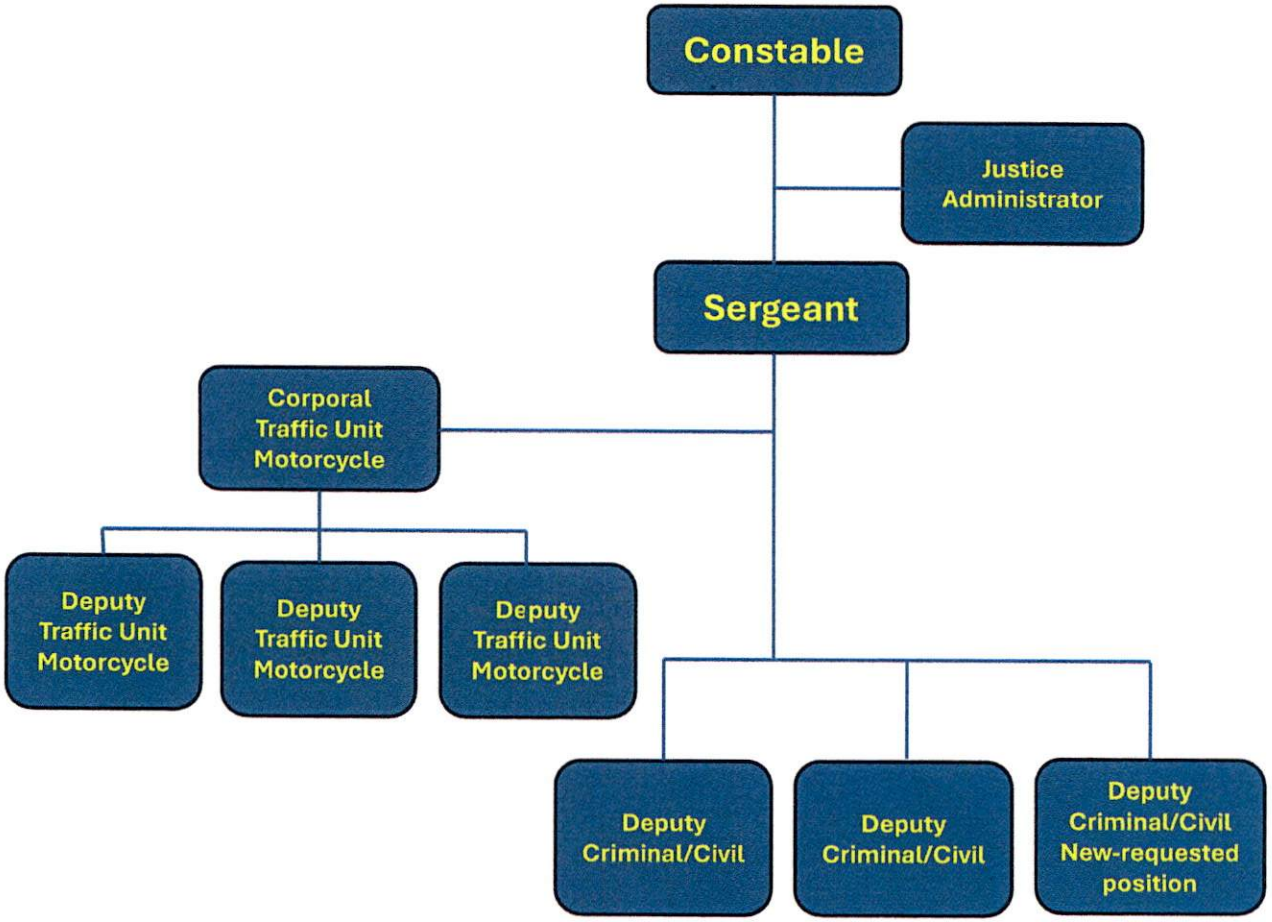
Equipment - Spare	Approximate Cost
Handheld radio and pouch – have 1 spare	0
Axon body worn camera – have 1 spare	0
Axon Taser and holster – have 1 spare	0
Shotgun – have 1 spare	0
Flashlight – have 1 spare	0
Cradlepoint, antenna and cables - have 1 spare	0
In car pole and arm for computer - have 1 spare	0
In car computer docking station - have 1 spare	0
Patrol rifle optics – have 1 spare	0
Total	0

Equipment - Needed	Approximate Cost
Yearly salary – first year	$83,592.08 *
Uniforms – 6 shirts (SS/LS) 6 pants, winter jacket, rain jacket, tie, gun belt, badge, name tag, patches, etc.	$2,000.00
AR-15 patrol rifle model XM15-E2S and supressor – one time cost	$1,800.00
JCPA new membership – per year	$45.00
Tactical exterior vest - one time cost	$600.00
Graphics for police vehicle - one time cost	$800.00
Upfitting vehicle equipment (lights, siren, cameras, prisoner cage, etc) one time cost	$24,000,00
Monthly car lease - $980 per month (EXP)	$11,760.00
In car radio, connector, antenna, cables, trunk mount, install and labor from LCRA - one time cost	$7,700.00
LCRA monthly fee for car and portable radio $20.00 per month	$240.00
Cell phone and data $66.00 per month	$792.00
Dell semi rugged computer for in car - one time cost	$2,300.00
Axon officer safety plan - per year	$2,388.00
Axon unlimited evidence.com new vehicle per year	$1,548.00
Axon Fleet 3 in car cameras & license plate reader $208 per month	$2,496.00
Brazos hosting per year	$634.00
Brazos yearly maintenance per year	$312.00
eCitations maintenance plan per year - upgrades as needed and required	$470.00
Brazos new ticket writer license one time cost	$510.00

New Deputy Constable - Approximate Costs

Brazos ticket writer one time cost	$2,026.00
Brazos ticker writer maintenance per year	$290.00
Ticket writer 5 year warranty	$644.00
Ticket writer printer one time cost	$1,300.00
Stalker dual radar for police vehicle plus install one time cost	$3,400.00
Net Motion license per year	$95.00
Taser 7 certification plan	$1,632.00
Cradlepoint license per year	$700.00
Total	$130,074.08

Organizational Chart, Pct. 4 Constables Office



Modesta Alcorn – Justice Administrator, Pct. 4

Background

1. Employed with Hays County since August 28, 2008.
2. 16 ½ years of continuous service.
3. 3 ½ years of service with the Justice of the Peace for Hays County.
4. "Civil Process Proficiency Certification" through the TX Commission on Law Enforcement.
5. State of Texas Notary.

Duties and Responsibilities:

OFFICE RESPONSIBILITIES:

1. First line of contact for the public when seeking assistance, greeting the public, and assisting the public as needed.
2. Manage and maintains precinct/office shared calendar. To include updating the calendar regarding court dates for Justice of the Peace as necessary for the bailiff (Constable or Deputy Constable) to be present as required by law.
3. Notarizes documents as needed, I am a Notary for the State of Texas.
4. Justice Administrator Trainer for all Constable Offices
5. Works with I.T. to test and evaluate new software and upgrades related to the Constable's Office.
6. Serves as liaison between Hays County Justice of the Peace (JP), County, District, and out-of-county/state Courts.

CITATIONS:

6. Receive and review documents/citations for accuracy according to the Rules of Civil and Criminal Procedure.
    a. Ensure all citations are "styled" correctly.
    b. Ensure all citations are within the appropriate jurisdiction.
    c. Note any special instructions and/or circumstances within the citation.

7. Intake and assign all civil papers into Odyssey CivilServe for Law Enforcement for service in the Constable Office.

8. Enter and receipt monies in Odyssey CivilServe as needed.
    a. Ensures required funds have been provided/collected for each citation.

9. Close all documents/citations once officers complete service.

10. Scan the officer's return into Constable Civil Paper Odyssey CivilServe for Law Enforcement and return documents/citations to issuing court or entity as required by law.
    a. For Tax citations "Out-of-County", submit an invoice for service.
    b. Keep a spreadsheet of outstanding invoices. (FYI: Service fees are unpaid until the entity receives the owed taxes. This may take several **years**.)

11. Prepare, file, and print monthly reports for invoicing to The State of Texas Attorney General's Office regarding citations that have been served.

12. Forward copies of AG's Office reports to the auditor's office.

13. Responsible for the intake of all monies to the Constable's office into Odyssey CivilServe.

14. Responsible for depositing funds to the treasurer's office via the inner office of a deputy.

15. Responsible for closing till and closing deposits and keeping accurate records of all monies.

OFFICE SUPPORT/DUTIES:

16. Prepares monthly activity reports regarding revenues, receipts, and deposits.
    a. Submits said to reports to Auditor's Office.

17. Responsible for New World System (NWS) Enterprise Resource Planning (ERP) system used for budget expenditures.
    a. Include submitting invoices for payment,
    b. Approving invoices for payments.
    c. Request purchase order (PO) as needed.
    d. Receipt of goods on purchase orders when received.
    e. Ensures the budget for the department stays balanced.
    f. Assist with budget amendments.

18. Responsible for assisting with the yearly budget request. To include:

    Recurring expenditures associated with annual contracts, i.e.
    a. Lease vehicles
    b. Axon
    c. Software maintenance
    d. Licensing fees for requesting the proper amount of funds to be requested for the budget year.

19. Responsible for identifying, researching, and submitting the "office" budget promptly, i.e.
    a. Enter the total budget request for the upcoming budget.
    b. Attach documentation, such as quotes, as needed.

WARRANTS:

20. Receive and review documents/warrants for accuracy and processes.

21. Review warrants for errors.

22. Research the defendant for "current" contact information.

23. If unsuccessful, mail official notice of warrants to defendants.

24. Attempt to contact the defendant to clear warrants via phone calls.

25. Perform additional research for current information on the defendant using research tools i.e.
    a. TxDPS Driver's License Retrieval
    b. TLO database

26. Renew attempts (repeat steps #22 and #23) on any new contact information.

27. Once initial attempts are exhausted, assigns warrants to officers for further attempts.

28. Responsible for returning all recalled warrants to JP office and keeping spreadsheet of recalled warrants.

HAYS COUNTY JOB DESCRIPTION

Job Code:
Grade: 110
FLSA: NonexemptDate

Prepared by:
Date Prepared: May 24, 2021
Revised:

Constable Justice Administrator

Essential functions, as defined under the Americans with Disabilities Act, including the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Summary

Both independently and under general supervision, the Constable Justice Administrator performs various administrative and accounting functions for the Hays County Constable's Office. The Constable Justice Administrator performs multiple clerical practices adhering to prescribed procedures. The position provides revenue and bookkeeping services for the fees of the office of the Constables. The work involves the intake of civil and criminal citations for service and the intake and process of warrants. The position is responsible for the accuracy and acceptability of documents according to the Rules of Civil and Criminal Procedure received in the Constable's office. This position facilitates the work of the Constable and staff, which has an immediate impact on the daily operations of the Constable's office.

Responsibilities

- Performs a variety of constituent relations.
- Performs receptionist duties, which involve greeting customers, answering telephones, responding to routine inquiries, taking messages, and making appointments.
- Greets and assists or directs visitors. Makes referrals to other sources of information if necessary.
- Take and relays messages to the proper Constable's staff as needed.
- Assists customers in person and on the telephone, explaining procedures, fees, and forms.
- Answers, screens, and directs telephone calls.
- Responds to requests for information.
- Answers telephone, greets the public, sends/receives facsimiles, and provides and receives written and verbal information to the public.
- Requisitions supplies and maintains various inventories and records.
- Pick up, sort, and delivers mail, written material, and supplies to various locations.
- Acts as liaison with State and Local Government Agencies to meet and comply with current laws and regulations for the Constable Civil Paper.
- Acts as a liaison between Constable and the department head.
- Sorts and files forms, reports, correspondence, and related documents.
- Prepares monthly reports and submits them as required.

- Examines letters, forms, documents or reports for accuracy and reports discrepancies to the Constable.
- Maintains departmental records and files.
- Collects fees, issues receipts, and maintains accurate fee collection records.
- Interprets, applies, and enforces all current laws, regulations, and procedures governing the security and processing of Civil Documentation.
- Receives and reviews documents/citations for accuracy according to Rules of Civil and Criminal Procedure for service intake into the computer system. Assigns to the officer as required.
- Updates status of documents/citations in the computer system once service is completed. Scans officers return into the computer system and return documents/citations to issuing court or entity as required by law.
- Assures the service of citations delivered meets the quality and timeliness standards.
- Receipts or verifies payment of service fees and prepares and processes billing documents to submit to internal and external entities.
- Manages and maintains the constable's shared calendar, including updating court dates for Justice of the Peace as necessary for the bailiff (Constable or Deputy Constable) to be present as required by law.
- Assists the Constable with forecasting departmental costs and preparing the annual budget.
- Aids in the maintenance of the annual budget.
- Submits and approves invoices for payment.
- Request purchase orders when necessary.
- Performs office management duties; organizes, develops, and implements procedures for executing various administrative assignments.
- Notarizes documents as needed.
- Intakes warrant and processes. Mails notice of warrants to defendants. Makes attempts to clear warrants via phone calls. Performs research for current information on defendants using research tools such as, but not limited to, TxDPS Driver's License Retrieval, TWC (Texas Workforce Commission), and TLO database.
- Participates in the assignment of warrants to officers for further attempts.
- Administers, prepares, files, and prints monthly reports for invoicing for The State of Texas Attorney General's Office. And forwards copies of reports to the auditor's office.
- Invoices out of county tax citations for payment.
- Administers monthly activities regarding revenues, receipts, and deposits and forwards reports to the Auditor's Office.
- Administers bookkeeping functions such as collecting fees, issuing receipts, reconciling cash receipts, and preparing bank deposits.
- Communicates and maintains utmost confidentiality regarding disseminating all changes and problems to the Constable.
- Attend training courses as assigned, including overnight travel as necessary.
- Attend meetings and participate on committees and boards as assigned.
- Attends meetings for and reports to the Constable.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of current computer systems.
- Exceptional knowledge of court documents, including law enforcement legal terminology.
- Exceptional knowledge of grammar, punctuation, and spelling.
- Proficient knowledge of Hays County regulations, policies, and procedures
- Exceptional knowledge of Hays County Constables' regulations, policies, and procedures.
- Exceptional knowledge of federal, state, and local laws related to criminal procedure, civil procedure, family code, and penal code.
- Exceptional knowledge of Constable's Justice Administrator procedures and processes.
- Exceptional knowledge and experience in basic windows application and word processing specifically Microsoft Office Suite Software, Excel, and other similar database systems.

Required Skill

- Ability to successfully perform in a high-paced office environment.
- Ability to define problems, collect data, establishes facts, and reach conclusions; deal with problems involving several variables.
- Ability to exercise judgment and discretion in dealing with the public and interpreting and applying departmental policies and procedures.
- Exceptional skills in performing multiple tasks simultaneously, such as answering telephones, prioritizing, processing requests for information and documentation, and maintaining radio contact with others through dispatching and other related tasks.
- Proficient administrative support and secretarial skills.
- Proficient skills in planning, assigning, and coordinating activities.
- Ability to compose and prepare reports, records, and correspondence.
- Ability to understand and execute complex written and oral instructions.
- Ability to successfully multi-task, remain calm, and act resourcefully in the performance of job responsibilities.
- Exception skills in establishing and maintaining effective working relationships with constable staff, other agency personnel, and the general public.
- Exceptional skills in gathering, compiling, analyzing data, and maintaining complex records.
- Exceptional skills in operating standard office equipment such as the following: computer, printer, multi-line telephone, copy machine, calculator, and fax machine.
- Exceptional skills in gathering, compiling, and analyzing data and information.
- Exceptional skills in extracting and organizing detailed information.
- Exceptional skills in providing information and assistance to office staff, visitors, and callers.
- Exceptional skills in customer service, including telephone etiquette and customer relations.
- Exceptional skills in performing basic mathematical calculations.
- Exceptional skills in establishing and maintaining effective working relationships with county staff, Elected Officials, and the public.
- Exceptional skills in establishing and maintaining various records utilizing various methods.
- Exceptional skills in prioritizing and performing multiple functions efficiently and independently.
- Proficient skills in designing and implementing new forms and office procedures.
- Proficient skills in interpreting and understanding legal terminology.
- General skills in designing and implementing new forms and office procedures.
- General skill in operating standard office equipment.
- Exceptional skills in bookkeeping and report preparation.
- Exceptional skills in prioritizing and organizational skills.
- Exceptional skills in communicating clearly and concisely, orally and in writing.

- General typing skill of 50 wpm or greater.
- General skills in performing basic mathematical calculations.

Education and/or Experience

Any combination of experience or training may be substituted on a year-for-year basis.

- Requires High School diploma or GED.
- Knowledge/training in accounting procedures or arithmetical calculation
- Three years of full-time experience in clerical, bookkeeping, money handling, or directly related experience.
- Experience: or equivalent combination of training or experience which evidences a comprehensive knowledge of required job duties and judicial duties.

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's License
- Bilingual (Spanish and English)
- Notary Public Certification
- Civil Process Proficiency Certification received through Texas Commission on Law Enforcement.
- Ability to maintain continuing education requirements for the State of Texas

Supervision

- The Constable Justice Administrator is required to perform the above duties satisfactorily and will be evaluated for technical soundness, accuracy, conformity to policy and procedure and adherence to instructions.
- The Constable Justice Administrator is responsible for carrying out assignments independently in accordance with instructions, policies, or accepted policies.
- The Constable Justice Administrator is required to stay abreast of the latest technology and be able to perform each task associated with software updates.
- The Constable assists this position with deviations, problems, and unfamiliar situations.

Guidelines

The Constable Justice Administrator must use judgment in interpreting and adapting guidelines to apply to specific cases or problems. This position must have a strong work ethic. The Constable Justice Administrator must be able to prioritize the work, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. The Constable Justice Administrator must be proficient in the performance of these duties.

Emotional Demands

This position must handle the stress of dealing with some argumentative or emotional contacts within the public. The Constable Justice Administrator meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk
- Hear
- Occasionally stand, walk, kneel, or stoop
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Frequently sit.

Work Environment
While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgment
I can satisfactorily perform the essential duties listed above with or without accommodation. I understand that the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law. I will perform additional duties to the best of my ability when instructed.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I understand that I may be granted compensation time in lieu of overtime payment to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List all accommodations that are needed to satisfactorily perform the essential functions of this position:

Must be able to travel outside Hays County for training purposes.

CONSTABLE PCT 5
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Constable, Precinct 5

NEW POSITIONS:

Position Title:

1. Deputy Constable Motor Officer — The position is necessary to address the increasing traffic issues resulting from population growth in Precinct 5.

2. Deputy Constable Motor Officer — The position is necessary to address the increasing traffic issues resulting from population growth in Precinct 5.

3. Justice Clerk — The position is necessary to address the increasing civil, criminal, and traffic issues resulting from population growth in Precinct 5.

Grade: (1 & 2) 240 MBS4
(3) 115

F/T or P/T: Full Time

What core duties will be accomplished by adding this position:

1. Deputy Constable Motor Officer — The position will address vehicle crashes, traffic enforcement, safety, education, and compliance efforts necessary due to increasing traffic issues resulting from population growth in Precinct 5.

2. Deputy Constable Motor Officer — The position will address vehicle crashes, traffic enforcement, safety, education, and compliance efforts necessary due to increasing traffic issues resulting from population growth in Precinct 5.

3. Clerk — The position will assist the current Justice Clerk in addressing the increasing civil, criminal, and traffic issues resulting from population growth in Precinct 5.

Justification: (1 & 2) The positions are necessary to address the increasing traffic issues such as vehicle crashes, traffic enforcement, safety, education, and compliance efforts resulting from population growth in Precinct 5

(3) The position is necessary to address the increasing traffic, civil, and criminal issues resulting from population growth in Precinct 5.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Justice Clerk

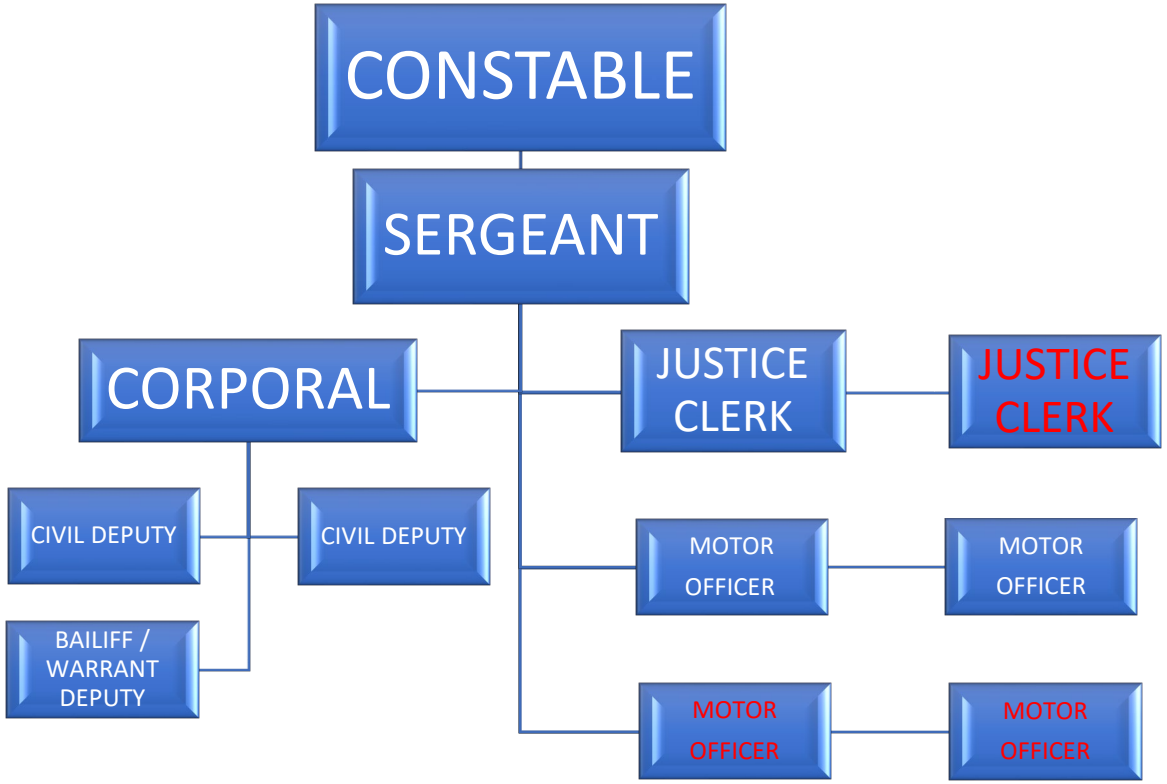
Position Grade & Slot #: 115

Requested Changes: Regrade to 117

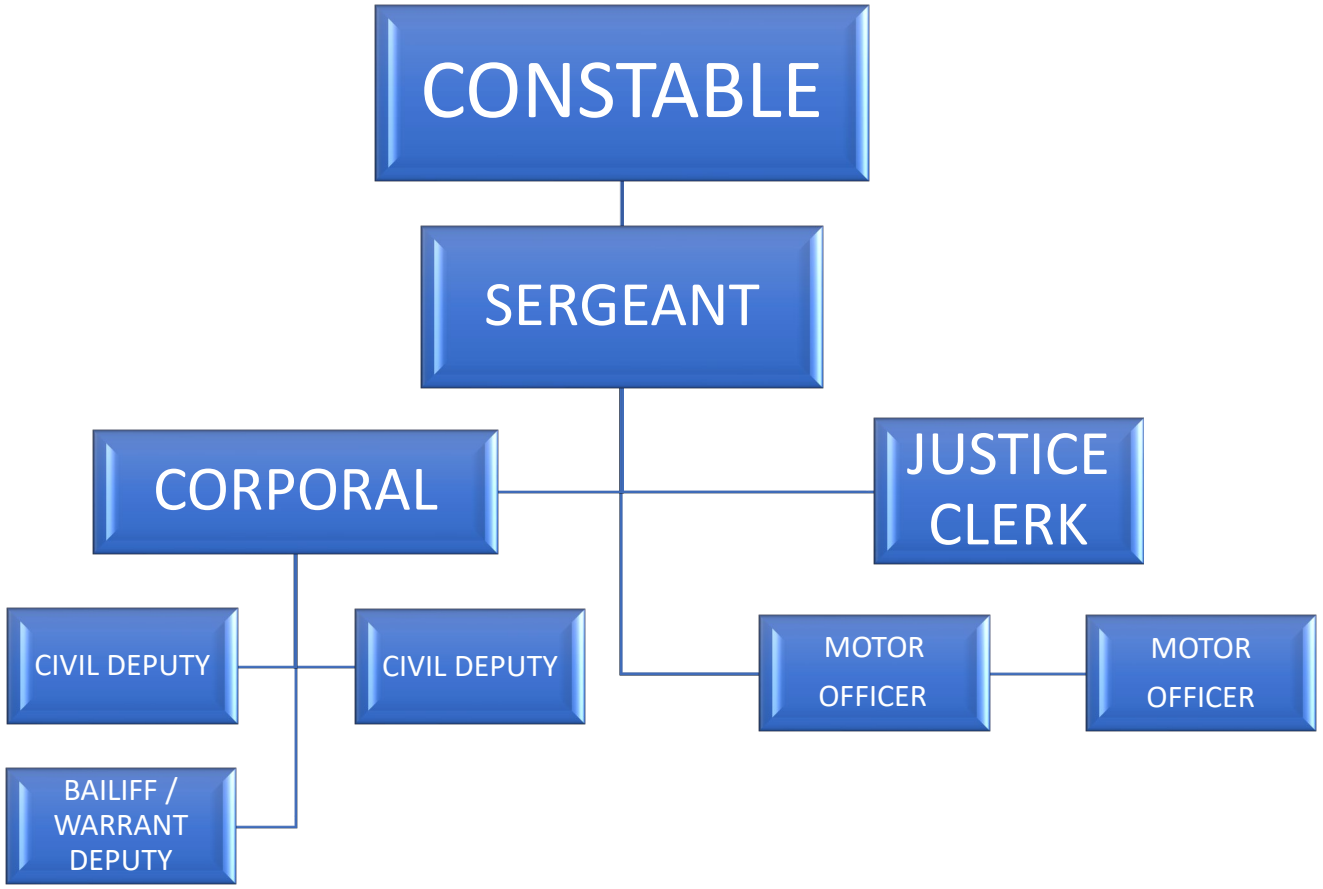
Justification: The change is necessary due to increased responsibilities and workload resulting from the increasing traffic, civil, and criminal issues driven by population growth in Precinct 5.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Constable's Office Precinct 5 Organization Chart



Hays County Constable's Office Precinct 5 Organization Chart



ELECTION ADMINISTRATION
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Elections

NEW POSITIONS:

Position Title: Election Specialist

Grade: 114

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

This specialist will not only play a crucial role in managing mail-in ballots but will also provide valuable support to other departments as needed. Investing in this position is essential to ensuring our election processes run smoothly and effectively serve our community. There is a current job description on file.

Justification:

During the 2024 presidential election, we witnessed a remarkable surge in voter turnout, revealing a pressing need for additional staffing within our elections office. By bringing on a dedicated elections specialist, we can effectively alleviate the burden on our current team, enhancing their productivity and efficiency. This specialist will not only play a crucial role in managing mail-in ballots but will also provide valuable support to other departments as needed. Investing in this position is essential to ensuring our election processes run smoothly and effectively serve our community. For additional information see comprehensive budget justification.

Position Title: Executive Assistant

Grade: 119

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

New legislation coming our way has expanded the workload considerably, now encompassing a range of additional tasks and projects that have not previously been required in the office. These new requirements include considerable data collection and reporting. In addition, the person filling this role will be handling purchasing, inventory, and payroll duties in the office. The Executive Assistant will report directly to the Elections Administrator and will also support the administrator providing clerical support and communications with high level political figures, vendors, and citizens.

Justification:

New duties required by law. More efficient communication with voters and support on administrative duties. For additional information see comprehensive budget justification.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Elections

NEW POSITIONS:

Position Title: Equipment Data Coordinator

Grade:117

F/T or P/T: F/T

What core duties will be accomplished by adding this position:

- Assists in planning and implementing processes to be carried out by the Elections Office.
- Enters, maintains, and updates information in multiple software applications, including Microsoft Office and specialized third-party software for mapping, election management, etc.
- Is responsible for installation and maintenance of election-related equipment in the Elections Office: voting machines, computer terminals, printers, scanners, laptops, memory cards, and other auxiliary equipment.
- Assists coworkers and the public with internal system problems (troubleshooting).
- Performs recovery operations when a computer or other equipment fails.
- Contacts vendors with pertinent information in case of program or equipment malfunctions; coordinates with vendors to resolve hardware/software problems.
- Performs back-up procedures for programs and files.
- Maintains electronic/computer databases; keeps physical files and equipment inventories; and maintains a backup tape library.
- Monitors usage of disk space and other system resources.
- Generates system reports and other documentation; may prepare correspondence.
- May train, or serve as a resource to, other office staff and to the public.
- Monitors equipment storage and maintains an inventory of all items.
- Assists with moving, pickup, and delivery of equipment to polling sites.
- Performs other duties as may be assigned.

Justification:
The passage of SB 2753 and SB 2217 require additional personnel to complete the duties of equipment data management, polling location set-up and additional reporting duties related to auditing elections. SB 2753 removes the 3-day period between EV and ED, which will require us to have equipment team out in the field setting-up polling locations during the Early Voting period. We need an additional person to be in the office during that time to perform troubleshooting and dispatch election equipment and supplies to locations as needed.

SB 2217 requires additional programming and upgrading duties that will be an addition to the duties already being performed by our equipment team.

There are other bills that passed that impact this area of our office, but these two will be the most impactful for the equipment team.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

JENNIFER DOINOFF
ELECTIONS ADMINISTRATOR

HAYS COUNTY ELECTIONS

FY 2026
Budget Justification

Mission Statement

It is the responsibility of the Hays County Elections Administrator to administer elections and serve as the Voter Registrar for all Hays County elections. The mission of the office is to ensure proper conduct of elections, promote a diverse workforce and the effective use of resources and to provide a secure and accessible office for the public.

We understand elections are the foundation of democracy and good government. Elections must accurately reflect the intent of the electorate. Transparency, access, security, accuracy, privacy, and integrity are vital voter rights.

We are committed to maintaining public confidence in elections by assuring all our elections are conducted in a fair, efficient, and accurate manner with the highest level of integrity and vote security. We are committed to excellence in maintaining up-to-date, accurate voter registration rolls to provide fair and equal opportunities for all qualified voters to participate in the democratic process.

Market Analysis

ECONOMIC AND ENVIRONMENTAL FACTORS:

With the changing laws/regulations, we are required to change our existing policies and forms to be compliant. Some examples of these regulation changes include:

- Significant changes in the processes for voting by mail
- Changes in certified voting systems
- Changes in the use of voting equipment from election to election
- Changes in statute that expand the responsibilities of Presiding Judges and clerks.
- Changes in criminal and civil penalties to persons serving different roles in the elections process.
- Changes in post-election auditing, reporting, and testing.
- Changes in voter registration list maintenance processes
- Changes in posting and reporting requirements before and during the election.
- Changes in training for both elections staff and election workers; including Signature Verification, EV Ballot Board, and Poll Watchers
- Changes expanding the requirements for number and hours of polling places
- Changes in ballot security and physical security of equipment
- Changes in accumulation processes

Most, if not all changes, will have an economical or physical impact of some sort to the current method for which we run our elections.

INDUSTRY AND TECHNOLOGICAL FACTORS:

- Election security and cyber vulnerability are a spotlight in elections from the federal to local level. The current awareness of attacks and threats are changing the way local election offices are handling equipment security and information security. What was once transparency, is now – in some instances – guarded information. What was common practice in policy implementation, is now requiring a more stringent and detailed effort to maintain chain of custody and secure infrastructure in terms of equipment and record accessibility and storage.
- Changes in laws passed in the 88th & 89th Legislative Sessions and subsequent Special Sessions play a factor in the changes we face in our

elections and some of the technological factors that we must consider in conducting future elections.

- Recent focus on transparency, process, and integrity have played a significant role in increasing the workload and amount of overtime required to continue to provide the same level of service and accuracy. These changes are directly associated with new administrative processes from the Office of Secretary of State and new processes mandated during the 88th & 89th Legislative Sessions. Legislators passed 48 bills related to election processes during the past two sessions. Of those bills passed some 125 changes were made to either existing processes or created new processes. None of our existing processes were eliminated or replaced by any of the new legislation. These laws were passed with the intent of strengthening the election process. SB 924 and HB 1217 passed expanding polling locations and hours of voting for most Texas counties.
- New legislation increased civil and criminal penalties to many of these sections related to failure to perform some of the existing processes and some of the new processes and paved the way for a more expeditious court process related to election lawsuits.

ORGANIZATIONAL TRENDS, STRUCTURE AND PRACTICES:

- Our website popularity is growing exponentially. Many new laws are requiring more information to be made accessible to voters. New laws are requiring more and more to be posted before, during and after each election. Many voters and organizations depend on online information and technology to obtain information on polling locations, precinct numbers, sample ballots, and ballot measures in different jurisdictions. In addition, candidates, media reporters, and citizens rely on our website for real-time Early Voting election results and official results. Organizations and Candidates often visit our website for archived results for past elections to organize their campaign efforts. We have daily participation from citizens acquiring information on offices hours, office location, and contact information and forms on our website. And finally, our website has become a hub for our Deputy Voter Registrar online training program, which has hosted training for approximately 400 newly deputized voter registrar volunteers. This has been a very successful program that is helping us with our mission to increase voter participation in Hays County. The trend towards web services is skyrocketing. Having the right website can assist any organization in running more efficiently and being more transparent. We need to seize the opportunity to take advantage of current technology and budgetary resources to provide a higher level of access to local government services and engagement.

- Voter Registration has become a focus of the 88th & 89th Legislatures with new laws passed on voter list maintenance, requiring voter registration software and equipment to be certified by the Secretary of State. As well as, forcing poll pad and voter registration companies to comply with common data formatting, to ensure the safety and security of data imports and direct data exchange from one component to another. Updated programs ensure the most up-to-date technology and compliance with the new laws and best practices. Newly passed legislation impose legal penalties for failures in this area of election/voter administration, as well as withholding Chapter 19 funding to counties that are not in compliance.
- New laws creating an easier path for election related lawsuits will require this information to be readily available in the case of such a suit. New legislation resulting from the 88th & 89th legislative session expanded the requirement for video surveillance in smaller counties and fluid chain of custody of all these activities. The number of Public Information Request we have received in the past 2 years has significantly increased, also demanding a comprehensive records retention process.
- There is a growing need for enhanced communication from the Elections Office. The current spread of misinformation among voters is contributing to unnecessary concern and confusion. Many voters in Hays County have expressed a desire for more direct outreach from the Elections Office to provide accurate information and support informed decision-making.
- Over the past decade, we have observed notable transformations within the public relations industry, reflecting its ongoing evolution. Social media has become an integral part of our voters' daily lives. To ensure effective communication and engagement with our constituents, it is advisable for the Hays County Elections Office to consider establishing a dedicated Public Relations Team and messaging platform to share vital election information.

Department Assessment

Strengths:

- A very qualified staff of (10) that has many of years of experience in voter registration, GIS and mapping, and basic IT knowledge. This helps us to be able to do much of our programming, preventative maintenance, ballot by mail processing and list maintenance in-house.
- A friendly, professional, and knowledgeable staff that provides the utmost standard of customer service to our citizenry.
- Efficient response time to all issues that may arise lends itself to efficiency during the election cycle. The procedures that we have developed for assigning and dispatching personnel during an election have greatly improved and continue to progress.

- Our office is very self-sufficient, we rely very little on outside organizations to provide or maintain services, unless law mandates outside sourcing. This helps us to maintain consistency and accuracy in our workflow and production. This also, ensures the level of security desired with fewer entities/individuals involved in the process.
- 450-500 Election Judges and poll workers that are dedicated and trained to manage polling locations.

Opportunities:

- In the past five years we have implementing Vote Centers, as a new concept of Election Day voting in Hays County. This allows us to provide convenience and consistency in our polling locations on Election Day, thus lessening the potential for voter confusion and number of provisional ballots casts due to voters reporting to the wrong location.
- We have also implemented a new voting system within the past (5) years, which provides voters with the opportunity to review a paper ballot back-up once they cast their electronic ballot. This change attributed to increased voter confidence in the security and accuracy of their elections experience. Furthermore, we were ahead of the legislative mandate to make this change. Our forward thinking and planning proved to be beneficial this year, as many other counties will be scrambling to find funding and time to move to these systems by the mandated date.
- Our office has been working on an educational video series, which will be posted on our website for voters and poll workers to have the opportunity to view a general video on what our poll workers learn in training, as well as sectional videos on areas that are more detailed for specific election functions.
- In addition, our staff is coordinating and implementing a program in partnership with GIS that will allow for voters to pull up their precinct number, ballot style, and sample ballot and nearest voting location by simply entering a specified data set into the required fields on our Election Department webpage.
- Election Administrator was elected to represent Hays County, as one of the 5 local elections representatives to serve on the EI-ISAC (Elections Infrastructure Information Sharing and Analysis Center) Executive Committee. This has assisted our office in obtaining firsthand knowledge of security threats and having the education and resources to mitigate immediate threats. The EA and IT Director regularly participate in updates and meetings with the EI-ISAC and MS-ISAC groups.
- Election Administrator is an appointed member to the Secretary of State's Advisory Committee, which is a collaborative effort between

representatives from approximately 15 counties and the Secretary of State's Office to evaluate and provide input on processes used in Texas elections from form revisions to different processes that are statutorily administered through the Office of Secretary of State. This was particularly helpful in navigating an election during a pandemic and working with legislators and providing testimony during the 87th Legislative Session and subsequent special sessions.

- Our office recently purchased curbside bell indicators and curbside voting kiosk that assist persons with disabilities in navigating the curbside voting process.
- Our office recently upgraded our asset tracking management system to provide a continuous system of chain of custody for voting equipment and ballots.
- Our office undertook a public relations initiative during the 2024 presidential election, focusing on meaningful engagement at local events. We developed informative trifold pamphlets and flyers, while also maintaining a steady stream of social media communications, which included videos and educational posts. This initiative not only aimed at combating the election misinformation but also provided a lot of voter education.
- Our office has launched a pilot internship program in collaboration with Texas State University. This internship will enhance support for our office, making the election process more efficient and effective. Additionally, it will help educate young voters about how the Hays election process works, potentially encouraging college graduates to pursue careers in elections.

Challenges/Threats*:*

- New voting methods can lead to variations in wait times at polling places and may create confusion among voters during the initial election cycle. Any change requires time for people to adjust and adapt. Providing thorough training for both voters and poll workers can help reduce some of this confusion. Additionally, media outreach and public engagement are important for educating voters about the new procedures.
- Cyber security and worldwide threats to elections are a focus currently. Networked Voter Registration systems are most vulnerable. Redundancy and back up files help to mitigate those risk.
- In 2022, 2023, and 2025, the rise of misinformation presented an urgent threat to election security and undermined voter confidence. This challenge continues to be critical today. We are dedicated to proactively engaging with the public and enhancing our website to provide verified, official information that effectively counters these issues and fosters trust in our electoral processes.

- One of the main challenges we foresee is the potential for drastic changes to voter laws in Texas due to current legislative focus. With these changes on the horizon, we will have a short amount of time to educate voters about the new laws. This will require us to continuously engage in public relations initiatives to ensure that voters are informed.
- Maintaining the Integrity of Judges and Alternate Judges in a World Filled with Criticism and Cynicism.
- Keeping qualified staff in our operations division (Equipment Data Coordinators) due to lower pay than our neighboring counties for these positions.
- We are maintaining our public relations initiative with our limited staff. Currently, the responsibilities under public relations include the internship program, social media management, and voter outreach. As we do not have a dedicated public relations employee at this time, we are relying on our data tech team to fulfill these responsibilities.

Goals & Strategies

2025/2026 Goals

- Continue to work on new policy implementation to improve security processes and voter relations within the office.
- Continue to work on peer review with other county elections departments to information share on procedures and network on common election concerns.
- Continue to organize efforts to increase voter registration and participation through partnerships with the community and service organizations.
- Continue to work with Hays County Commissioners to distinguish our County as a leader in innovative approach and program implementation by using proactive methodology and not being reactive to incidents requiring innovative changes.
- Program and run March Joint Primary Election 2026, Local Jurisdiction Election May 2026 which will now include countywide Appraisal Review Board Members and November Gubernatorial Election in 2026 and any resulting runoff elections successfully.
- Continue working with the Office of Secretary of State in the pilot program for implementing a Risk Limiting Audit process.
- Continuing to improve interoffice policies to ensure the highest level of security and transparency.
- Move our website to the more secure .gov format.
- Continuing to build upon our poll worker training program to broaden the knowledge of poll workers and keep them interested and engaged.
- Finding ways to broaden our pre-election and post-election processes to continue to build voter confidence and mitigate misinformation.

- Launch a Joint Regional Public Relations Task Force - Pilot Program (Region 5) Our goal is to establish a strategic and mutually beneficial partnership that harnesses our combined resources and expertise to enhance brand visibility, gain a positive public perception, and implement effective communication strategies. Through collaborative public relations efforts, we aim to engage and encourage voters, elevate the Election Department's presence across Texas counties, and support the growth and success of participants in the Joint Regional Task Force.

Accomplishments for 2025/2026

- Termed out of the EI-ISAC Executive Committee (Election Infrastructure Information Sharing and Analysis Center executive committee.
- Conducted expanded Partial Manual Count from the Office of Secretary of State after each election which will include public participation and opportunities to count more ballots for auditing conclusiveness.
- EA assumes the Legislative Chair position for the Texas Association of Elections Administrators, educating legislators on election processes and helping shape future election legislation.
- Invited to serve on the Election Advisory Committee for the Office of Secretary of State.
- Regular presenter at the Annual Election Law Seminar hosted by the Office of the Secretary of State.
- (4) Two elections and two run-off elections. (Including significant legislative changes)
- (2) Poll worker Training Sessions (implementing and educating in detail on legislative changes) – We also offered additional equipment training clinics for our poll workers.
- Continuing to utilize health and safety protocols.
- Completed and submitted Post Election Reports for Countywide Polling Place Program to the Office of Secretary of the State – Approved to move forward in each election under the Countywide Polling Place Program.
- Election Office staff reorganization and new staff training and implementation of new staff duties. Also added a position to assist with policy implementation and organization.
- Initiated a resource tab on the website with videos to be used by poll workers and citizens on specific election tasks.
- Vote center selections and adoption
- Secretary of the State - Department of Information Resources Cyber Security Assessment – Complete
- Hosted regional group participation in Hays County for the Secretary of State Cyber Security Roundtable Discussion with representative of all

federal agencies and election officials from all state in Texas. Local entities were included by invitation only (and minimal)

- Voter Precinct Boundary Changes – Statutorily required for precincts over 5, 000.
- Completed the mandated mass mailout of voter registration cards.
- Complete mandated list maintenance required prior to the 2024 elections.
- Purchase of 40 custom election security carts using grant funding that will increase security in the deployment and storage of election equipment.
- We created an internal department Emergency Response Plan for the Hays County Elections. This plan serves as a contingency guide for unexpected events that may require adjustments to normal operating procedures during Early Voting and Election Day. Its purpose is to provide clear guidance for Elections staff and poll workers, ensuring the safety of polling locations while upholding the integrity of the election process. Importantly, this plan does not interfere with the responsibilities of the Hays County Emergency Management Department; instead, it outlines the specific protocols and procedures for the Hays County Elections Office to follow.
- Completed the upgraded voter registration software to a system that will interface better with our touchpads. And a system that will streamline our interoffice processes
- Accomplished my Continued Appointment to the Election Assistance Commission (EAC) Advisory Board.
- Implemented a new online Campaign Finance Tool that allows for candidates/officeholder to file reports online.
    - Staff Relations & Continuing Education REO – EA completed renewal of REO State Certification in January 2024 (Every 2 yrs.)
        - Two staff members also went through and completed REO 2023.
        - Four new staff members began the 2-year courses for the REO State Certification Courses on January 2024.
    - CERA – EA completed renewal of National Certification in January 2021 and completed renewal course in March of 2022 (valid through 2025)
    - Completed the Cybersecurity Training Academy at University of Texas San Antonio. Offered to selected individuals through the Office of Secretary of State.
- Organized and hosted the TAEA Annual Mid-Winter Election Conference in Amarillo January 8-January12 (including 4 REO (State Registered Election Official Classes and 1 Renewal Course)
- Added (5) staff members to the elections team:
    - 2 Ballot by Mail Coordinators
    - 1 Election Equipment Coordinator
    - 1 Voter Registration Coordinator
    - 1 Assistant Elections Administrator

- 1 Equipment Field Tech Coordinator

Future Goals 5-10 Year

- 5- 10 years from now would be purely speculative. I'm not sure who will be in the EA position, or who will be on the Commissioners Court. I don't know the direction of the Political Parties, or the scope of any legislative changes between now and then.
- Barring any changes, the Election Department would be looking at the next voting system and beginning the RFP and acquisition process.
- Voter Registration will most likely be online, or some form of it. We already have an online platform for changing voter registration. The Election Office will be working on the next voter registration software acquisition and implementation.
- I imagine voting processes and systems will be moving in a more streamlined direction. Perhaps back to an electronic format, which is more acceptable among the next generation.
- Working in collaboration with local governments, political parties and the commissioners court will always be a point of focus and progression.
- Keeping up with continuing education and maintaining an innovative approach to process and implementation will still be an objective.
- Participating in studies and pilot programs to maintain our position as a model in Texas elections.
- Continuing initiatives that will ensure assess to voting for all eligible voters.
- Keeping up with the expected growth over the next 5- 10 years will dictate goals that may not be known today.
- Finally, if I'm here in 10 years, I will continue to do what I'm doing that is building a positive reputation of successful elections in Hays County.

'25/26 Budget Needs

- New position Request – Elections specialist - **$40,063 increase**
    - During the 2024 presidential election, we witnessed a remarkable surge in voter turnout, revealing a pressing need for additional staffing within our elections office. By bringing on a dedicated elections specialist, we can effectively alleviate the burden on our current team, enhancing their productivity and efficiency. This specialist will not only play a crucial role in managing mail-in ballots but will also provide valuable support to other departments as needed. Investing in this position is essential to ensuring our election processes run smoothly and effectively serve our community.

- Position Rename - I.T. Support Specialist → Community program Manager **($0 increase) Position rename only**
    - There is an urgent need for enhanced communication from the Elections Office. The ongoing spread of misinformation among voters is leading to unwarranted concern and confusion. Many voters in Hays County are calling for more direct outreach from the Elections Office to provide them with accurate information and facilitate informed decision-making. We are committed to bolstering our public relations efforts, even with our limited staff. Our current initiatives encompass managing an internship program, handling social media, and engaging in voter outreach. However, without a dedicated public relations professional, we are relying on our Technology Support Specialist to take on these crucial responsibilities. Upgrading this position will not only strengthen our public relations initiative but also ensure the smooth maintenance of essential election duties. Currently, the legislative focus is on passing strict bills that will change voter laws. With these changes on the horizon, we will have a limited amount of time to educate voters about the new laws. This situation will require us to continuously engage in public relations initiatives to ensure that voters are well-informed.

- New position Request – Executive Assistant - **$50,158 increase**
    - The responsibilities associated with this role have expanded considerably over time, now encompassing a range of additional tasks and projects that were not included in the original job description. These new responsibilities demand advanced skills and expertise, directly contributing to remarkable improvements in our team's overall performance. I am confident that recognizing these contributions is essential for fostering an environment that promotes excellence and innovation. Therefore, considering the increased responsibilities, current market compensation standards, and alignment with career aspirations, I strongly advocate for a regrade of this position. This recognition will not only honor the true value of these contributions but also pave the way for continued success for both the individual and the team as a whole. The current duties outlined above are typically handled by an election specialist. This specialist's sole responsibility lies with voter registration and mail-in ballots. An executive assistant, on the other hand, can provide support not only with voter registration and mail-

in ballots but also with additional administrative tasks for the elections administrator.

- Position Regrade – Filed Operations Coordinator **- $4,430 annual increase.**
    - The responsibilities of this role have expanded significantly, now including a variety of additional tasks that were not part of the original job description, as well as managing the equipment team. These duties require advanced skills and have led to notable improvements in our team's performance. Recognizing these contributions is essential for fostering an environment of excellence and innovation. Therefore, in light of the increased responsibilities and current market compensation standards, I strongly advocate for a regrade of this position. Acknowledging this change will honor the true value of these contributions and support ongoing success for both the individual and the team.

- Carts – 3 - **awaiting quote – will forward upon receipt**
    - The Elections and Equipment Department is responsible for ensuring that all election-related activities are conducted smoothly and efficiently. To enhance our operational capabilities, we propose the purchase of additional supply carts. Having more supply carts will streamline the transportation of materials across various locations during election setups. This will reduce the time spent moving supplies and allow staff to concentrate on critical tasks. Increased supply carts will also facilitate better organization of materials and equipment, minimizing the risk of misplaced items and ensuring that all necessary supplies are readily accessible when needed. As our elections grow in scale and complexity, the demand for efficient logistics increases. Additional supply carts will enable us to support larger voter turnout and manage more extensive equipment effectively. Furthermore, using additional carts can help reduce the physical strain on staff members responsible for transporting heavy equipment and supplies, leading to a safer working environment and decreasing the likelihood of injuries. In conclusion, purchasing additional supply carts is a necessary step to enhance our operational effectiveness, improve safety, and better serve our community during election periods.

- Hart Batteries (100) **- $14,010**.
    - As we approach the upcoming elections, it is essential to ensure the reliability and functionality of our voting

machines. These machines are heavily dependent on batteries, and any failure caused by battery depletion can lead to significant delays in the voting process. We're requesting the purchase of (100) HART batteries, as our current batteries are set to expire this year. Additionally, having batteries on hand will help guarantee that the machines can continue to operate without interruption, thus maintaining the integrity of the election process. In the event of unexpected power outages or equipment malfunctions, extra batteries can serve as a vital backup. This preparedness is crucial to ensure that voters can exercise their right to vote without interference. Relying solely on the existing battery supply may pose risks if we encounter unforeseen circumstances, such as malfunctions or delays in battery replacement. Maintaining a surplus allows us to be proactive rather than reactive, which is critical for ensuring a smooth voting experience. Feedback from previous elections has highlighted instances where battery-related issues caused delays or complications. By proactively securing additional batteries, we can address and mitigate these concerns in advance. In conclusion, acquiring additional batteries for our election voting machines is not just a precaution; it is essential for ensuring the smooth operation of our electoral process, enhancing voter confidence, and ultimately safeguarding democracy.

- 10 Tennex Touch Pads - **$16,870 ($1,500 Annually)**
    - Throughout the recent presidential elections, we achieved remarkable voter turnout, setting new records. To further improve the voting experience in our county, I propose adding 10 additional Tennex touchpads. This enhancement will not only reduce wait times but also ensure that we maintain a positive experience for all voters. It is essential that we continue to prioritize efficient service for our constituents. As we have seen in each election cycle, we consistently surpass the records set in previous cycles, which underscores the growing engagement of our community.

- Technology tablets for Poll Workers - **$12,500**
    - The Hays County Election Department is excited to announce the development of an in-house communications app designed to enhance our collaboration with poll workers. This innovative platform will allow poll workers to clock in, access training materials, and review election manuals, streamlining communication and operational processes.

Recognizing the ongoing challenges in recruiting dedicated poll workers, we believe this initiative will significantly improve efficiency and create a more convenient and supportive environment for those who serve at the polls. We appreciate your commitment to our electoral process and look forward to implementing these positive changes.

- The Hays County Elections Department has recently acquired a 2025 Ford Expedition. **– Will discuss what other Departments have in this line item.**
    - We kindly request the provision of a gas card and maintenance services for the years 2025 and 2026 to ensure its optimal operation.

- Election vDrives – **awaiting quote and will forward upon receipt**
    - Our current inventory of vDrives is about to expire. vDrives contain the complete election definition, and any vDrive for an election can be used to transfer this information to any Verity device. Additionally, vDrives transport cast vote records and logs to the counting location, while a duplicate copy remains on the CFAST inside the machine.

Conclusion

- I want to take a moment to acknowledge the unwavering support of the Hays County Commissioners Court for our elections. Each of you plays a vital role as advocates for Hays County's voters, and your hard work truly deserves recognition. Over the past almost nine years, we have made incredible strides together. We've successfully acquired a paper-verifiable voting system and implemented the popular Countywide Polling Place Program, which has made voting more accessible for our community.

  Building connections with stakeholders and voters has been essential, as we worked to understand their needs throughout the electoral process. We also invested in the new Tenex Touch Pad voter check-in system, and we've transformed the Hays County Election/IT Center into a facility that is not only secure and efficient but also serves as a model recognized by local organizations, including the National Conference of State Legislators.

  What makes me truly proud is the collaborative spirit that has defined our journey. Your support and dedication have placed Hays County Elections at the forefront of innovative practices, ensuring we meet the needs of our community. Many of the achievements we've accomplished over the past three years have now become part of the law through the passage in the

88th and 89th Legislatures, as well as special sessions. The careful planning we've undertaken together has positioned our county as a beacon of leadership in Texas elections, reflecting our shared commitment to serving our voters with integrity and compassion.

OFFICE OF EMERGENCY SERVICES
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Office of Emergency Services

NEW POSITIONS:

Position Title: Deputy Fire Marshal

Grade: 122

F/T or P/T: Full Time

What core duties will be accomplished by adding this position: See attached job description

Justification: An additional Deputy Fire Marshal will add backstop for increased development and inspection demand. The benefits include increased permit processing (revenue) and customer communications.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

- Dell Rugged Laptop with dock and vehicle mount
- 2 computer monitors
- 2025 Ford F 150 Police Responder Package lights/sirens/bed topper/bed slide
- Cell Phone
- Axon BWC
- Axon Dash Camera
-

CURRENT POSITIONS:

Position Title: Special Operations Coordinator

Position Grade & Slot #: Grade 118& Slot 0989-001

Requested Changes: Move to Grade 119 at step 3 $54,246

Justification:

Justification: The Special Operations Coordinator job responsibilities and duties focus primarily on Special Assignment, Volunteer Coordinator, Logistics Coordinator and Hazmat support.

The average Volunteer Coordinator salary in Texas is $52,708.00
The average Logistics Coordinator salary in Texas is $64,211.00
This position did not receive proper grading and compensation in the initial step plan.
The requirements and current responsibilities associated with this position require hours outside the normal 8am-5pm regimen. This includes evenings, weekends and holidays, of which no monetary compensation occurs, rather comp time only. For the Calendar year of 2024, over 3,480 additional hours were expended beyond the 40-hour work weeks. The 40-hour work week, is a goal, unfortunately, due to the nature and mission of CERT and OES a 40 hour work week only exists in theory.

This position is critical to the OES mission, first responder support and event support throughout Hays County. In 2024 the number of volunteer hours managed by this position was 8,513 hours which equates to $285,100.00 at the $33.49/hr. FEMA rate and 444 Active/Reserve CERT member.

Respectfully request this regrade approval.

In your Service,
Mike Jones
Director, OES

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

National Fire Protection Association 1730: Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations

Note: Elements of staffing recommendations based on best practices in NFPA 1730. This standard is used to evaluate and measure our current status.

NFPA 1730 compliance in a Texas county with an area of 680 square miles and a current population of 300,000. NFPA 1730, "Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations." This standard provides guidelines for fire prevention programs, staffing, and resource allocation.

Budget elements considered for NFPA 1730 Compliance (Reference Only)

Texas County: 680 sq. mi., Population: 300,000

Assumptions:

Population density: ~441 people per sq. mi. (300,000 ÷ 680), indicating a mix of urban and rural areas.

Growth rate: Assume a 3% annual increase (typically the standard for growing Texas, with ~9,000 new residents added each year).

Fire prevention program includes inspections, code enforcement, plan reviews, investigations, and public education.

Staffing and resources scaled to meet NFPA 1730 minimum recommendations.

Fire prevention program includes inspections, code enforcement, plan reviews, investigations, and public education.

Staffing and resources scaled to meet NFPA 1730 minimum recommendations.

1. Personnel Based on NFPA 1730 Standards

NFPA 1730 emphasizes adequate staffing for fire prevention tasks. For a population of 300,000, a fire prevention division typically requires inspectors, investigators, plan reviewers, and educators. Assuming a moderate-sized department:

Fire Prevention Staff:

1 Fire Marshal

6 Fire Inspectors (1 per 50,000 residents) Per NFPA 1730 Standards

2 Plan Reviewers:

2 Fire Investigators

2 Public Education Specialists

Support Staff:

1 Administrative Assistant:

Total Personnel Costs: TBD

2. Training and Certification
NFPA 1730 requires ongoing training to maintain skills and certifications (e.g., ICC Fire Inspector, NFPA Fire Investigator).

Initial Training: Cost Based on Role
Annual Continuing Education: Cost Based on Discipline
Total Training Costs (Year 1): Based on Disciple
Ongoing Annual Cost: Based on total Staffing and Discipline

3. Equipment and Technology
Fire prevention requires tools like inspection software, vehicles, and investigation kits.

Vehicles: 6 vehicles (for inspectors/investigators): Lease Price & Vehicle Equipment Based on Discipline
Inspection Software Licenses:
Investigation Equipment (cameras, PPE, evidence kits):
Office Equipment (computers, printers):
Total Equipment Costs (Year 1):
Ongoing Annual Cost:
Vehicles: 6 vehicles (for inspectors/investigators): Lease Price & Vehicle Equipment Based on Discipline
Inspection Software Licenses:
Investigation Equipment (cameras, PPE, evidence kits):
Office Equipment (computers, printers):
Total Equipment Costs (Year 1):
Ongoing Annual Cost:

4. Public Education Programs
NFPA 1730 stresses community outreach (e.g., fire safety campaigns, school programs).

Materials (brochures, signage):
Events (safety fairs, workshops):
Media Campaigns (radio, social media):
Total Public Education Costs:

5. Operational Expenses
Day-to-day costs for fire prevention activities.

Fuel for Vehicles:
Office Supplies:
Utilities (shared TBD):
Total Operational Costs:

6. Capital Reserves for Growth
With a 3% population increase (~9,000/year), additional staff and resources will be needed over time.

Reserve for Future Staffing:
Reserve for Equipment Expansion:
Total Reserves:

Total Budget Summary
Category | Year 1 Cost | Ongoing Annual Cost |

Personnel
Training
Equipment/Technology
Public Education
Operational Expenses
Capital Reserves
Total

Notes and Considerations-
Year 1 vs. Ongoing Costs:
Scalability: As the population grows beyond 300,000, add 1 inspector per 50,000 new residents and adjust resources accordingly.
Texas Context: Rural areas of the 680 sq. mi. may require additional travel time, which should be factored into fuel costs.
Funding Sources: This budget could be supported by county taxes, grants (e.g., FEMA's Fire Prevention and Safety Grants), or fees from inspections/plan reviews.

These data elements pulled from NFPA 1730 provide a baseline. A risk assessment would provide a profile and help define a more precise budget, as well as inform gaps in services.

Hays County Fire Marshal's Office 2025-2026 Budget Requests

Staff Mandated Equipment Total	**$**	**4,455.84**
Staff Investigative Equipment	**$**	**20,051.80**
Staff Uniforms	**$**	**4,122.32**
Staff PPE	**$**	**4,601.66**
Staff 2025-2026 Certifications	**$**	**2,566.00**
Staff CE Training 2025-2026	**$**	**636.00**
Staff Vehicles	**$**	**84,555.49**
HCFMO Lead Investigator Training		**$9,645**
General Office-Evidence		**$1,663**
2025-2026 HCFMO Budget	**$**	**132,296.79**

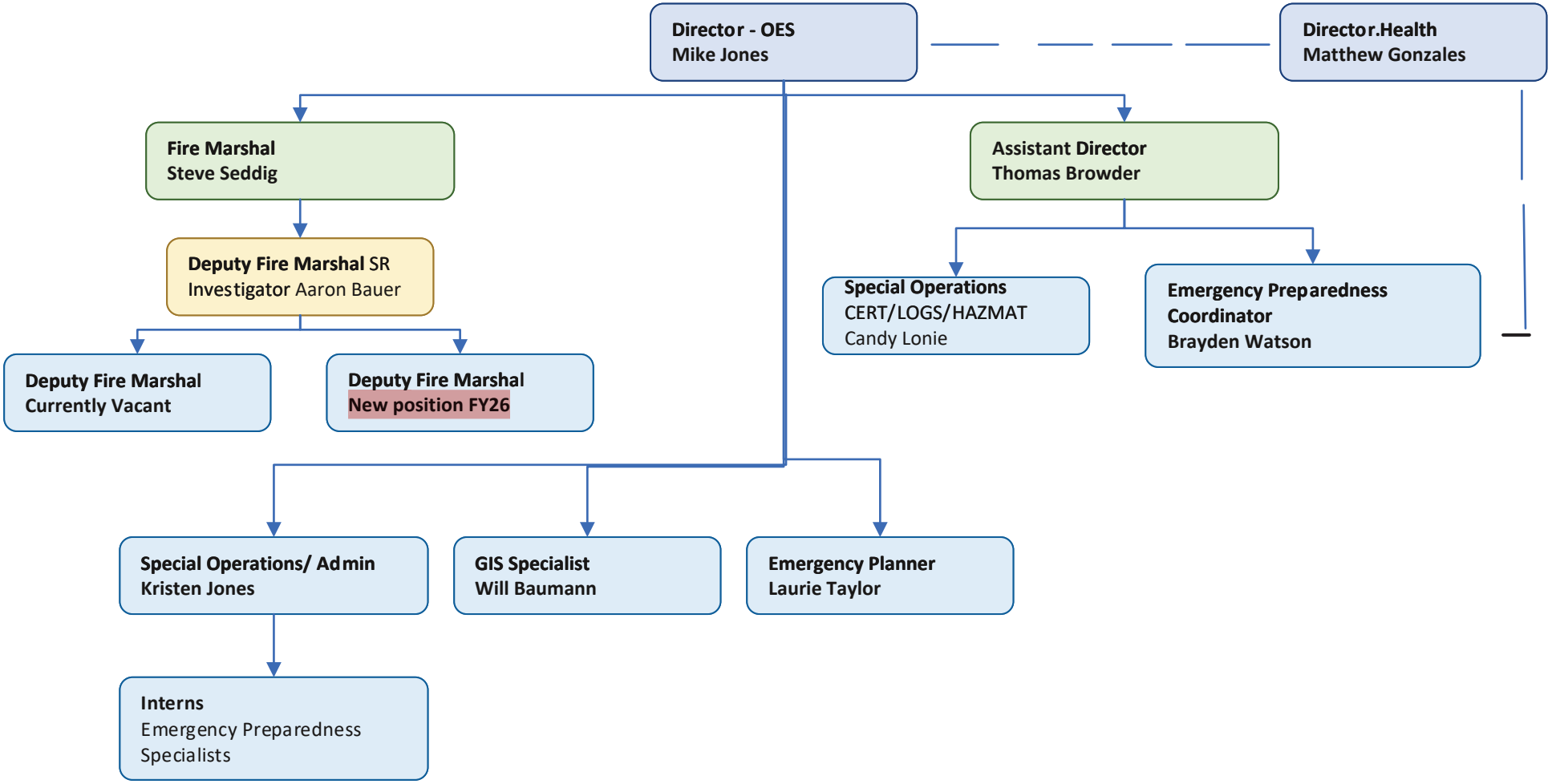
HCFMO 2023-2024 Fiscal Year Revenue	**$**	**86,592.90**
HCFMO 2023-2024 (Kristen Revenue Records)	**$**	**102,262.03**
HCFMO 2024-2025 YTD October 1, 2024-3/27/25 Revenue	**$**	**48,237.43**

2024 Pct.1 Revenue (Actual)	**$**	**256,121.95**
2024 Pct.2 Revenue (Actual)	**$**	**92,196.08**
2024 Pct.3 Revenue (Actual)	**$**	**14,483.93**
2024 Pct.4 Revenue (Actual)	**$**	**25,268.52**
2024 Pct.5 Revenue (Actual)	**$**	**60,791.72**

Hays County Fire Marshal's Office 2025-2026 Staffing Requests	
Hays County Fire Marshal's Office Staffing Overview	
2025 HCFMO Existing Staff	
Fire Marshal	**Filled**
Senior Fire Investigator/Deputy	**Filled**
Plans Examiner/Inspector/Investigator Deputy	**Vacant April 2025: Posted at this time**

2025-2026 Requests	
Full-Time Deputy Inspections/Evidence	2nd Annual Request **1st Request:** *Adds backstop for increased development and inspection demand. The benefits include increased permit processing and customer communications.*
24 Hr Part-Time Permit Technician, call taker, scheduling.	Previously Approved as 24 Hr PT & Eliminated 2024
1040 Part -Time Inspections	**1st Request:** *Adds backstop for increased fire investigations demand and ability to outsource this activity to our trained reserve deputy fire marshals who are full-time with an ESD.*
1040 Hr Part-Time Investigations	

Hays County Office of Emergency Services Organization Chart



DEVELOPMENT SERVICES
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: DEVELOPMENT SERVICES

CURRENT POSITIONS: CUSTOMER SERVICE REPRESENTATIVE (Three Positions)

Position Title: ADMINISTRATIVE ASSISTANT II

Position Grade & Slot #: 113

Requested Changes:
This is a regrade for the Customer Service positions within our Development Services Department from a grade 112 to a grade 113. The regrade request is more reflective of the job duties and responsibilities for the Department. In addition, it would create a more structured hierarchy as these positions would report to Administrative Assistant III positions.

Justification:
The CSR positions were created over 15 years ago to reflect the duties of the Department at the time which reflected a broad approach to customer service. The current group of customer service representatives excel and maintain dedication to customer service needs. In addition, they also specialize in administrative tasks such as application processing, payment processing, and clerical judgment of review of customer documents.

The request is to reflect the intensive data entry, review, and customer service expectations. This regrade would assist in capturing a more reflective depiction of the impact these individuals have on the practices and policies of the department.

GIS TECHNICIAN (Two Positions)

Position Title: GIS TECHNICIAN

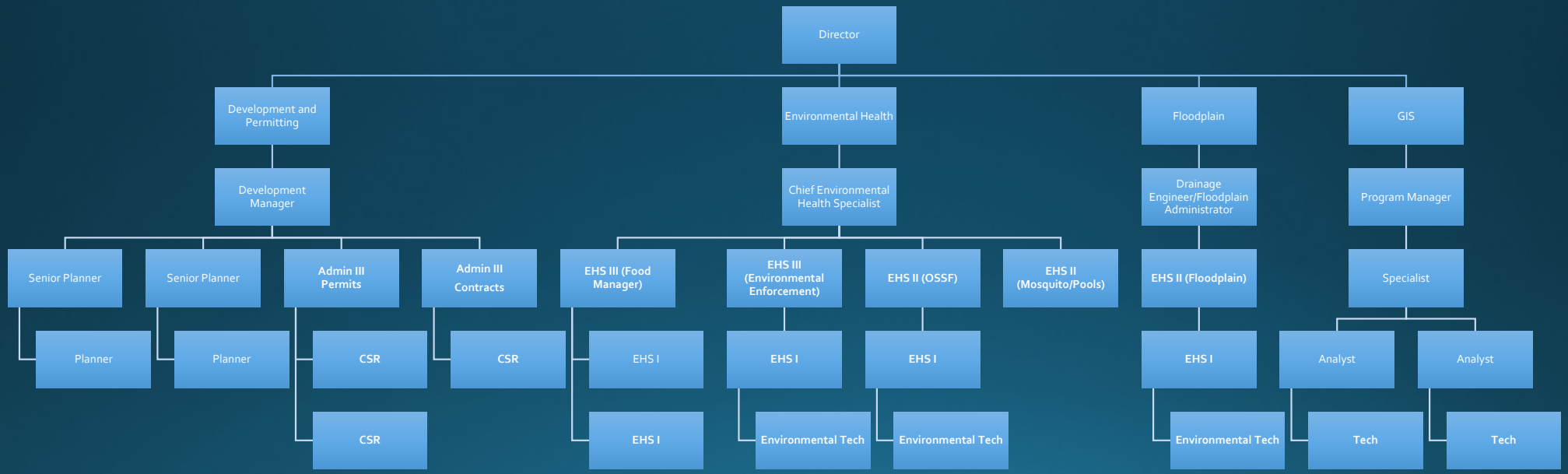
Position Grade & Slot #: 118

Requested Changes:
This is a regrade for the GIS Technician positions within our Development Services Department from a grade 115 to a grade 118. The regrade request is more reflective of the job duties and responsibilities for the Department.

Justification:
The GIS Technician position are needing to be regraded to move the starting salary more in line with surrounding jurisdictions for similar job positions and job duties. These positions handle a majority of the customer service needs the GIS group receives on a daily basis. In addition, they utilize GIS software and must meet CAPCOG and other standard requirements when processing street names and addressing requests.

In addition, the regarding of the positions would have them more in line with the GIS Analyst (Grade 121) and GIS Specialist (Grade 123) job grades.

FY 26 Proposed Restructure



HUMAN RESOURCES
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: HR

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: HR Generalist

Position Grade & Slot #: 118

Requested Changes: New Title: Employment & Compensation Manager, Grade 122 Step 2 plus anniversary step -3 change $12,638.16 new salary $62,796

Justification: As the organization moves toward a more centralized approach to employment processes, the Human Resources Department will take on a greater role in supporting all non-elected departments with their employment needs. Currently, these functions are managed independently by each department, which can lead to inconsistencies and inefficiencies. By centralizing these responsibilities within HR, we aim to enhance compliance with employment laws and internal policies, promote fairness and equity in hiring practices, and strengthen our employer brand.

This expanded role will significantly increase the scope of HR's involvement in areas such as external recruitment, participation in job fairs, applicant screening, interview coordination, selection procedures, and employee onboarding. To effectively manage these responsibilities, the Employment & Compensation Manager will oversee two HR Coordinators who will provide operational support across these functions.

In addition to managing employment processes, this role will also lead the compensation function within HR. This includes overseeing job description revisions, classification and regrade requests, administering specialized compensation programs (e.g., bilingual pay, acting pay), and conducting compensation benchmarking, internal equity analysis, and related reporting. Centralizing these functions under a dedicated manager will ensure consistency, transparency, and strategic alignment across all compensation practices.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: HR

NEW POSITIONS:

Position Title: HR Assistant

Grade: 114

F/T or P/T: FT

What core duties will be accomplished by adding this position: This position will serve as the primary receptionist for the HR office, managing incoming foot traffic and providing frontline support for visitors. Currently, all HR staff are frequently interrupted from their core responsibilities to assist walk-in visitors, which impacts efficiency and productivity. By handling routine HR services—such as issuing replacement ID badges, receiving completed benefits and new hire forms, and answering general inquiries—the HR Assistant will significantly reduce this burden. Additionally, this role will provide vital administrative support to the HR Director, Benefits Manager, Risk Manager, and Employment Manager, including scheduling interviews, preparing new hire orientation materials, organizing training event resources, and assisting with basic HR reporting.

Justification: This position is essential to the HR department as it addresses a critical gap in frontline support, allowing HR professionals to focus on their specialized roles without constant interruption. With increasing demands on HR services and a steady flow of in-person inquiries, the department needs a dedicated team member to manage routine administrative tasks and provide immediate assistance to walk-in visitors. The HR Assistant will enhance overall departmental efficiency, improve the visitor experience, and ensure timely completion of essential HR functions such as onboarding, benefits processing, and staff training coordination. Without this role, current staff must continue diverting attention from their primary duties, hindering productivity and delaying key HR initiatives.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: HR

NEW POSITIONS:

Position Title: HR Coordinator (Employment & Compensation)

Grade: 117

F/T or P/T: FT

What core duties will be accomplished by adding this position: Facilitate Interviews for Departments – Coordinate and manage interview logistics across departments, including communication with interview panels and candidates, ensuring a smooth and professional interview process.

Screen Candidates – Review applications and resumes to identify qualified candidates based on established criteria, and conduct initial phone or video screenings to assess candidate suitability.

Schedule Interviews – Coordinate interview times between candidates and hiring teams, send confirmations, and manage interview calendars to ensure timely and efficient scheduling.

Conduct Interview Assessments – Compile interview feedback, score assessments based on established criteria, and assist hiring managers in evaluating candidate fit.

Job Description Management – Draft, review, and revise job descriptions in collaboration with department heads to ensure accuracy, consistency, and alignment with county classification standards.

Benchmarking and Market Analysis – Conduct salary and job duty benchmarking against similar roles in comparable jurisdictions to support equitable and competitive compensation practices.

Support Compensation Programs – Assist in the administration of compensation-related programs, including pay studies, salary adjustments, and classification reviews.

Compliance and Documentation – Ensure all employment and compensation activities comply with relevant laws, regulations, and internal policies, and maintain accurate and up-to-date records.

Collaboration with Departments – Serve as a liaison between HR and county departments to provide guidance on employment procedures, job postings, and compensation matters.

Continuous Process Improvement – Identify opportunities to streamline hiring and compensation processes, recommend solutions, and support implementation to enhance efficiency and service delivery.

Exit Interviews: Conduct exit interviews for voluntary resignations to gain insights on areas of opportunity for retention.

Employer Branding: Will conduct job fairs internally and attend external job fairs, builds relationships with local universities and associations to build a talent pipeline.

Justification:

CURRENT POSITIONS:

Position Title: HR Assistant

Position Grade & Slot #: New Title: HR Coordinator (Employment & Compensation), Grade 117, step 4

Requested Changes: Regrade HR Assistant to HR Coordinator

Justification: The request for this position is justified by the department's strategic move to centralize employment and compensation functions, which requires dedicated support to ensure efficient service delivery and responsiveness to departmental needs. This HR Coordinator will play a key role in supporting the Employment & Compensation Manager by streamlining the recruitment process, facilitating faster hiring, and enhancing candidate experience—all critical to maintaining the county's competitive advantage in attracting top talent. Additionally, the position will contribute to the development of a strong employer brand by representing the county at job fairs, building relationships with local universities, and promoting career opportunities. With increasing demands for timely hiring and market-aligned compensation, this role is essential to improving internal operations and strengthening the county's position as an employer of choice.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: HR

NEW POSITIONS:

Position Title: HR Coordinator (Employment & Compensation)

Grade: 114

F/T or P/T: FT

What core duties will be accomplished by adding this position: Facilitate Interviews for Departments – Coordinate and manage interview logistics across departments, including communication with interview panels and candidates, ensuring a smooth and professional interview process.

Screen Candidates – Review applications and resumes to identify qualified candidates based on established criteria, and conduct initial phone or video screenings to assess candidate suitability.

Schedule Interviews – Coordinate interview times between candidates and hiring teams, send confirmations, and manage interview calendars to ensure timely and efficient scheduling.

Conduct Interview Assessments – Compile interview feedback, score assessments based on established criteria, and assist hiring managers in evaluating candidate fit.

Job Description Management – Draft, review, and revise job descriptions in collaboration with department heads to ensure accuracy, consistency, and alignment with county classification standards.

Benchmarking and Market Analysis – Conduct salary and job duty benchmarking against similar roles in comparable jurisdictions to support equitable and competitive compensation practices.

Support Compensation Programs – Assist in the administration of compensation-related programs, including pay studies, salary adjustments, and classification reviews.

Compliance and Documentation – Ensure all employment and compensation activities comply with relevant laws, regulations, and internal policies, and maintain accurate and up-to-date records.

Collaboration with Departments – Serve as a liaison between HR and county departments to provide guidance on employment procedures, job postings, and compensation matters.

Continuous Process Improvement – Identify opportunities to streamline hiring and compensation processes, recommend solutions, and support implementation to enhance efficiency and service delivery.

Exit Interviews: Conduct exit interviews for voluntary resignations to gain insights on areas of opportunity for retention.

Employer Branding: Will conduct job fairs internally and attend external job fairs, builds relationships with local universities and associations to build a talent pipeline.

Justification: The request for this position is justified by the department's strategic move to centralize employment and compensation functions, which requires dedicated support to ensure efficient service delivery and responsiveness to departmental needs. This HR Coordinator will play a key role in supporting the Employment & Compensation

Manager by streamlining the recruitment process, facilitating faster hiring, and enhancing candidate experience—all critical to maintaining the county's competitive advantage in attracting top talent. Additionally, the position will contribute to the development of a strong employer brand by representing the county at job fairs, building relationships with local universities, and promoting career opportunities. With increasing demands for timely hiring and market-aligned compensation, this role is essential to improving internal operations and strengthening the county's position as an employer of choice.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Human Resources

NEW POSITIONS:

Position Title: Marketing Specialist

Grade: 119

F/T or P/T: F/T

What core duties will be accomplished by adding this position: This position will support the corporate Communications Manager with Social Media, Marketing, and Media Relations for the entire county.

Justification: As the county continues to grow rapidly, the current Communications Manager is no longer able to meet the increasing volume of Public Information Officer (PIO), social media, media relations, and general communications requests across all departments at a consistently high level of service. Bringing on an additional employee to manage day-to-day requests would allow the Communications Manager to focus on higher-level priorities, such as developing standardized operating procedures for departmental communications, public information, and marketing.

This added support would also free up time for the Communications Manager to concentrate on strategic initiatives, including finalizing the county's branding, expanding the county's presence across multiple social media platforms, preparing communications training for departments, creating long-term content plans, and collaborating closely with the HR Director on enhancing the county's employer brand.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Communications Manager

Position Grade & Slot #: 127

Requested Changes: New Title: Public Information & Marketing Manager, grade 128 step 2 (step 3 for anniversary increase) total budget increase: $6,341.64, new salary $84,153

Justification: Reclassifying the Communications Manager position to Public Information & Marketing Manager is warranted due to the expanded scope of duties currently performed that extend well beyond traditional communications responsibilities. The incumbent is already fulfilling key public information officer (PIO) functions, including media relations, crisis communication, and public messaging, while also leading branding initiatives and strategic marketing efforts for the county. The new title would more accurately reflect her role as a central resource for departments lacking dedicated media contacts, providing essential guidance and training on media response protocols. This reclassification aligns the position title with its actual function and underscores the value of a coordinated, professional approach to public information and county-wide branding.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

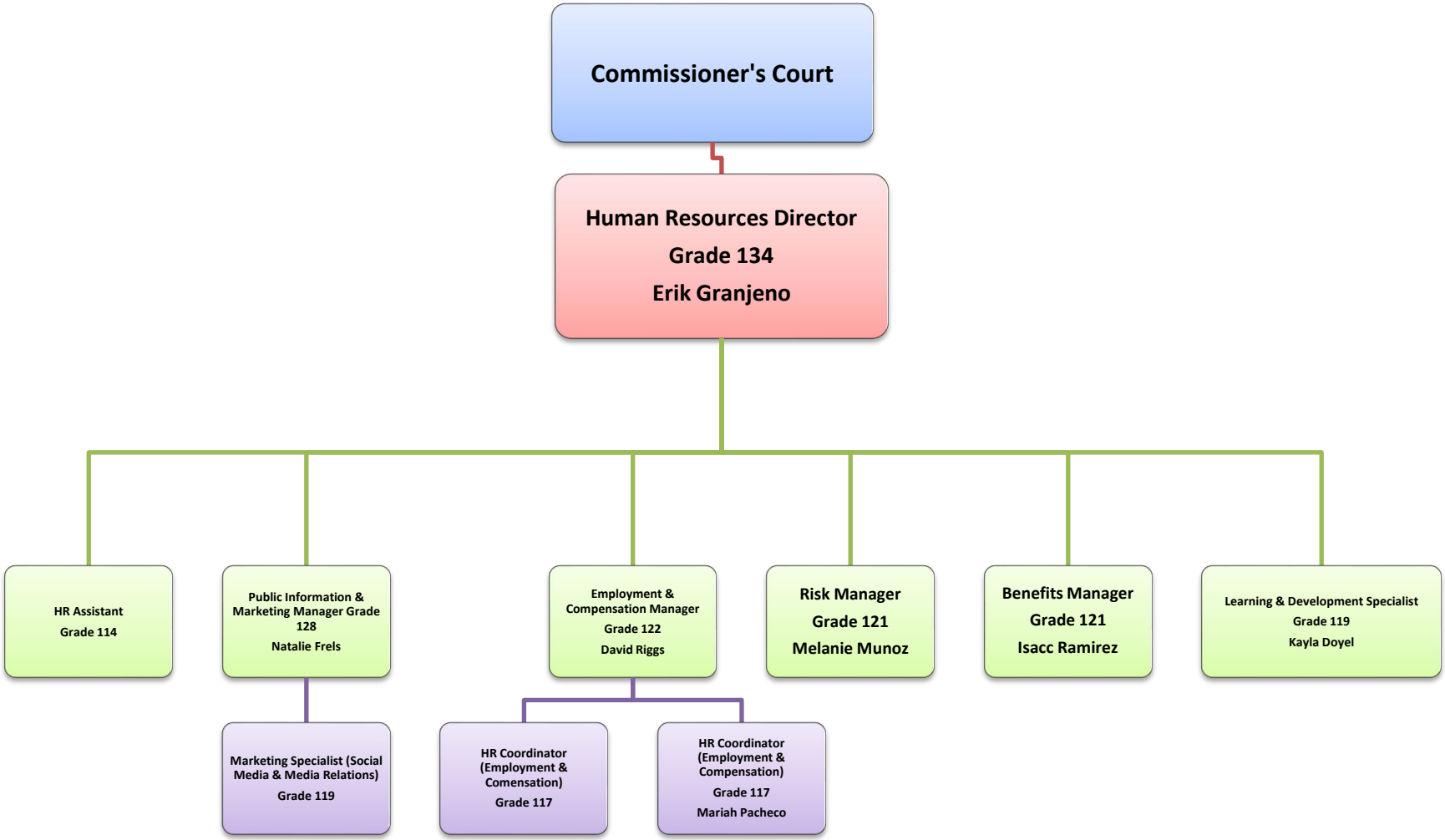
Budget Item	Amount
Natalie Frels regrade to Public Information & Marketing Manager	$6,341.64
David Riggs regrade to Employment & Compensation Manager	$12,638.16
Kayla Doyel regrade to Learning & Development Specialist	$5,715.16
Mariah Pacheco regrade to HR Coordinator (Employment & Compensation)	$8,175.20
HR Assistant Salary	$41,265.00
HR Assistant Fringe	$8,253.00
HR Assistant Benefits	$12,370.08
HR Coordinator (Employment & Compensation)	$50,678.00
HR Coordinator Fringe	$10,135.60
HR Coordinator Benefits	$12,370.00
Marketing Specialist (Social Media & Media Relations)	$53,213.00
Marketing Specialist Fringe	$10,642.60
Marketing Specialist Benefits	$12,370.00

FY 26 Budget Request

HR Manager Vacancy Savings	$76,437.00	(Kim Jeter retiringin August 2025)
ReORG Cost	$74,135.16	
HR Manager Savings	$2,301.84	
FY 26 Budget Request	$167,730.44	

Budget Item	Amount
David Riggs regrade to Employment & Compensation Manager	$12,638.16
Kayla Doyel regrade to Learning & Development Specialist	$5,715.16
Mariah Pacheco regrade to HR Coordinator (Employment & Compensation)	$8,175.20
HR Assistant Salary	$41,265.00
HR Assistant Fringe	$8,253.00
HR Assistant Benefits	$12,370.08
HR Coordinator (Employment & Compensation)	$50,678.00
HR Coordinator Fringe	$10,135.60
HR Coordinator Benefits	$12,370.00

	FY 26 Budget Request
HR Manager Vacancy Savings	$76,437.00
ReORG Cost	$67,793.52
HR Manager Savings	$8,643.48
FY 26 Budget Request	$85,163.20


Commissioner's Court
Human Resources Director
Grade 134
Erik Granjeno
HR Assistant
Grade 114
Public Information & Marketing Manager Grade 128
Natalie Frels
Marketing Specialist (Social Media & Media Relations)
Grade 119
Employment & Compensation Manager
Grade 122
David Riggs
HR Coordinator (Employment & Comensation)
Grade 117
HR Coordinator (Employment & Compensation)
Grade 117
Mariah Pacheco
Risk Manager
Grade 121
Melanie Munoz
Benefits Manager
Grade 121
Isacc Ramirez
Learning & Development Specialist
Grade 119
Kayla Doyel

INFORMATION TECHNOLOGY
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Information Technology Department

NEW POSITIONS:

Position Title**:**

Grade:

F/T or P/T : **F/T**

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: **Budget and Operations Manager (New Title to be determined)**

Position Grade & Slot #: **125 (Request for Grade 126 and retain current step level)**

Requested Changes:

I am requesting that the Budget and Operations Manager be assigned a new job title that reflects the current duties and responsibilities of the revised job description, and regraded appropriately to a Grade 126 and retain current step level.

Justification:

The information Technology Department was undergoing an office reorganization simultaneously with the MAG study. The determination of salary grades were assigned without proper job descriptions being accurately created and assessed. Because of the nature of the MAG salary study project, an existing county job description was chosen that did not capture the IT specific responsibilities required for this position. A new job description was submitted to the HR department that justifies the requested change. The other Grade 126 positions in IT were graded appropriately for the duties and responsibilities required, so I am requesting this job to be re-titled and regraded so that there is parity among positions.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Information Technology Department

NEW POSITIONS:

Position Title**: IT Support Specialist (Night Shift) 1 of 3**

Grade: **123**

F/T or P/T : **F/T**

What core duties will be accomplished by adding this position:

- Primary Duties:
  - Monitor and support critical systems
  - Preparing computers and mobile units for deployment
  - Perform Backup and Disaster Recovery processes
  - Perform system-wide updates that cannot be performed during normal business hours
  - Respond to service tickets and outages
  - Perform overnight maintenance tasks
  - Escalate critical incidents to appropriate technical leadership
  - Provide IT support for CECC, EOC, Jail, Law Enforcement agencies, and First Responders

Justification:

These proposed IT positions are for the addition of night shift Information Technology (IT) personnel to support the 24/7 operational requirements of our County's Law Enforcement agencies, CECC, EOC, including the County Jail and Municipal Police departments. The requested positions are essential to ensure continuous technical support, system uptime, and cybersecurity monitoring during overnight hours when critical operations continue but IT staff is currently limited. These Positions will also be available for all other County offices that need after hours support.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

- Laptop
- Standard Monitor
- Docking Monitor
- UPS back up batter
- Keyboard/ Mouse

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Information Technology Department

NEW POSITIONS:

Position Title**: IT Support Specialist (Night Shift) 2 of 3**

Grade: **123**

F/T or P/T : **F/T**

What core duties will be accomplished by adding this position:

- Primary Duties:
  - Monitor and support critical systems
  - Preparing computers and mobile units for deployment
  - Perform Backup and Disaster Recovery processes
  - Perform system-wide updates that cannot be performed during normal business hours
  - Respond to service tickets and outages
  - Perform overnight maintenance tasks
  - Escalate critical incidents to appropriate technical leadership
  - Provide IT support for CECC, EOC, Jail, Law Enforcement agencies, and First Responders

Justification:

These proposed IT positions are for the addition of night shift Information Technology (IT) personnel to support the 24/7 operational requirements of our County's Law Enforcement agencies, CECC, EOC, including the County Jail and Municipal Police departments. The requested positions are essential to ensure continuous technical support, system uptime, and cybersecurity monitoring during overnight hours when critical operations continue but IT staff is currently limited. These Positions will also be available for all other County offices that need after hours support.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

- Laptop
- Standard Monitor
- Docking Monitor
- UPS back up batter
- Keyboard/ Mouse

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Information Technology Department

NEW POSITIONS:

Position Title**: IT Support Specialist (Night Shift) 3 of 3**

Grade: **123**

F/T or P/T : **F/T**

What core duties will be accomplished by adding this position:

- Primary Duties:
  - Monitor and support critical systems
  - Preparing computers and mobile units for deployment
  - Perform Backup and Disaster Recovery processes
  - Perform system-wide updates that cannot be performed during normal business hours
  - Respond to service tickets and outages
  - Perform overnight maintenance tasks
  - Escalate critical incidents to appropriate technical leadership
  - Provide IT support for CECC, EOC, Jail, Law Enforcement agencies, and First Responders

Justification:

These proposed IT positions are for the addition of night shift Information Technology (IT) personnel to support the 24/7 operational requirements of our County's Law Enforcement agencies, CECC, EOC, including the County Jail and Municipal Police departments. The requested positions are essential to ensure continuous technical support, system uptime, and cybersecurity monitoring during overnight hours when critical operations continue but IT staff is currently limited. These Positions will also be available for all other County offices that need after hours support.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

- Laptop
- Standard Monitor
- Docking Monitor
- UPS back up batter
- Keyboard/ Mouse

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Information Technology

NEW POSITIONS:

Position Title: Technology Inventory Specialist

Grade: TBD

F/T or P/T: Full Time

What core duties will be accomplished by adding this position:

- Maintaining inventory management system for all computer related equipment.
- Accurately record all incoming and outgoing computer hardware.
- Conduct regular physical inventories and audits to reconcile discrepancies between physical assets and inventory records.
- Tracking asset lifecycles.
- Track the location, status and assignment of all computer equipment.
- Identifying and resolving inventory and license discrepancies.
- Generating reports including inventory levels, asset utilization and other relevant metrics to provide insights to management and budgeting.
- Assist tagging and labeling of IT assets for easy identification and tracking.
- Ensuring proper secure storage and organization.
- Maintaining a comprehensive database of all end user software licenses.
- Tracking the initial assignments and reassignments of software licenses to users and devices.
- Monitoring license expiration dates.
- Identifying opportunities to optimize software licensing costs by analyzing usage patterns and recommending appropriate license types or consolidations.
- Physically documenting and inventorying all computer hardware turned over for Auction.
- Coordinating with the Auditors office with tracking all computer related fixed assets.
- Coordinating with the Auditors office on all fixed asset transfers between departments.
- Securing authorization from the Auditors office on all grant funded computer equipment set for auction or disposal.

Justification:

- **Security Risk**: Unmanaged or outdated assets and license assignment can create vulnerabilities in the County's infrastructure.
- **Lost or Missing Equipment**: A specialist can drastically reduce fiscal losses through regular audits and tracking**.**
- **Improved Accuracy**: Preforming regular audits and tracking changes will ensure data integrity.
- **Enhanced Efficiency**: Streamlined inventory processes will free up IT technicians to focus on strategic tasks, improving overall productivity and end user support. Tracking and managing IT assets with inadequate data is time -consuming and pulls valuable resources away from essential initiatives.
- **Unused or Underutilized Assets**: An inventory specialist can identify underutilized assets, allowing for reallocation or cancellation, saving on unnecessary purchases, subscription and or license fees.

- **Warranty and Lifecycle Management:** Knowing exactly what equipment is issued, its age, and its warranty status is key for timely repairs, replacements, and budgeting for future tech needs. This prevents unexpected costs and ensures employees have functioning equipment.
- **Track and Manage Licenses:** Ensuring we have the correct number of licenses for county software and monitoring usage to identify opportunities for cost savings.
- **Identifying Unauthorized Software:** Detecting and addressing unapproved software installations that may put the county out of compliance.
- **Streamlined Onboarding and Offboarding**: When new employees join or others leave, a clear inventory makes it much faster and easier to issue and retrieve equipment.
- **Better Budgeting and Forecasting**: Accurate inventory data provides a solid foundation for IT budget planning, allowing for more informed decisions about upgrades and replacements.
- **Quantifiable Benefits:** Potential saving from the offset of IT technicians not being pulled from end user support and county infrastructure support. Will help eliminate unnecessary purchases or delays with accurate inventory data. Will help eliminate potential risks and costs associated with unmanaged or outdated assets.

In short, a computer equipment Inventory Specialist would be a valuable addition by protecting assets, maintain software license compliance, optimizing resources, and boosting overall efficiency.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

- Laptop
- Standard Monitor
- Docking Monitor
- UPS back up batter
- Keyboard/ Mouse

CURRENT POSITIONS:

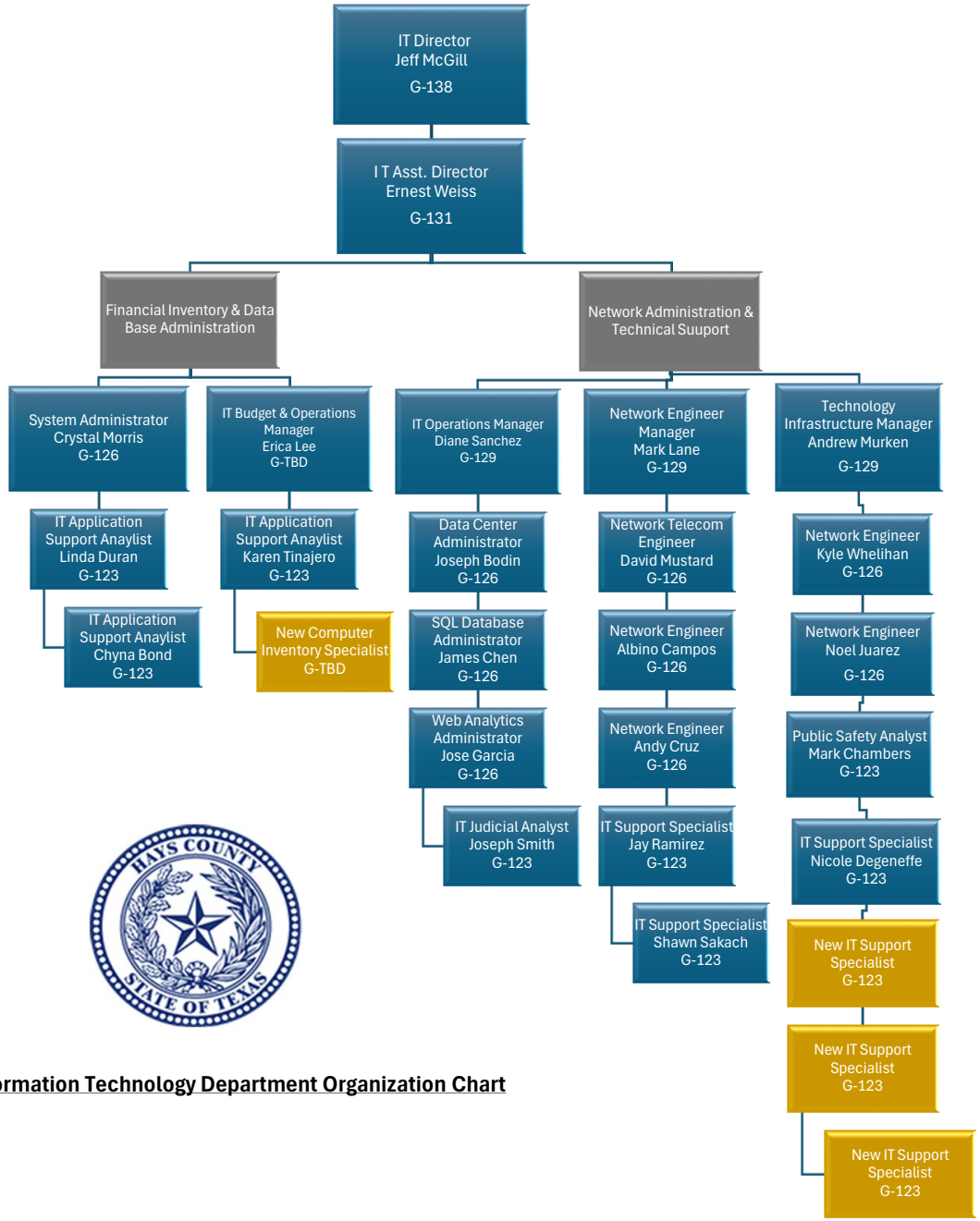
Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**



Hays County Information Technology Department Organization Chart

BUILDING MAINTENANCE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Building Maintenance

NEW POSITIONS:

Position Title: Facility Maintenance Specialist (Requesting 3 positions)

Grade : Grade 115

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The two additional Facilities Maintenance Specialist positions will perform the same duties and responsibilities outlined in the attached job description, which include:

- Maintaining and repairing county buildings, equipment, and systems.
- Responding to work orders and addressing maintenance needs.
- Performing preventive maintenance and ensuring the functionality of building systems.
- Overseeing and assisting with larger repair and renovation projects.
- Ensuring compliance with safety standards and regulations.

Justification: As Hays County continues to grow, so does the need for expanded Building Maintenance resources**.** Currently, the department is responsible for maintaining 26 county properties spread across 693 square miles**,** which requires a significant workload. In 2024 alone, the Building Maintenance staff completed 754 work orders and managed several large repair and remodeling projects throughout the county.

However, the department is currently understaffed, with only six Facilities Maintenance Specialists, one HVAC Tech, one Lead, and one Manager overseeing and completing all work for the county's facilities. This staffing level is insufficient given the size and scope of the county's property portfolio.

The additional two Facilities Maintenance Specialist positions are necessary to:

- **Support the growing demand** for maintenance work across the county’s properties, which is expanding as the county continues to grow.
- **Ensure that all work orders are completed in a timely manner** and that high standards of service and quality are maintained.
- **Provide capacity** to handle both day-to-day maintenance tasks and larger, ongoing projects, ensuring that these do not fall behind due to lack of resources.
- **Mitigate the risk of service disruptions or deferred maintenance**, which can result from being understaffed.

The current staff levels are struggling to meet the demand and maintain the high standard of work that Hays County employees and the public expect. Without additional resources, the quality of service may suffer, and we risk missing critical deadlines for repairs, renovations, and maintenance tasks.

These two positions are crucial to maintaining service continuity**,** timely project completion, and the overall integrity of county properties**.**

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Building Maintenance

NEW POSITIONS:

Position Title:

Grade :

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Facilities Maintenance Lead

Position Grade & Slot #: 0201-001

Requested Changes: Reclassify the current Facilities Maintenance Lead position to Facilities Maintenance Supervisor and adjust the pay grade from 120 to 121.

Justification: Promoting the current Facilities Maintenance Lead to reflects the department's evolving size, complexity, and strategic direction**.** It formalizes leadership responsibilities already being performed in practice, ensures efficient supervision of a growing team, and supports the County's mission of high-quality service and stewardship of public assets.

The proposed Facilities Maintenance Supervisor will have the authority and responsibility to directly supervise the following roles:

- **Facilities Maintenance Specialists**
- **Custodians**
- **Ground Maintenance Specialists**

This structural shift allows the Facilities Maintenance Manager to shift focus toward broader departmental oversight and strategic functions, including:

- Directly supervising the Facilities Maintenance Supervisor,

- Overseeing the HVAC Technician I/II**,** HVAC Technician II/III (proposed), and the Journeyman Electrician (proposed),
- Managing large-scale capital projects, vendor contracts, and department-level planning.

This change streamlines supervision, aligns with standard departmental hierarchy across the County, and improves both accountability and operational efficiency.

See attached organizational chart for visual representation of the proposed structure.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Building Maintenance

NEW POSITIONS:

Position Title: Ground Maintenance Specialist (Requesting 2 positions)

Grade : Grade 113

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The two proposed Ground Maintenance Specialist positions will support the Building Maintenance Department by performing critical landscape and groundskeeping responsibilities, including:

- Mowing, edging, and maintaining lawns across CWOP (non-SO) properties.
- Trimming trees, pruning shrubs, planting and maintaining greenery, and applying fertilizer.
- Gathering litter and ensuring the overall cleanliness and safety of county grounds.
- Servicing, maintaining, and performing minor repairs on landscaping equipment (e.g., lawnmowers, weed eaters, etc.).

These positions are vital to the visual and functional upkeep of county properties and will serve as the foundation of an in-house Grounds Maintenance Team.

Justification: The Building Maintenance Department is proposing the creation of a dedicated Grounds Maintenance Team to improve the quality, consistency, and efficiency of lawn care services across Hays County-owned properties. Currently, these services are provided by an outside vendor, limiting flexibility, increasing costs over time, and reducing direct oversight of day-to-day standards.

The addition of two Ground Maintenance Specialists in FY26 marks the first phase of a multi-year plan to transition away from contracted lawn care services. This internal team will begin gradually taking over properties currently maintained by our vendor, improving the county's ability to:

- **Control quality standards and response times.**
- **Reduce long-term costs** by phasing out recurring vendor contracts.
- **Ensure accountability** and direct supervision of maintenance staff.
- **Provide greater scheduling flexibility**, especially during peak seasons or in emergency situations.

We anticipate requesting two additional positions in FY27 (for a total of four), at which point we will be positioned to fully eliminate our reliance on outsourced lawn care services. This phased approach ensures a smooth transition while building capacity and institutional knowledge in-house.

Investing in this team will not only create long-term savings, but will also enhance the appearance, safety, and usability of county properties, reinforcing the County's commitment to maintaining a professional and welcoming public environment.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Building Maintenance

NEW POSITIONS:

Position Title: HVAC Technician II/III

Grade : Grade 121

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The proposed HVAC Technician II/III will perform skilled work related to the installation, maintenance, and repair of heating, ventilation, and air conditioning (HVAC) systems throughout Hays County facilities. Key responsibilities include:

- Installing, troubleshooting, and repairing HVAC systems and related equipment.
- Conducting preventative maintenance and periodic inspections to ensure system efficiency and longevity.
- Maintaining and calibrating thermostats, automatic controls, motors, compressors, and pressure gauges.
- Cleaning, recharging, and performing diagnostic tests on HVAC systems.
- Ensuring compliance with all safety, health, and energy efficiency standards.

Justification: The Building Maintenance Department is seeking to add a full-time HVAC Technician II/III as part of a strategic plan to reduce reliance on contracted labor and strengthen internal service delivery. HVAC systems are critical to the functionality, comfort, and safety of county facilities — and when issues arise, they often require immediate, skilled attention.

Currently, the department has only one in-house HVAC Technician I/II, which limits our ability to respond quickly to complex or high-volume issues. As a result, the County must frequently rely on costly external vendors to handle:

- Equipment failures,
- Routine and preventative maintenance,
- Repairs involving refrigerant systems and controls.

Bringing in an experienced HVAC Technician II/III will:

- **Significantly reduce the County's HVAC-related contract expenses**,
- **Improve response times for urgent repairs**, ensuring minimal disruption to public-facing services,
- **Strengthen preventative maintenance efforts**, increasing system longevity and energy efficiency,
- **Provide mentoring and technical support** for the current Technician I/II, helping to build internal capacity for years to come.

This role is also a vital component of the proposed Building Maintenance Trades Team, which would include:

- One **Journeyman Electrician** (proposed),
- One **HVAC Technician II/III** (this request),
- One **HVAC Technician I/II** (currently staffed).

Together, this team would form the core of an in-house maintenance unit capable of handling a wide range of specialized repairs and installations — enabling the department to drastically reduce outsourced labor**,** better control costs, and respond more effectively to the demands of a growing portfolio of county buildings.

This position is not just a staffing request — it is a strategic investment in Hays County's long-term operational resilience and fiscal responsibility.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Building Maintenance

NEW POSITIONS:

Position Title: Journeyman Electrician

Grade : Grade 121

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The proposed Journeyman Electrician will perform advanced-level electrical work throughout all Hays County facilities. Primary responsibilities include:

- Installing, maintaining, and repairing electrical systems and circuits.
- Diagnosing issues, troubleshooting problems, and conducting specialized electrical tests.
- Developing and maintaining preventative maintenance schedules for county electrical infrastructure.
- Ensuring compliance with all safety codes and regulatory standards.
- Providing in-house support for both planned projects and urgent electrical repairs.

Justification: The Building Maintenance Department is requesting the addition of a Journeyman Electrician to reduce reliance on third-party electrical contractors and expand the department's internal technical capabilities.

This position is a key component of a broader initiative to build a self-sufficient Building Maintenance Trades Team**,** which will include:

- One **Journeyman Electrician** (proposed),
- One **HVAC Technician II/III** (proposed),
- One **HVAC Technician I/II** (currently in place).

With the County maintaining 26 properties spread across 693 square miles**,** the need for rapid, skilled response to electrical issues is constant - and increasingly expensive when outsourced. Contracting this work often leads to:

- **Delays in response times** for both emergency and routine electrical issues,
- **Higher costs due to hourly rates, trip charges, and service minimums**, and
- **Reduced control over quality and consistency** of service delivery.

By hiring an in-house Journeyman Electrician, Hays County will:

- **Drastically reduce labor and contract expenditures** associated with electrical work,
- **Increase response speed and flexibility**, especially for urgent repairs or power-related issues,
- **Gain more oversight and quality control** in the repair and installation of critical systems,

- **Establish a proactive, preventative approach** to electrical maintenance rather than reactive outsourcing.

This position represents a long-term investment in the efficiency, financial sustainability, and operational excellence of the Countywide Operations/Building Maintenance Department. It also aligns with the department's vision of developing a fully capable in-house Trades Team - reducing external dependencies and positioning the County for smarter, more cost-effective facilities management over time.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

Hays County Building Maintenance Trades Team – Strategic Overview
Prepared for FY26 Staffing & Budget Consideration

🛠️ Objective:

Build an in-house **Trades Team** to reduce outsourcing, increase operational efficiency, and support long-term cost savings across all county facilities.

🔧 Proposed Trades Team Structure

Position	Status	Core Responsibilities
HVAC Technician I/II	✅ Current	Performs routine HVAC maintenance, assists with repairs, supports preventative schedules.
HVAC Technician II/III	🆕 Proposed FY26	Advanced diagnostics, system installs, repairs of compressors, motors, and controls.
Journeyman Electrician	🆕 Proposed FY26	Electrical installation, troubleshooting, repairs, safety/code compliance, inspections.

💡 Why This Matters

✅ Cost Control & Efficiency

- Reduces annual vendor costs for HVAC/electrical.
- Eliminates delays from external scheduling.
- Improves turnaround on maintenance requests.

✅ Self-Sufficiency & Capacity Building

- Develops internal expertise and institutional knowledge.
- Supports growing county footprint (26+ facilities).
- Enables mentorship and technical cross-training.

✅ Quality & Accountability

- Ensures high standards through direct oversight.
- Enhances preventative maintenance programs.
- Limits reactive, emergency contractor calls.

📈 Growth Timeline

Fiscal Year	Goal
FY25	Maintain HVAC Tech I/II; evaluate current capabilities
FY26	Add HVAC Tech II/III & Journeyman Electrician
FY27	Assess expansion into plumbing, access control, general trades

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📍 Supporting Data

- 26 facilities across **693 square miles**
- **754 work orders completed in 2024**
- Frequent large-scale remodeling and repair projects
- HVAC/Electrical contractor expenses:
    - SI Mechanical expenses in FY24: $877,519.37
    - SI Mechanical expenses to date in FY25: $694,407.07
    - CT Electric expenses in FY24: $485,705.39
    - CT Electric expenses to date in FY25: $43,710.79

🏁 Bottom Line

Investing in the **Trades Team** means:

- **Fewer outsourced contracts**
- **Lower long-term repair costs**
- **Faster service delivery**
- **Smarter, scalable growth**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0200
Grade: 115
FLSA: Nonexempt
Phone allocation

Prepared by: Maintenance Department & HR
Date Prepared: April, 2001
Date Revised: 03/09, 01/12, 10/12, 10/15, 09/17

Facility Maintenance Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary
Under close supervision, the Facility Maintenance Specialist performs building and grounds maintenance in and around Hays County providing a clean, safe and aesthetic environment for the facility. This position performs a variety of maintenance duties such as painting and structural repairs in order to keep the County buildings in good state of repair and make sure the buildings are maintained properly. This position involves treating a variety of problems and situations and has an immediate impact on the operation of the facility maintenance functions of the county, which may include the well being of the employees and citizens of Hays County.

Responsibilities
- Cleans and maintains the interior and exterior of buildings.
- Responds to work orders, troubleshoots the problem and makes the necessary repairs.
- Replaces light ballasts, bulbs and other fixture repairs.
- Repairs or replaces toilets, water faucets and other plumbing fixtures.
- Puts small work stations together.
- Paints holding cells, walls or anything else that needs painting.
- Cleans windows and replaces broken windows.
- Cleans parking lots.
- Mows the lawn areas.
- Serves in on-call status during work shift to address building maintenance needs in the offices Hays County.
- Restores tile floors.
- Performs custodial cleaning, sweeping and trash removal.
- Performs landscaping and yard work.
- Performs light carpentry work, painting and sanding.
- Buffs, strips and waxes tile floors.
- Move desks, tables, chairs and other furniture.
- Dust mops and wet mops floors.
- Cleans equipment after use.
- Supervises and completes paperwork on Community Service workers.
- Performs renovation work on exiting buildings.
- Performs new construction work.
- Paints over graffiti.
- Patches carpet.
- Repairs and/or re-hang doors.
- Operates a variety of equipment, including vehicles, table saw, skill saw, miter saw drill, belt sander, riding and push mower, weed eater, and other related equipment.
- Uses extra precautions while cleaning areas in the County health building that may be contaminated.
- Maintains and cleans vehicles, including washing, changing oil and filters, flushing fluids, and other related service.
- Rearranges walls and converts offices.
- Tapes, floats and textures dry wall and paints.
- Installs new ceilings and performs metal stud framing work.

- Responds to on-call assignments as needed.
- Adheres to safety regulations to remain in compliance with the Americans with Disabilities Act.
- Performs other duties as assigned.

Knowledge Required
- Exceptional knowledge of Hays County regulations, policies and procedures.
- Exceptional knowledge of the principles and practices of preventative maintenance procedures.
- Exceptional knowledge of the building maintenance trades including carpentry, roofing, plumbing, electrical, HVAC and grounds keeping.
- General knowledge of the locations and uses of Hays County buildings.
- General knowledge of the principles and mechanics of heating, ventilation and air conditioning equipment.
- General knowledge of principles and mechanics of plumbing fixtures in a facility.
- General knowledge of radio procedure.
- General knowledge of general construction and renovation techniques.

Required Skill
- Exceptional skill in performing semi-skills to skilled trades work.
- General skill in interacting with people in all levels of the organization.
- General skill in the safe operation of power tools.
- General skill in time management.
- General skill in establishing and maintaining effective working relationships with County staff and the general public.
- General skill in reading and interpreting blueprints, diagrams and schematics.
- General skill in customer relations.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.
- High School diploma or equivalent required.
- Two years of general trades maintenance experience.

Other Qualifications, Certificates, Licenses, Registrations
- Class C Drivers License.

Supervision
- The Facility Maintenance Specialist is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Facility Maintenance Specialist is responsible for carrying out recurring assignments independently.
- The Lead Facility Specialist employee assists this position with assignments, deviations, problems and unfamiliar situations and monitors progress.

Guidelines
The Facility Maintenance Specialist must use judgment in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. The employee may also determine which of several established alternatives to use and may recommend changes or improvements in the guidelines. Situations to which the existing guidelines cannot be applied without significant deviations are referred to the Facility Maintenance Lead. This position must have a strong work ethic. The Facility Maintenance Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Employee must be available to communicate with others while conducting their job.

Emotional Demands
The Facility Maintenance Specialist uses judgment in interpreting and adapting guidelines. This employee uses these guidelines for application to specific cases and problems. The Facility Maintenance Specialist meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate or control situations where individuals may be fearful, skeptical or uncooperative.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Stand and or walk almost the entire work shift.
- Occasionally kneel, stoop or climb ladders.
- Maneuver in small places, position oneself in unusual and often inconvenient positions.
- Work with and around high electrical charges and other potentially dangerous conditions.
- Occasionally lift and move objects weighing up to 100 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the employee works in electrical hazards, plumbing situations, sanding dust and other airborne and unpleasant working conditions. The work involves everyday risks or discomforts requiring normal safety precautions and may be required to use personal protective equipment.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

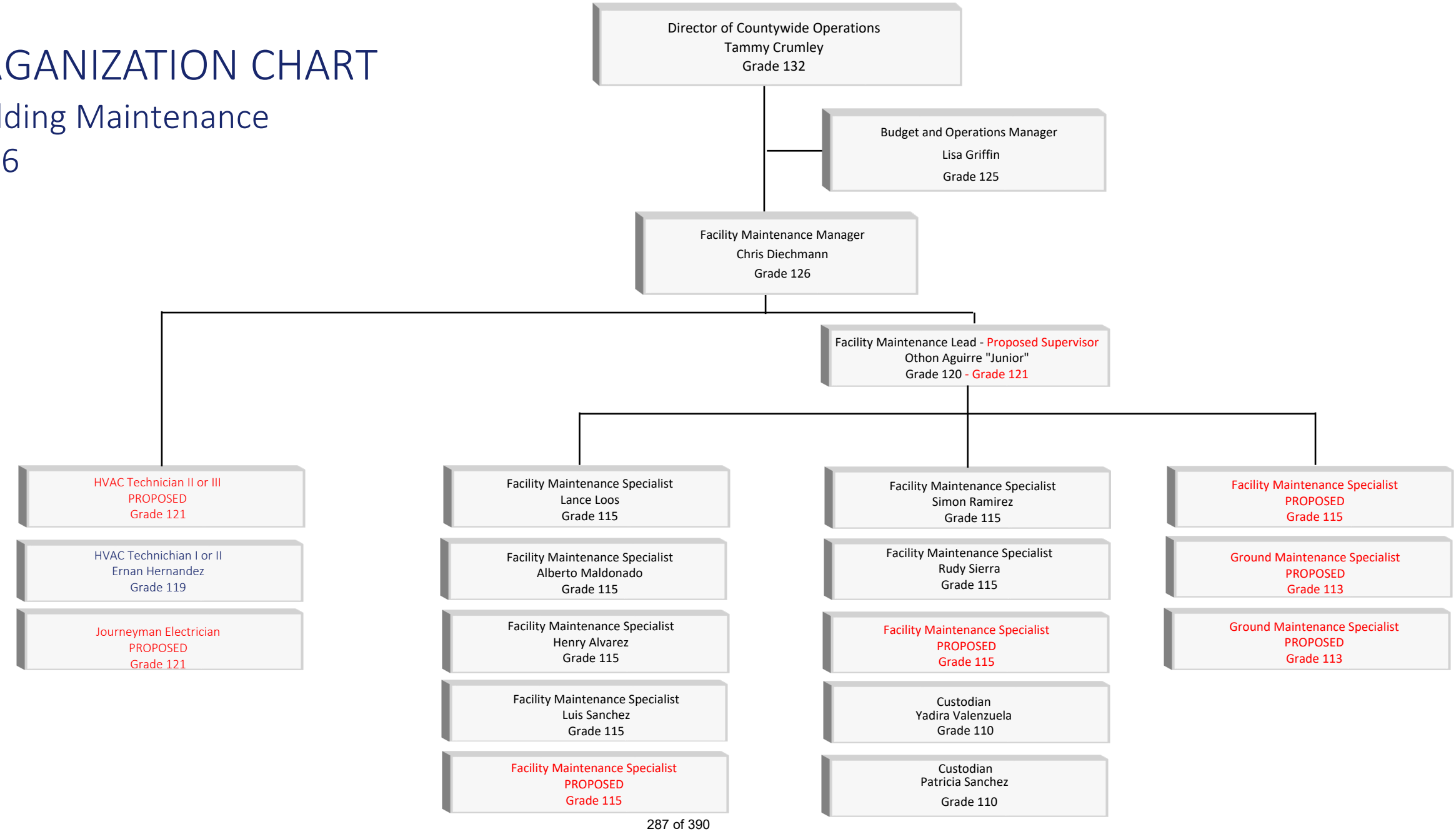
I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

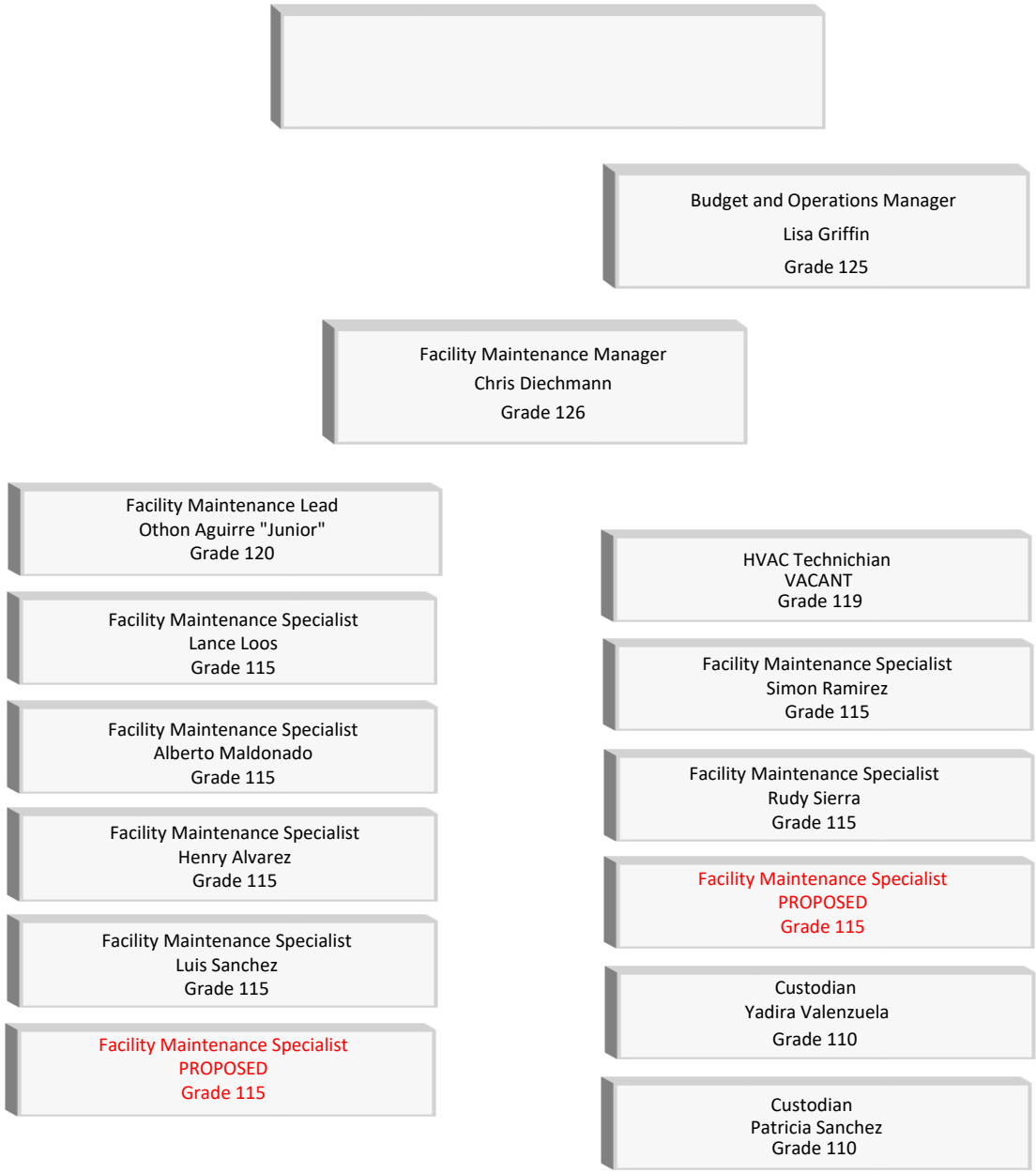
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Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

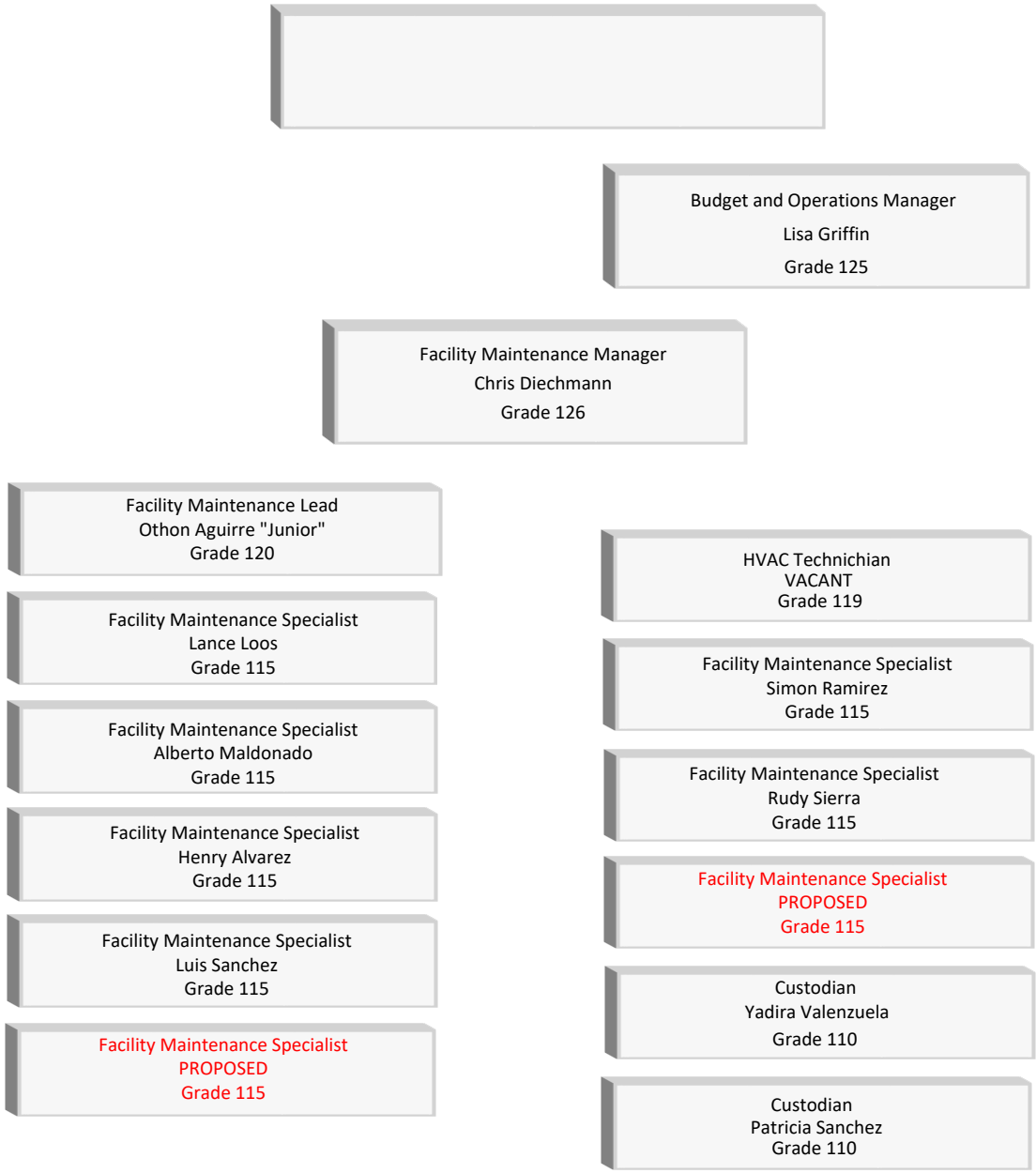
ORGANIZATION CHART

Building Maintenance
FY26

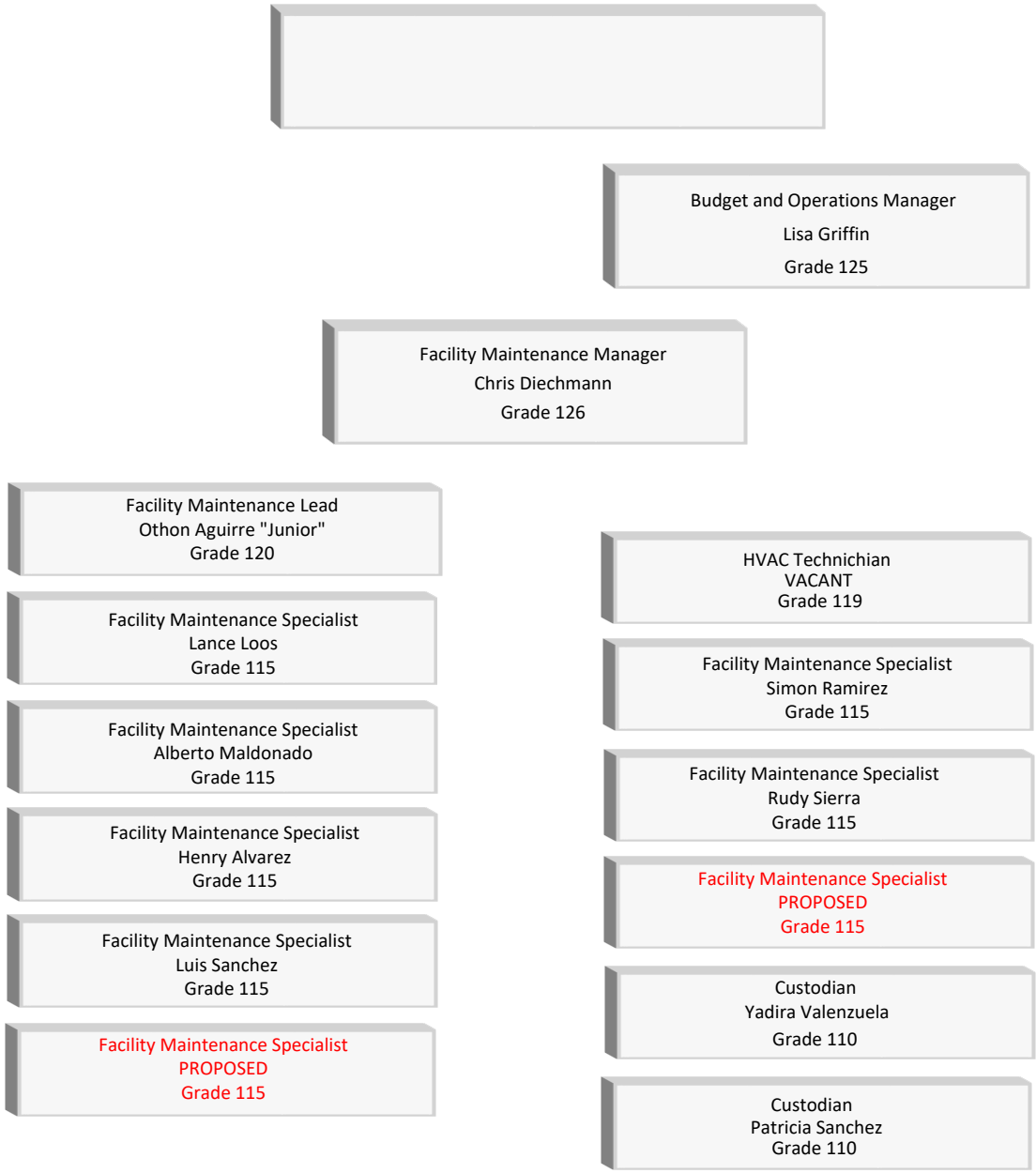




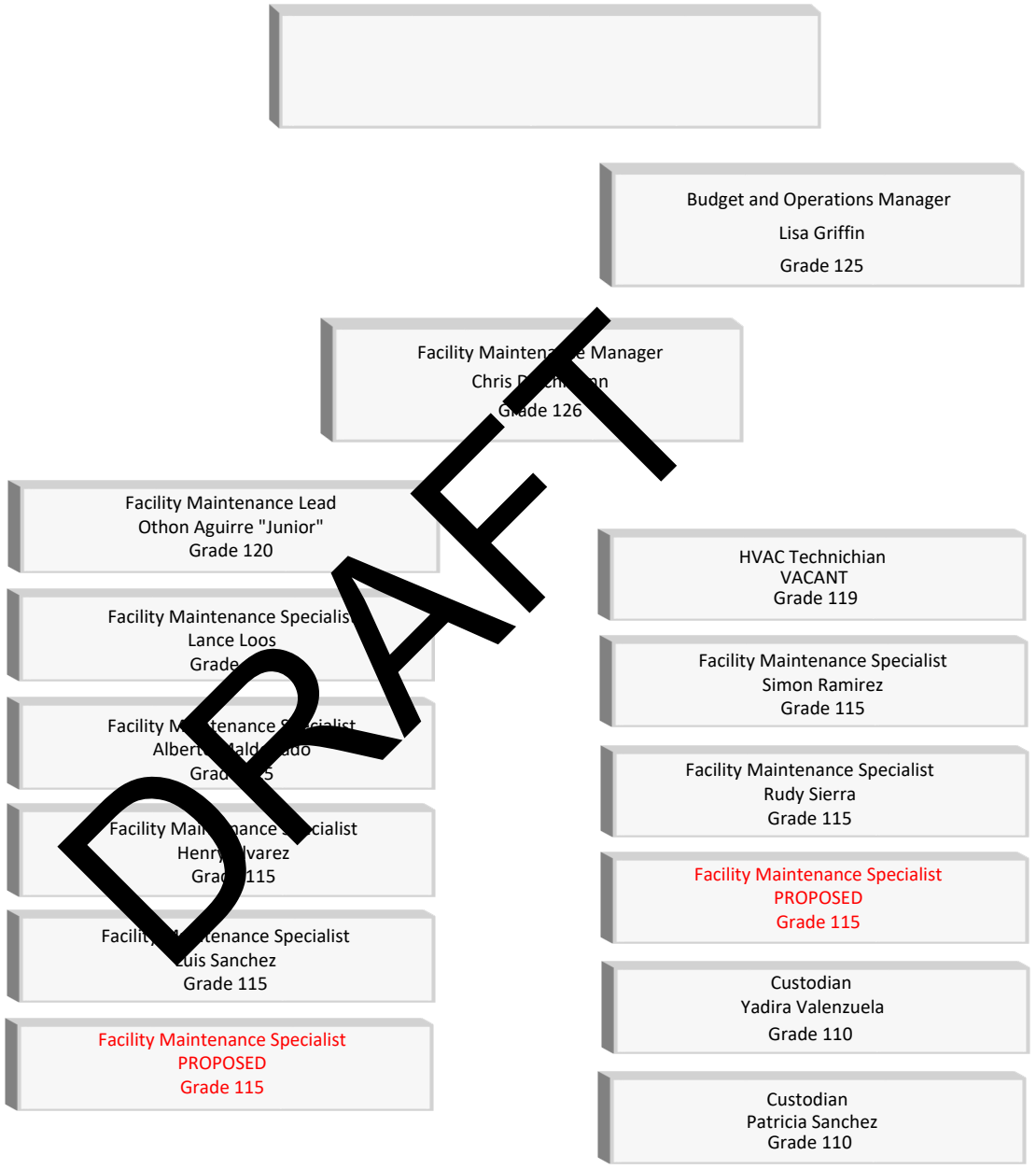
Created 2/21/2024 By Lisa Griffin



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Created 2/21/2024 By Lisa Griffin

PARKS ADMINISTRATION
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Parks and Natural Resources Department

NEW POSITIONS:

Position Title: Easement Coordinator

Grade: 121

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The Easement Coordinator will be responsible for managing the acquisition, organization, and maintenance of all easement and Right-of-Way (ROW) documentation across Hays County. This role ensures legal and environmental compliance while maintaining critical relationships with landowners. Key responsibilities include:

- Serving as the central point of contact for all easement-related inquiries.
- Communicating directly with landowners to resolve issues and foster long-term cooperation.
- Assisting in the design, development, and implementation of county-wide easement programs.
- Tracking and managing easement-related projects to ensure timely and cost-effective completion.
- Collaborating with the Natural Resources Coordinator to conduct ecological baseline assessments of conservation easements.

Justification: As the Natural Resources division within the Parks Department continues to expand, the management of conservation easements has become increasingly complex and specialized. Currently, these responsibilities fall largely to the Civil Division of the District Attorney's Office - an arrangement that, while functional, is not optimal for the technical and ecological nuances of natural resource protection.

Establishing a dedicated Easement Coordinator position will:

- **Ensure proper stewardship of sensitive lands**, consistent with the County's long-term conservation goals.
- **Improve interdepartmental coordination** by serving as a strategic liaison between Parks, Natural Resources, Legal, and outside stakeholders.
- **Reduce legal and operational risk** by centralizing easement oversight in a role requiring environmental expertise.
- **Strengthen public trust** by improving responsiveness and transparency in landowner communications.
- **Accelerate project timelines** and **maximize funding impact** through focused tracking and resource alignment.

The ideal candidate would bring a background in environmental science, ecology, natural resource management, or a related field, and work collaboratively with the Parks Director, Natural Resources Coordinator, Watershed Coordinator, and DA's Civil Division.

This position represents a key step in scaling Hays County's conservation capacity to meet current and future demands.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Parks and Natural Resources Department

NEW POSITIONS:

Position Title: Parks Education Lead

Grade : 116

F/T or P/T: F/T

What core duties will be accomplished by adding this position: The proposed Parks Education Lead will play a vital role in expanding the reach and consistency of the Hays County Parks and Natural Resources Department's public engagement. Primary responsibilities include:

- Creating, managing, and growing the department's social media platforms to engage the public and promote programs.
- Publishing a quarterly Parks and Natural Resources newsletter to inform and inspire community involvement.
- Serving as a public-facing ambassador for the department through speaking engagements, educational programming, and local partnerships.
- Organizing and supporting events, school programs, and collaborative initiatives with local organizations and vendors.
- Providing strategic guidance to the Parks Education Coordinators to ensure consistency in outreach, messaging, and quality of programming across all county parks.

Justification: As Hays County Parks and Natural Resources continues its upward trajectory, so too does the demand for cohesive, high-impact community education and outreach. Currently, the department hosts a minimum of **10 programs per month**, reaching approximately **1,800 participants monthly**. These include popular offerings such as **guided nature tours, yoga and story time in the park, school field trips, Discovery Day events**, and more.

To maintain and build upon this momentum, we propose the creation of a **Parks Education Lead** — a role designed to unify the department's educational messaging, enhance public visibility, and support strategic growth in community engagement.

This position will:

- **Elevate public communications and branding** through curated social media and consistent digital outreach.
- **Foster lasting relationships with community members, schools, and partner organizations**, thereby deepening public investment in our parks system.
- **Support and enhance the work of existing Parks Education Coordinators** by providing leadership and alignment, without assuming direct managerial responsibilities.

- **Ensure educational programs reflect the department's broader goals** and adapt to meet the needs of a growing and diverse population.

The Parks Education Lead is not just a position — it is a catalyst for amplifying the mission and voice of Hays County Parks. As our programming grows, so must our ability to connect, communicate, and educate with clarity and purpose.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Parks and Natural Resources Department

NEW POSITIONS:

Position Title: Park Specialist (6 positions)

Grade: Grade 113

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Please refer to the attached **Park Specialist** job description for detailed responsibilities. The addition of six (6) Park Specialist positions will allow the department to better fulfill its core duties, including park maintenance, visitor services, and operational support for multiple park and preserve locations.

Justification: The Parks and Natural Resources Department is in the midst of a long-term growth strategy aimed at doubling park staff to meet the increasing demands of an expanding system. In FY25, we were granted six new Park Specialist positions (effective April 1, 2025), with the understanding that six additional positions would be allocated in FY26 to support future growth.

As we approach FY26, we are facing severe staffing shortages that are already affecting our ability to manage and maintain the current network of parks and preserves, which are open 10 hours a day, 7 days a week**,** 361 days a year. Without the additional six positions, our department will be unable to keep pace with the increasing demands of park visitors and the operational needs of our existing parks and preserves, including the upcoming opening of Sentinel Peak Preserve and potentially Cape's Preserve.

Current staffing levels are insufficient to meet the baseline needs of our existing facilities, and without additional staff, the quality of services and park maintenance will inevitably suffer. Furthermore, as new parks and preserves come online, it is imperative that we are adequately staffed to ensure their smooth operation and the long-term sustainability of our parks system.

The proposed six Park Specialist positions are essential to:

- **Maintain adequate staffing levels** to cover existing parks and preserves without sacrificing service quality.
- **Support the operational needs** of newly opened areas such as Sentinel Peak and Cape's Preserve.
- **Ensure we can meet public demand** for safe, well-maintained recreational spaces.

In conclusion, these positions are crucial to the success of our department's growth strategy and will directly support the quality, safety, and sustainability of Hays County's parks and natural areas.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0173
Grade: 113
FLSA: Non Exempt
Safety Sensitive

Prepared by: Countywide Operations and HR
Date Prepared: October 2005
Revised: 06/2011, 08/2011, 05/2012, 07/2012
4/2014, 10/2014, 10/2015, 09/2018, 04/24

Parks Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Parks Specialist works independently to open and close parks, collect permits or entrance fees, provide caretaker and sanitation services, maintenance and capital improvements and developments at Hays County parks and natural areas and other facilities. The Parks Specialist ensures parks and other county properties are aesthetically pleasing, clean, and safe while also providing an enjoyable experience for park visitors through informing them of park plans and histories, providing tours and assisting educational and civic groups. This position may be assigned to work at multiple locations, including Five Mile Dam Park, Jacobs Well, Dahlstrom Preserve, Sentinel Preserve, or the Winters Mill Parkway walking trail. This position facilitates and has an immediate impact on the operation of the County park facilities and the general public.

Responsibilities

- Opens and closes park gates and facilities at park properties and maintains a presence at assigned locations including Five Mile Dam, Jacob's Well Natural Area, Dahlstrom Preserve, Sentinel Preserve, and Winters Mill Parkway walking trail and surrounding property throughout hours of operation.
- Limits access to locations to the preset number of visitors, maintains a log detailing site visits, activities observed, number of visitors, times of visits, rule infractions, and other pertinent information.
- Utilizes the parks' reservation system and payment software to check in visitors and accept payment to County parks.
- Provides First Aid, CPR, or emergency assistance to visitors as needed.
- Provides caretaker and sanitation services on the Hays County park properties; cleans restrooms, buildings, facilities, and replenishes supplies as needed.
- Maintains the general appearance of the parks by collecting and disposing of trash and debris, in trashcans and on grounds, ensuring that parks are aesthetically pleasing.
- Interacts with the public on a regular basis in several different capacities, including demonstrating, supporting and enforcing park department customer service standards, explaining park policies and regulations to visitors, advising patrons of unsafe conditions, rules and enforces them when necessary by seeking voluntary compliance, issuing verbal warnings or calling authorities when needed.
- Supports and maintains collaborative efforts with internal and external groups and organizations; provides assistance to external research and educational organizations working on projects or events at parks; assists with scheduled tours and leads impromptu tours of the park or location upon visitors' request, including the area geology, flora/fauna, history, conservation practices and importance to Hays County; assists with planned summer day camp activities, school groups activities, both for community service and educational visits including demonstrations, tours and educating the public on the importance of conservation of natural resources; assists with setup, take down and maintenance of facilities for special events; coordinates and performs recreational activities for visitors of all ages; and assists in creating and implementing new park educational and recreational programs.

- Assists with scheduling and providing backup to research dive teams at Jacob's Well to ensure that the public is aware of their role and how important it is for the public to respect their safety while diving in the well.
- Assists in the development, maintenance, debris removal, grading and renovation, signing of public use recreation trails.
- Performs routine and minor maintenance on park property, buildings, and facilities; assists building maintenance staff on major maintenance or repair projects; and advises supervisor of maintenance or repair requirements that are not routine.
- Assists with tree planting, landscaping and invasive species removal and performs tree and downed limb removal, tree trimming, and brush chipping.
- Installs and maintains park signage and keeps parks free of graffiti by removing or painting over as directed by the Parks Manager.
- Performs regular vehicle maintenance such as washing and checking fluids and inspects, maintains and repairs park equipment as needed including lawnmowers, tractors, weed eaters, chainsaws, and other minor equipment.
- Documents man-hours and materials needed and used on specific projects and reports daily progress of assigned tasks and any issues that may delay completion of duties or materials and assistance needed to complete job requirements.
- Attends external meetings, events and functions as a representative of Hays County Parks Department.
- Performs other duties as assigned.

Knowledge Required
- General knowledge of State and County rules and regulations governing all county owned park properties.
- General knowledge of the principles and practices of sanitation, and trash and debris disposal procedures.
- General knowledge of cleaning chemicals and their proper use and disposal.
- General knowledge of routine maintenance procedures and techniques.

Required Skill
- General skill in performing sanitation duties.
- General skill in performing routine maintenance, including painting, carpentry, fence building and repair.
- General skill in communicating clearly and concisely with the public.
- General skill in minor maintenance of all-terrain vehicles.
- Proficient skill in the use of power and manual tools and equipment, including chain and pole saws, forklift, bailers, and truck and trailer.
- Proficient skill in following federal, state and local laws and regulations related to park administration.
- Exceptional skill in interacting with the public.

Education and/or Experience
Requires High School Degree or GED.

Other Qualifications, Certificates, Licenses, Registrations
- Current valid Class "C" Driver's License.
- Current First Aid or CPR qualification, or must obtain within 3 months.

Supervision
- The Parks Specialist is required to satisfactorily perform the above duties and will be evaluated for accuracy and completeness.
- The Parks Specialist is responsible for carrying out recurring assignments independently.
- The Parks Manager assists this position with unusual situations.
- The Parks Specialist is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility, and effectiveness.

Guidelines
The Parks Specialist must use judgment in selecting the proper policies, precedence, and procedures for application to specific cases or problems. Situations to which the existing guidelines cannot be applied without significant deviations are referred to the Parks Manager. This employee must have a strong work

ethic, use initiative to perform job duties, and ability to work independently. The Parks Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands
The Parks Specialist uses judgment in interpreting and adapting guidelines. This employee uses these guidelines for application to specific cases and problems. This employee must obtain, clarify, or give facts to county employees and members of the public. The Parks Specialist meets with contacts in a structured setting at the Hays County Park facilities. The contacts are generally cooperative; however, the employee may have to deal with some argumentative or emotional contacts.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Stand, walk, kneel or stoop.
- Occasionally kneel, stoop or climb ladders.
- Lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the employee regularly works in the park facility. The work involves working in outside weather conditions and in all types of weather around disposed products and is occasionally exposed to airborne particles, living or dead animals, and insects. The employee may be required to wear protective gear. A safety vest will be worn when employee is on duty. When in a county vehicle a seat belt must be worn. Employee will wear a Hays County Identification Badge at all times when on duty.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

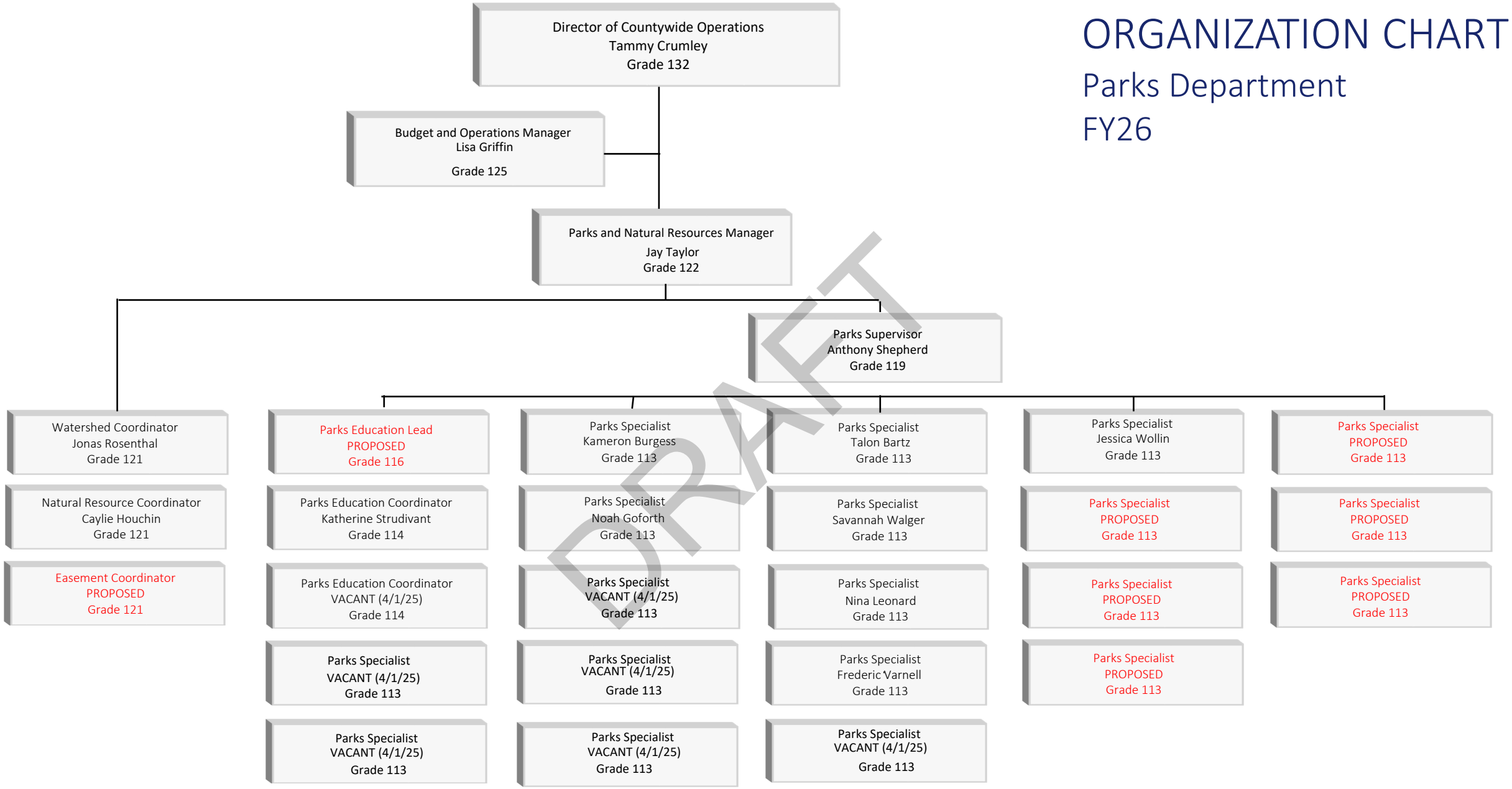
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

ORGANIZATION CHART

Parks Department

FY26



DRAFT

RECYCLING AND SOLID WASTE
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Recycling and Solid Waste

NEW POSITIONS:

Position Title: Recycling and Solid Waste Site Technician (Requesting 2 new positions)

Grade: 114

F/T or P/T: F/T

What core duties will be accomplished by adding this position: Please refer to the attached Recycling and Solid Waste Site Technician job description for a detailed outline of the position's responsibilities. The two additional Site Technicians will perform tasks essential for daily operations, including:

- Assisting visitors with unloading trash and recyclable materials.
- Operating heavy machinery and ensuring equipment safety.
- Managing financial transactions (cash, card, check).
- Ensuring efficient and safe site operations at both Wimberley and Driftwood locations.

Justification: The Hays County Recycling and Solid Waste Department currently operates two facilities - one in Wimberley and one in Driftwood - and is responsible for managing a significant volume of visitors, large equipment, and financial transactions each day. Despite the critical nature of these tasks, the department is currently understaffed**,** with only four Recycling and Solid Waste Site Technicians, one Site Lead, and one Manager to handle the workload.

This staffing level is insufficient given the following operational challenges:

1. **High volume of daily visitors** requires continuous support for unloading trash and recyclables.
2. **Heavy equipment operation** introduces safety risks, requiring constant attention to ensure safe and effective operation.
3. **Handling financial transactions** (cash, card, and check) creates additional responsibilities and risks that need to be managed carefully to ensure accuracy and security.

Currently, when employees are absent due to illness, vacation, or resignation, the department struggles to maintain its operations effectively. The shortage of staff has, on occasion, led to temporary site closures, which directly impacts public service and creates a backlog of waste and recyclables.

Adding two additional Recycling and Solid Waste Site Technicians**,** one for each location, is crucial for:

- **Ensuring consistent, safe operations** at both sites, even in the event of absences or turnover.
- **Reducing the risk of site closures**, which have occurred in the past due to insufficient staffing.
- **Maintaining safety** for both visitors and staff, especially when operating large equipment.
- **Safeguarding financial transactions** and ensuring accountability and accuracy at both facilities.

Without these additional positions, the department risks ongoing service disruptions, reduced safety, and a decline in operational efficiency, all of which undermine the department's effectiveness and community trust.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 0172 | Prepared by: Countywide Operations and HR
Grade: 114 | Date Prepared: April, 2001
FLSA: Nonexempt | Date Revised: 01/08, 01/09, 7/10, 07/12, 09/15, 9/2018, 06/2023

Recycling and Solid Waste Site Technician

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Recycling and Solid Waste Site Technician for the Recycling and Solid Waste Department provides customer service at the solid waste and recycling centers for the benefit of the citizens of Hays County. The work involves interacting with the public, daily deposit calculations, bookkeeping, calculating costs for disposal fees, handling cash, and maintaining the general appearance of the transfer station. This position facilitates the work of the County Recycling and Solid Waste Department and has an immediate impact on the operation of the Solid Waste and Recycling centers and the general public.

Responsibilities

- Interacts with customers at Recycling and Solid Waste facilities by providing information and answering questions regarding solid waste disposal and recycling.
- Assists customers with disposal of items and locating the proper receptacles for items to be recycled.
- Communicates with vendors and makes requests by phone and/or email to schedule pick up and hauling of solid waste and recyclables.
- Establishes a price by using a calculator and measuring tape to measure loads,collects fees for the disposal of solid wastes, and uses a cash register to make transactions and issue change and receipts to customers.
- Answers customer questions and addresses any issues/customer complaints on site and over the phone.
- Picks up recycling material from Hays County offices and deposits recycled material at designated locations.
- Accounts for daily revenues and completes daily financial reports.
- Responsible for handling cash, checks and credit cards on a daily basis. Provides information during financial audits.
- Performs landscaping duties and general maintenance to ensure the site is clean and safe for customers.
- Organizes, sorts, bales, and prepares the recyclable materials for transport by operating a baler and forklift.
- Cleans the site including sweeping and washing down the surfaces which come in contact with solid wastes, dust and debris.
- Maintains equipment on site and responsible for daily routine checks to make sure equipment is functioning properly and safely. Reports any equipment issues to supervisor.
- Performs other duties as assigned.

Knowledge Required

- General math skills including add, subtract, multiply, divide, decimals and percents, ability to calculate load measurments using a calculator.
- General customer service skills, ability to interact with the public in a positive manner
- General cash register skills including making change and issuing receipts.
- General skill in problem solving and task management.
- General knowledge of the principles and practices of recycling.
- General knowledge of materials handling and safety procedures for handling solid wastes.

- General knowledge of Hays County regulations, policies, and procedures.
- General knowledge of basic record keeping and filing procedures.

Required Skill
- Exceptional skill in money handling, including cash, checks and credit card transactions.
- Exceptional skill in operating standard office equipment, such as calculators, computers and telephones.
- Exceptional skill in telephone etiquette and customer relations.
- General skill in establishing and maintaining effective working relationships with County staff and the general public.
- General skill in interacting with people at all socio-economic levels.
- General timemanagement skills
- General skill in following both oral and written instructions.
- General skill in workload management.
- General skill in basic bookkeeping.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.
- Requires High School diploma or equivalent.

Other Qualifications, Certificates, Licenses, Registrations
- Class “C” Driver’s License.

Supervision
- This position is responsible for the day-to day operations of a fee-based solid waste disposal facility that provides on site recycling services as well. Work is under general supervision, but sometimes required to work without direct supervision and complete daily maintenance and upkeep of the site while assisting customers.
- A supervisor is informed of progress and controversial matters.
- The employee is responsible for resolving conflicts, coordinating work with others, and determining the approach and methods to be used.
- The employee is required to satisfactorily perform the above duties and will be evaluated for accuracy of measurements and financial transactions,
- The Supervisor assists this position with problems and unfamiliar situations.

Guidelines

The Recycling and Solid Waste Site Technician uses judgment in interpreting and adapting the guidelines to apply them to specific issues or concerns on site. Situations to which the existing guidelines cannot be applied without significant changes in policy or protocol are referred to the supervisor. This position also participates in locating and selecting the appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This position must have a strong work ethic. The Recycling and Solid Waste Site Technician must follow directions, meet deadlines, have good attendance, customer service oriented, be punctual, be reliable, and have a proper attitude.

Emotional Demands

This position must obtain, clarify or give facts to county employees and members of the outside public. The Recycling and Solid Waste Site Technician meets with contacts in a structured setting at the Hays County Recycling and Solid Waste locations. The contacts are generally cooperative, however, the employee may have to deal with some argumentative or emotional contacts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.

- Talk.
- Hear.
- Required to stand and walk for virtually the entire work shift.
- Occasionally lift and/or move up to 60 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Kneel, stoop, crouch or balance.

Work Environment
While performing the duties of this job, the employee regularly works in a transfer station with noxious fumes and hazardous materials. The work involves working in outside weather conditions and in all types of weather around disposed products and is occasionally exposed to airborne particles, living or dead animals, insects, and toxic or caustic chemicals. The employee may be required to wear protective gear.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

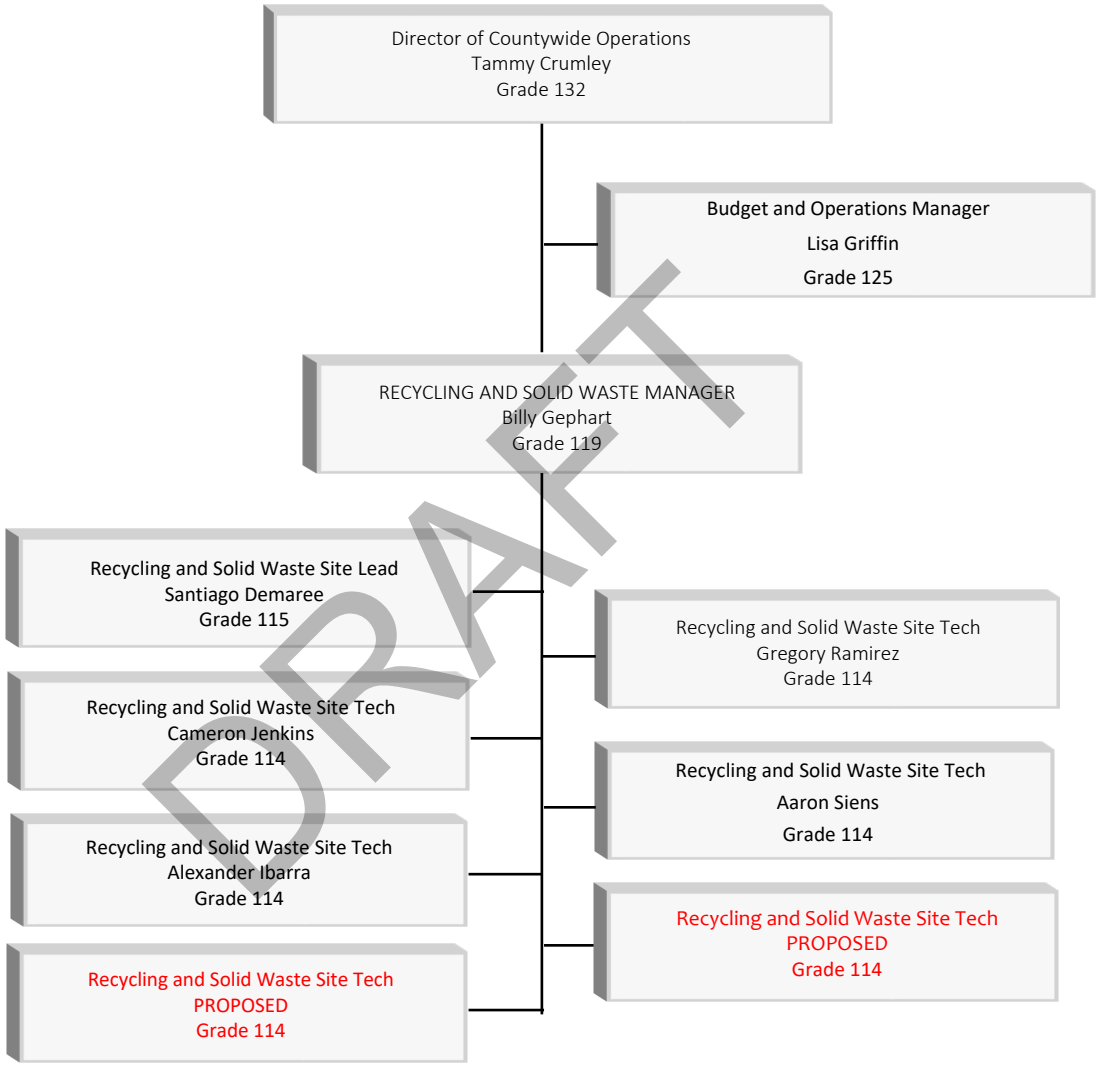
_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

ORGANIZATION CHART

Recycling and Solid Waste

FY26



DRAFT

VETERANS
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Veterans Service Office

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Veterans Service Caseworker

Position Grade & Slot #: Grade 114 and Job code # 0447

Requested Changes: Requesting to regrade from position from 114 to 118, along with renaming position from Veterans Service Caseworker to Veterans Services Grant Program Manger

Justification: Have been working with County Human Resources to regrade and change job title for this grant funded position. The potential increase in salary due to this regrade will be from county funds and not grant funds. The Program Manager for Hope for Hays County Veterans oversees the development, implementation, and evaluation of veteran-focused programs and services. This role ensures efficient program operations, compliance with grant requirements, and strategic alignment with the mission of improving the quality of life for veterans and their families within Hays County. Key responsibilities include case management, advocacy, program development, grant compliance, strategic planning, and the creation of marketing materials and applications to support grant initiatives. The Program Manager serves as a liaison between stakeholders, advocates for veterans' needs, and leads initiatives to address service gaps.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**


Selected Columns
Budget Account Comment
Budget Account 5021 Staff Salaries
Comments
Regrade of grant position - county to pay difference.
OK
Cancel
$0.00
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$0.00

JUVENILE DETENTION CENTER
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Juvenile Center Assistant Facility Administrator

Position Grade & Slot #: 125 & 2

Requested Changes: 128

Justification: The Juvenile Facility Administrator Assistant position has evolved over time to include a broader scope of responsibilities and increased managerial duties. Given the expanded leadership role in supervising the Juvenile Center's personnel, enforcing discipline, and ensuring the application of state standards, it is clear that the position now requires a higher level of expertise, decision-making, and coordination across multiple departments. Therefore, a regrade is being requested to more accurately reflect the expanded duties and the critical role this position plays in the daily operation of the Juvenile Center.

Position Overview:

The individual in the position of Juvenile Facility Administrator Assistant is responsible for overseeing the daily operations and personnel management within the Juvenile Center. This includes supervising staff activities, enforcing discipline when necessary, and ensuring that all staff adhere to established standards, policies, and procedures.

In this role, the administrator assistant plays a key part in ensuring that state regulations are interpreted and applied consistently across all departments. The position also requires close coordination between the Juvenile Center's various departments, including education, vocational programs, security, recreation, and other operational units, ensuring seamless management and communication across the facility. Through effective supervision and strong collaboration, the Juvenile Facility Administrator Assistant ensures a safe, structured, and compliant environment for both staff and juvenile residents.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Juvenile Mental Health Manager

Position Grade & Slot #: 124 & 1

Requested Changes: 128

Justification: I would like to request a regrade for the Juvenile Mental Health Manager position due to the evolving responsibilities and complexity of the role. The position now supervises four licensed mental health counselors and one case manager, requiring strong leadership and management skills to ensure effective clinical supervision and team coordination. Additionally, the role involves reviewing placement referrals for juveniles for long-term placement, which demands a high level of clinical judgment and decision-making.

The role also oversees both residential and detention services. In residential services, the individual is responsible for overseeing substance abuse treatment and behavioral treatment for all juveniles, ensuring appropriate therapeutic interventions. In detention services, the individual oversees juveniles in detention, providing one-on-one assessments and crisis intervention services. Given the expanded scope of responsibilities, including clinical supervision, crisis management, and strategic decision-making, I believe the current grading does not fully reflect the level of expertise and leadership required for this position.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Juvenile Supervision Officer

Position Grade & Slot #: 119 & 36

Requested Changes: 120

Justification:

I am writing to formally request a review and adjustment of the compensation for the Juvenile Supervision Officers (JSOs) at Hays County Juvenile Center. These dedicated individuals play a critical role in the rehabilitation, supervision, and safety of at-risk youth within our facility. The work they do is integral to the success of the center's mission and the well-being of both the juveniles in our care and the staff members working alongside them.

The responsibilities of a Juvenile Supervision Officer are diverse and demanding. JSOs are tasked with ensuring the safety of the juveniles and staff, supervising daily activities, providing guidance and support, and facilitating behavior improvement. They work in a high-pressure, emotionally charged environment that requires both physical and emotional resilience. Given the complex nature of their duties, as well as the impact they have on the rehabilitation of youth and the broader community, it is essential that their compensation reflects the value they bring to the center.

Furthermore, it is important to note that the demands placed on our Juvenile Supervision Officers are in line with industry standards, and we are seeing a growing need for these positions to be adequately compensated. A salary regrade would not only help align compensation with the level of responsibility involved but also serve as an important step in retaining our experienced and skilled personnel, reducing turnover, and attracting new talent to the facility.

In conclusion, I strongly urge you to consider this request for a salary regrade for the Juvenile Supervision Officers at Hays County Juvenile Center. The work they do is invaluable, and it is essential that their compensation be commensurate with the critical role they play in shaping the future of the juveniles under our care and ensuring the safety and success of the facility.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Licensed Mental Health Counselor

Position Grade & Slot #: 120 & 3

Requested Changes: 124

Justification: I am writing to request a regrade of the salary for the Licensed Mental Health Counselor currently working at the Juvenile Detention Center , who plays an essential role in providing individual and group therapy to at-risk youth. As you are aware, this counselor is responsible for the following duties, which require a high level of expertise and dedication:

1. **Individual and Group Counseling:** The counselor facilitates therapy sessions for a group of 8-10 juveniles at a time, focusing on substance abuse counseling, behavioral counseling, and emotional support for youth in crisis.
2. **Case Note Management:** This individual diligently collects, organizes, and maintains comprehensive case notes for each of the at-risk youth, ensuring thorough documentation for ongoing treatment and legal purposes.
3. **Liaison Role:** The counselor acts as a critical liaison between the youth's parents, probation officers, and the juvenile justice system, ensuring clear communication regarding each youth's progress and treatment plan.

4. **Therapeutic Treatment Planning:** The counselor works closely with the youth to develop tailored therapeutic plans aimed at addressing underlying behavioral issues, promoting rehabilitation, and preparing youth for reintegration into the community.
5. **Crisis Support:** In addition to regular therapeutic work, the counselor provides immediate, on-the-spot emotional support to youth in detention, particularly those in crisis, offering a safe space for expression and guidance during challenging times.

The combination of these duties requires a significant level of training, experience, and emotional intelligence, as well as the ability to navigate complex legal and institutional frameworks. Additionally, the counselor's role in working directly with juveniles who are at high risk, often in crisis, and who are dealing with trauma or behavioral issues, requires a compassionate and highly skilled professional to address their needs effectively.

Given the demanding nature of this role, the counselor’s contributions to the facility’s success, and the level of responsibility taken on in both individual and group settings, I believe it is appropriate to revisit the current salary level for this position. An adjustment in compensation would not only reflect the counselor's valuable work but also ensure that we retain top-quality professionals to serve the vulnerable population we work with.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Lieutenant

Position Grade & Slot #: 122 & 7

Requested Changes: 123

Justification: I am writing to formally request a salary regrade for the position of **Lieutenant** in our Juvenile Correctional Facility, based on the increased responsibilities, oversight, and critical role the individual in this position plays in managing both the youth population and staff.

As you know, the Lieutenant is responsible for overseeing daily operations during their shift, particularly in the absence of higher administration. The Lieutenant supervises Juvenile Supervision Officers, ensuring that they provide effective care and supervision for at-risk youth, maintain a safe environment, and implement behavior management strategies. Additionally, the Lieutenant coordinates with outside entities, such as Law Enforcement, the Probation Department, and State Agencies, ensuring that our facility remains compliant with state and federal regulations and that the safety and well-being of the youth in our care is upheld.

The complexity of this role has significantly increased due to the evolving nature of the youth we serve and the critical involvement of external agencies. The Lieutenant's ability to manage crises, maintain order, and work collaboratively with law enforcement and other agencies directly contributes to the facility's success in fulfilling its mission of rehabilitation and safety.

In light of these increasing responsibilities, I recommend a salary regrade that more accurately reflects the supervisory duties, leadership role, and expertise required to effectively perform these tasks. This adjustment is necessary to ensure that we remain competitive and retain experienced staff capable of maintaining the high standards of care and safety that our facility upholds.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department:

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Juvenile Center Transitional Coordinator

Position Grade & Slot #: 118 & 1

Requested Changes: 120

Justification: I am writing to provide a detailed justification for a salary regrade for the position of Transitional Coordinator within our Juvenile Center, who works with at-risk youth both in detention/placement and in the community. This role is essential in the rehabilitation, reintegration, and overall development of youth involved in the juvenile justice system.

The Transitional Coordinator performs a wide variety of responsibilities that align with roles typically classified as Project Manager, Juvenile Supervision Officer, and Juvenile Probation Officer. These positions are critical to supporting the youth in their transition back into society, ensuring they receive the proper services, guidance, and education needed to succeed both during their incarceration and upon reentry into the community.

Responsibilities and Impact:

1. **Coordination with Probation Officers and Community Stakeholders**:
   The Transitional Coordinator works closely with probation officers to help connect youth with job opportunities, outpatient therapy, and life skills training. This requires a high level of collaboration, communication, and problem-solving to ensure each youth receives the individualized support they need.
2. **Rehabilitation and Reintegration Support**:
   The individual is deeply involved in creating and implementing transition plans for incarcerated youth, ensuring that they are prepared for success both during their time in placement and upon release. This includes helping youth prepare for reintegration into their communities, addressing challenges such as family dynamics, employment, and self-sufficiency.
3. **Life Skills and Parenting Classes**:
   A significant portion of the role involves providing life skills and parenting classes to youth. These classes are vital in equipping the youth with the skills they need to thrive independently and as responsible members of society, ultimately reducing recidivism and fostering positive outcomes for the youth and their families.
4. **GED Proctoring and Educational Support**:
   The individual serves as the GED proctor for both the Juvenile Center and for youth on probation. This responsibility requires the individual to oversee the setup and management of GED testing for all youth, ensuring they have access to educational opportunities that can help them build a brighter future. This aspect of the role demonstrates the critical educational component of the Transitional Coordinator's responsibilities.
5. **Comprehensive Case Management**:
   As a key player in the holistic management of youth cases, the Transitional Coordinator manages all aspects of a youth's transition, from therapy coordination to employment opportunities, and educational needs. This requires detailed attention to each youth's specific needs, a high degree of organizational skill, and the ability to manage multiple tasks simultaneously.

Role Comparison and Benchmarking:

The responsibilities outlined above place the Transitional Coordinator in a unique position that blends case management, education coordination, rehabilitation support, and probationary services. The role requires a strong understanding of both juvenile justice processes and the social services required for successful youth rehabilitation. Given the complexity, scope, and level of coordination involved, this position is comparable to roles such as Project Manager, Juvenile Supervision Officer, and Juvenile Probation Officer, which generally come with higher salary grades. The current salary for this position does not fully reflect the depth of expertise, responsibility, and impact this role has on the successful reintegration of youth into society.

Conclusion:

Due to the extensive coordination, case management, and support services provided by the Transitional Coordinator, I strongly believe that a salary regrade is warranted to more accurately reflect the scope of responsibilities and the critical nature of the work involved. The role directly contributes to improved outcomes for youth, enhances community safety, and supports the larger goals of rehabilitation and reintegration. An adjustment in salary will not only recognize the hard work and dedication of the individual in this position but also ensure that the compensation is in line with similar roles within the juvenile justice and social service fields.

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***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HEALTH SERVICES
Personnel Request

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Administrative Assistant III

Grade: 116

F/T or P/T: FT

What core duties will be accomplished by adding this position:
The position will be the assistant operations coordinator. Their duties will primarily be handling the front desk due to the expected increase of volume from clinical, animal, and behavioral health services offers. The coordinator will be responsible for assisting in coordinating the calendars of staff and purchasing of items. The coordinator will assist the proposed Budget and Operations Coordinator.

Justification:
Due to the department becoming a standalone department the department head is requesting the current Administrative Assistant II position be regraded and retitled to a Budget and Operations Coordinator. The coordinator will predominantly be responsible for the budget, planning, and purchasing of the 5 divisions (Public Health Clinic Division, Behavioral Health Division, Animal Welfare Services Division, Public Health Epidemiology and Preparedness Division, and the Community Health Services Division) as well as act as the executive assistant of the health department. Due to the increased responsibility and duties the position will be incapable of staffing the front desk and coordinating the schedules of staff with public facing services.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Community Paramedic

Grade: 121

F/T or P/T: 2 FT

What core duties will be accomplished by adding this position:
Reference the job description attached.

Justification:
The Hays County Health Department has been working with the Mental Health Coordinating Committe to identify community solutions that improve the outcomes of community behavioral health. The position would help prevent/mitigate the use of 9-1-1 related to non-emergency health calls. The program will work with the Combined Emergency Communications Center to identify high utilizers of 9-1-1 services and categorize the assistance needed: routine preventative health care, mental health care, substance use disorder treatment, or other crisis prevention assistance.
The mental health coordinating committee is comprised of a Commissioner of the Hays County Commissioners Court, City Councilpersons from: Buda, Dripping Springs, Kyle, San Marcos, and Wimberley, County Court-at-Law Judge Brown (Mental Health Court), the Local Mental Health Authority, the Chair of the: Behavior Advisory Team, Adult Mental Health Work Group, and Youth Mental Health Work Group, and the Director of the Health Department.

We are requesting this position with the support of the Sheriff's Office, the Combined Emergency Communications Center, the Fire Chiefs Association, and the MHCC.

W

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Division Manager – Behavioral Health

Grade: 124

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Behavioral Health Services Division Manager is a critical leadership role necessary to ensure the successful coordination and oversight of the County's expanding behavioral health initiatives. With the addition of key frontline positions—Peer Support Specialist and Community Paramedics—this role becomes essential to provide supervision, strategic alignment, and operational oversight. Without a dedicated manager, these positions would lack unified direction, quality control, and integration into broader public health objectives, risking fragmentation of services and reduced impact on community outcomes.

Given the county's growing population and increased demand for behavioral health support, this position will drive innovative, evidence-based approaches to prevention, crisis intervention, and recovery. The Manager will lead cross-sector collaboration with law enforcement, healthcare providers, and community partners while ensuring performance accountability and sustainability of programs. This position will allow the Health Department to build a strong, coordinated behavioral health infrastructure that not only meets current needs but also positions the County for long-term success in addressing mental health and substance use challenges.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Division Manager – Behavioral Health

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the Director of the Health Department, the Behavioral Health Services Division Manager is responsible for developing, implementing, and overseeing Hays County's behavioral health initiatives. The position provides strategic leadership and operational management for programs that support prevention, intervention, treatment, and recovery services. The Division Manager supervises the Behavioral Health Coordinator, Peer Support Specialist(s), and Community Paramedics, ensuring coordination of services, continuity of care, and effective partnerships with local behavioral health providers, community organizations, and law enforcement. The position plays a vital role in integrating behavioral health into public health operations and advancing community-wide behavioral health goals.

Responsibilities

- Plan, manage, and evaluate all behavioral health programs, initiatives, and personnel within the Health Department.
- Supervise and support the Behavioral Health Coordinator, Peer Support Specialist(s), and Community Paramedics in program implementation, client support, and case management.
- Develop and maintain strong partnerships with behavioral health service providers, hospitals, criminal justice agencies, and other stakeholders.
- Monitor program performance and client outcomes, utilizing data to inform continuous quality improvement.
- Lead the coordination of services for individuals with mental health needs, including jail diversion, crisis response, and wraparound care.
- Serve as a liaison between the Health Department and behavioral health coalitions, advocacy groups, and regional planning bodies.
- Participate in strategic planning and budget development to ensure sustainability and growth of behavioral health programs.
- Develop and implement policies and procedures for behavioral health service delivery in compliance with county, state, and federal guidelines.
- Support grant writing, contract management, and compliance with funding requirements related to behavioral health.
- Provide community education, outreach, and engagement on behavioral health issues.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Expert knowledge of behavioral health systems, crisis intervention, and mental health recovery models
- Knowledge of jail diversion strategies, community paramedicine, and peer support best practices
- Familiarity with trauma-informed care, harm reduction, and social determinants of health
- Understanding of local, state, and federal behavioral health funding and regulations

Required Skill

- Expert skill in program management, strategic planning, and staff supervision
- Proficient in interagency collaboration and stakeholder engagement
- Skilled in data analysis, performance evaluation, and quality improvement
- Effective oral and written communication, leadership, and organizational skills

Education and/or Experience

- Bachelor's degree in psychology, social work, public health, nursing, or a related field required; Master's degree preferred
- Minimum of five (5) years of experience in behavioral health or public health, with at least two (2) years in a supervisory or management role
- Experience working with vulnerable or underserved populations strongly preferred

Other Qualifications, Certificates, Licenses, Registrations

- Licensed Mental Health Professional (LMSW, LPC, LCSW, etc.) preferred
- Valid Texas Driver's License required
- Bilingual (Spanish/English) preferred

Supervision

- The Behavioral Health Services Division Manager is responsible for planning and carrying out assignments with considerable independence and initiative.
- This position supervises the Behavioral Health Coordinator, Peer Support Specialist(s), and Community Paramedics.
- The Director of the Health Department is informed of major progress, emerging challenges, and unique or sensitive situations.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Division Manager – Community Health Services

Grade: 124

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

As Hays County's population approaches 300,000 and continues to grow at a rapid pace, the demand for equitable, accessible, and community-informed public health services is more critical than ever. The Division Manager – Community Health Services will lead efforts to strengthen trust between the Health Department and the communities it serves by ensuring that all public health initiatives are inclusive, culturally responsive, and effectively communicated. This role is essential for advancing health equity through targeted outreach, education, and partnership-building, especially in communities that have historically experienced disparities in access to health services.

In addition, this position will serve as the department's Public Information Officer (PIO), playing a key role in emergency preparedness and response. Timely, accurate, and trusted communication is foundational to public health, especially during disease outbreaks, environmental events, or disasters. Currently, communication and community engagement functions are fragmented across staff with competing priorities. A dedicated Division Manager will provide the strategic leadership and coordination needed to build resilient, informed communities and ensure the Health Department is a trusted and visible leader in both everyday public health and times of crisis.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Division Manager – Community Health Services

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the Health Department Director, the Division Manager – Community Health Services provides leadership and oversight for department-wide community health engagement, education, and outreach efforts. The position is responsible for managing programs and services that improve access to health resources and support population health outcomes, including indigent health care, outreach, and partnerships. This position serves as the Public Information Officer (PIO) for the Health Department and is responsible for managing internal and external communications, media relations, and public messaging. The Division Manager supervises the Indigent Health Administrator, Indigent Health Coordinator, Community Outreach Specialists, and Interns, and works collaboratively with all divisions to align outreach and engagement strategies with public health priorities.

Responsibilities

- Provide strategic leadership for community health services and department-wide outreach and engagement activities.
- Supervise the Indigent Health Program and ensure compliance with state CIHCP guidelines and County policies.
- Serve as the Public Information Officer (PIO), handling media inquiries, drafting public health messaging, and coordinating crisis communication.
- Supervise and support outreach staff, including Community Outreach Specialists and Interns, ensuring effective engagement with diverse populations.
- Coordinate and participate in community events, health fairs, and campaigns to promote department programs and services.
- Develop and implement communications strategies, including social media, print materials, press releases, and website updates.
- Facilitate community partnerships and coalitions that support public health improvement initiatives.
- Monitor program performance, analyze community needs, and recommend program development based on data.
- Support grant applications, reporting, and resource development for community-based public health initiatives.
- Ensure culturally competent practices and equitable service delivery to underserved and vulnerable populations.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Proficient knowledge of public health education, outreach, and health promotion principles
- General knowledge of indigent health care programs and eligibility systems
- Expert knowledge of public information practices, media communications, and community engagement
- Understanding of social determinants of health and community health assessments

Required Skill
- Expert skill in communication, public speaking, and media relations
- Proficient skill in staff supervision, project coordination, and stakeholder collaboration
- General skill in graphic design, social media management, and community health analysis
- Strong interpersonal, organizational, and time management skills

Education and/or Experience
- Bachelor's degree in public health, communications, social work, or related field required; Master's degree preferred
- Minimum of five (5) years of relevant public health or community outreach experience
- At least two (2) years of supervisory experience required
- Experience in a government or nonprofit health setting preferred

Other Qualifications, Certificates, Licenses, Registrations
- Valid Texas Driver's License required
- Completion of FEMA PIO and ICS/NIMS courses preferred
- Bilingual (Spanish/English) preferred

Supervision
- The Division Manager is responsible for planning and carrying out assignments, resolving issues, and achieving program goals.
- The position supervises the Indigent Health Administrator, Indigent Health Coordinator, Community Outreach Specialists, and Interns.
- The Director of the Health Department is informed of strategic initiatives, public messaging, and high-priority matters.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands
The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Division Manager – Public Health and Emergency Preparedness

Grade: 124

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Division Manager – Public Health Epidemiology and Emergency Preparedness is a critical leadership position that ensures a coordinated, data-driven, and rapid response to public health threats in a county of nearly 300,000 residents and growing. With increasing communicable disease activity, extreme weather events, and emerging health threats, this position provides the strategic oversight needed to proactively mitigate risks, streamline outbreak investigations, and lead cross-sector emergency preparedness initiatives. The role supports surveillance accuracy, timely response, and compliance with local, state, and federal public health standards.

Currently, frontline staff such as the Epidemiologist, Disease Intervention Specialist, and Public Health Emergency Preparedness Coordinator carry significant operational responsibilities, leaving limited capacity for long-term planning, program development, or integration. A dedicated Division Manager will provide the necessary leadership, continuity, and accountability to elevate Hays County's ability to detect, prepare for, and respond to public health events. This role is vital to sustaining and advancing public health infrastructure in alignment with PHAB accreditation and ensuring community safety and resilience.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Division Manager – Public Health Epidemiology and Emergency Preparedness

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the Director of the Health Department, the Division Manager – Public Health Epidemiology and Emergency Preparedness is responsible for the overall coordination, direction, and management of public health surveillance, disease investigation, data analysis, and emergency preparedness planning and response. The position provides leadership to ensure timely identification, investigation, mitigation, and communication of public health threats and oversees the planning and readiness activities to respond to all-hazard public health emergencies. The Manager supervises the Epidemiologist, Disease Intervention Specialist, and the Public Health Emergency Preparedness (PHEP) Coordinator to ensure effective program integration and alignment with public health priorities and national preparedness standards.

Responsibilities

- Provide leadership and supervision for epidemiologic surveillance, infectious disease control, outbreak investigations, and emergency preparedness planning.
- Oversee data collection, analysis, interpretation, and reporting related to communicable diseases, syndromic surveillance, and public health threats.
- Supervise and support the Epidemiologist, Disease Intervention Specialist, and PHEP Coordinator in day-to-day operations and program development.
- Lead the development, implementation, and evaluation of emergency response plans, drills, and trainings in alignment with CDC and ASPR guidance.
- Ensure compliance with state and federal public health reporting and preparedness requirements.
- Serve as the secondary liaison to the Department of State Health Services (DSHS), local emergency management, healthcare coalitions, and other stakeholders.
- Monitor local and regional threats, health indicators, and trends to guide proactive public health interventions.
- Support grant management, budget oversight, and reporting for epidemiology and preparedness programs.
- Participate in strategic planning, cross-departmental projects, and policy development related to health security and communicable disease prevention.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Expert knowledge of epidemiology, infectious disease prevention, and public health preparedness principles
- Understanding of emergency operations, ICS/NIMS, and all-hazards planning frameworks
- Proficient knowledge of data analytics, public health surveillance systems, and reportable condition protocols
- Familiarity with federal and state public health laws, grant requirements, and best practices

Required Skill

- Expert skill in program management, public health planning, and team leadership
- Proficient in risk communication, stakeholder coordination, and cross-agency collaboration
- General skill in data interpretation, technical writing, and public health communication
- Skilled in time management, crisis response coordination, and adaptive problem solving

Education and/or Experience

- Bachelor's degree in public health, epidemiology, emergency management, or a related field required; Master's degree preferred
- Minimum of five (5) years of relevant public health or emergency preparedness experience
- At least two (2) years of supervisory experience required
- Experience in outbreak response, disaster planning, or health data analysis preferred

Other Qualifications, Certificates, Licenses, Registrations

- ICS/NIMS certification (ICS 100, 200, 700, 800) required; higher-level ICS preferred
- Valid Texas Driver's License required
- Bilingual (Spanish/English) preferred
- Public Health or Emergency Management certification preferred (e.g., CPH, CEM, CHEP)

Supervision

- The Division Manager exercises independent judgment in the oversight of the Epidemiology and Emergency Preparedness Division.
- The position supervises the Epidemiologist, Disease Intervention Specialist, and PHEP Coordinator.
- The Director of the Health Department is informed of major activities, emergencies, or strategic developments.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Administrative Assistant III

Grade: 121

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:
With a population of 290,000 and a steady annual growth rate of 3%, the demand for indigent health services in our county continues to rise. The increasing volume of applications, provider interactions, eligibility determinations, and program compliance monitoring has significantly outpaced the capacity of our current Indigent Health Administrator. As a result, the administrator's workload is now encumbered to the point of limiting the department's ability to maintain efficiency, respond timely to client needs, or implement service improvements.

To meet the evolving health needs of our growing low-income population, the department is committed to delivering innovative and exceptional CIHCP services. This includes streamlining eligibility processes, strengthening partnerships with healthcare providers, expanding preventative care access, and enhancing program transparency and reporting. Requesting additional support through this position is critical to sustainably managing current demands while positioning the program for innovation and improved community health outcomes.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Indigent Health Administrator

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under the general supervision of the Director of the Health Department, the Indigent Health Administrator performs professional administrative and programmatic work related to the management, compliance, and oversight of the County Indigent Health Care Program (CIHCP) and Indigent Burial Program. This position ensures eligible residents receive timely and appropriate health services and necessary burial assistance in accordance with applicable laws and county policies. The Indigent Health Administrator supervises the Indigent Health Coordinator and manages day-to-day operations, provider relationships, contracts, fiscal oversight, and reporting requirements for both programs.

Responsibilities

- Administer and manage the Hays County Indigent Health Care Program in compliance with Texas Administrative Code and Health and Safety Code requirements.
- Administer and manage the County's Indigent Burial Program, ensuring timely processing of applications and coordination with funeral homes and vendors.
- Develop, implement, and evaluate policies, procedures, and systems for eligibility determination, service coordination, and case management.
- Supervise, train, and evaluate the Indigent Health Coordinator and provide ongoing support to ensure consistent application of program guidelines.
- Monitor program budgets, maintain accurate records, and prepare required financial and operational reports for local and state entities.
- Ensure accurate eligibility screening and timely enrollment of clients using established guidelines.
- Establish and maintain contracts and relationships with health care providers, hospitals, pharmacies, funeral homes, and vendors.
- Collaborate with internal departments and external agencies to enhance service coordination and improve access to care.
- Stay informed of regulatory and policy changes affecting indigent health and burial services and adjust operations accordingly.
- Serve as the primary liaison to the Texas Department of State Health Services for matters related to indigent care.
- Conduct community outreach and education to increase awareness of the programs and promote health equity.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- General knowledge of local public health systems and public assistance programs
- Proficient knowledge of Texas County Indigent Health Care and Burial Program rules and operations
- Expert knowledge of eligibility criteria, claims processing, and fiscal management in public health and human services programs

Required Skill

- Proficient skill in managing programs and supervising staff
- Expert skill in interpreting and applying state regulations related to indigent care and burials
- Proficient skill in communication, budgeting, contract oversight, and policy development
- Ability to maintain confidentiality, navigate sensitive client situations, and resolve program issues with professionalism

Education and/or Experience

- Graduation from high school or GED required
- Bachelor's degree in Public Health, Health Administration, Social Work, or a related field preferred
- Minimum of 3 years of experience in health or human services programs, with at least 1 year in a supervisory or administrative role
- Experience may substitute for education on a year-for-year basis

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas Driver's License required
- Bilingual (Spanish/English) preferred

Supervision

▪ The Indigent Health Administrator is required to satisfactorily perform the above duties and will be evaluated in terms of effectiveness, accuracy, timeliness, and leadership.
▪ The position is responsible for planning and carrying out assignments, interpreting policy, resolving operational challenges, and managing staff performance.
▪ The Health Director is informed of progress, major issues, and policy implications, and provides guidance on unusual or complex matters.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Peer Support Specialist

Grade: 116

F/T or P/T: 2 FT

What core duties will be accomplished by adding this position:
Reference the job description attached.

Justification:
The Hays County Health Department has been working with the Mental Health Coordinating Committe to identify community solutions that improve the outcomes of community behavioral health. A Peer Support Specialist plays a vital role in community behavioral health by using their lived experience with mental health or substance use recovery to connect with individuals in a way that traditional clinical providers often cannot. Their unique perspective builds trust, reduces stigma, and promotes engagement in care—especially among hard-to-reach or underserved populations. Peer support fosters hope, encourages recovery, and improves outcomes by empowering individuals to take an active role in their wellness.
For local governments, investing in peer support services can lead to measurable benefits such as reduced emergency room visits, fewer law enforcement encounters, and decreased psychiatric hospitalizations. Peer Specialists support continuity of care, facilitate community reintegration, and help individuals navigate social services more effectively. This not only enhances the overall behavioral health system but also translates into cost savings and more efficient use of public resources.

The mental health coordinating committee is comprised of a Commissioner of the Hays County Commissioners Court, City Councilpersons from: Buda, Dripping Springs, Kyle, San Marcos, and Wimberley, County Court-at-Law Judge Brown (Mental Health Court), the Local Mental Health Authority, the Chair of the: Behavior Advisory Team, Adult Mental Health Work Group, and Youth Mental Health Work Group, and the Director of the Health Department.

We are requesting this position with the support of the Sheriff's Office – Correctional Support Services, the Judicial Services Department, and the MHCC.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Peer Support Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under the general supervision of the Behavioral Health Division Manager, the Peer Support Specialist performs paraprofessional support work in support of the County's Behavioral Health and Community Wellness Programs. The Peer Support Specialist draws on their own lived experience with mental health and/or substance use recovery to provide non-clinical, person-centered, trauma-informed support to individuals engaging in behavioral health services.

Responsibilities

- Serve as a role model of recovery and wellness by sharing personal experiences in a way that supports, empowers, and inspires others.
- Provide peer counseling and support to individuals navigating mental health, substance use, or co-occurring challenges.
- Assist clients with goal setting, wellness planning, and navigating community resources.
- Support individuals before, during, and after clinical or crisis encounters, including accompaniment to appointments if needed.
- Promote self-advocacy, self-determination, and empowerment.
- Facilitate peer-led support groups and psychoeducational sessions.
- Maintain required documentation of peer encounters in a confidential and HIPAA-compliant manner.
- Collaborate with clinicians, case managers, and community partners as a member of the multidisciplinary team.
- Participate in training, supervision, and continuing education to strengthen peer competencies.
- Uphold professional boundaries and the Peer Code of Ethics.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- General knowledge of community health and public health systems
- Proficient knowledge of emergency medical services and pre-hospital care
- Proficient knowledge of chronic disease, behavioral health, and social determinants of health
- Expert knowledge of patient care documentation, triage, and community outreach

Required Skill

- General skill in active listening, empathy, and communication
- Proficient skill in engaging individuals experiencing mental health and/or substance use challenges
- Proficient skill in working collaboratively with multidisciplinary teams
- Ability to model recovery, wellness, and resiliency

Education and/or Experience

- High school diploma or GED required
- At least one year of continuous personal recovery from a mental health and/or substance use condition required

- Prior experience working or volunteering in a peer or support role preferred
- Completion of a Certified Peer Specialist training program required (or must be obtained within 6 months of hire)

Other Qualifications, Certificates, Licenses, Registrations
- Must have or obtain a State of Texas Peer Specialist Certification within 6 months of hire
- Valid Texas Driver's License required
- Must pass criminal background check and drug screening as required by county policy

Supervision
▪ The Peer Support Specialist is required to satisfactorily perform the above duties and will be evaluated in terms of effectiveness, engagement, adherence to peer ethics, and contribution to client outcomes.
▪ The position is responsible for managing time and caseload with support from the Behavioral Health Division Manager, who will provide guidance and direction as needed.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands
The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Public Health Nurse Practitioner

Grade: 132

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:
With a growing county population of over 290,000 and expanding public health responsibilities, access to timely, preventive, and specialty clinical services is critical. The Health Department currently manages multiple clinical programs—STI, TB, Immunizations, Behavioral Health, and Indigent Health—that serve vulnerable, low-income, and uninsured populations. A Nurse Practitioner position would significantly expand our capacity to deliver integrated, direct clinical care within these programs. By providing on-site assessments, diagnoses, treatments, and health education, this role ensures more efficient service delivery, reduces barriers to care, and minimizes unnecessary emergency room visits or delays in treatment, particularly for infectious and chronic conditions.

Adding a Nurse Practitioner will also strengthen our department's ability to implement innovative care models, including wraparound services in Behavioral Health and integrated care for indigent populations. The position will improve continuity of care, reduce patient wait times, and allow the department to comply with clinical protocols and delegation orders, particularly during high-demand periods or public health emergencies. Ultimately, this investment supports our strategic goals to enhance access, improve community health outcomes, and reduce long-term healthcare costs for the County.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Public Health Nurse Practitioner

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under the general supervision of the Director of the Health Department and the Medical Authority of the Medical Director, the Nurse Practitioner performs advanced clinical and preventive care for individuals served by the Hays County Health Department, including clients in the STI, TB, Immunization, and Indigent Health programs. The Nurse Practitioner conducts physical assessments, diagnoses and treats medical conditions, provides health education and counseling, and may serve as a resource for public health emergency response efforts. This position helps expand access to care for underserved and at-risk populations through direct clinical services and coordination of care.

Responsibilities

- Provide comprehensive primary and preventive care to individuals across the lifespan, including physical assessments, diagnosis, treatment, and follow-up.
- Manage care and treatment of infectious diseases including STIs and TB under established clinical protocols and standing delegation orders.
- Administer or order immunizations, medications, diagnostic testing, and treatments consistent with scope of practice.
- Maintain accurate and timely documentation in electronic health records and ensure compliance with HIPAA and other regulatory requirements.
- Coordinate with other clinic staff, including public health nurses, case managers, and administrative staff, to support seamless patient care.
- Serve as a preceptor or trainer for other clinical team members as appropriate.
- Provide public health education and counseling to patients, families, and community members.
- Assist with surveillance, reporting, and emergency response efforts during public health emergencies or outbreaks.
- Participate in quality assurance and performance improvement activities.
- Collaborate with other county departments and community partners to improve access to care and public health outcomes.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Proficient knowledge of clinical practice, including family and preventive medicine
- Knowledge of public health principles and population health approaches
- Expert knowledge of communicable disease management and control
- Working knowledge of medical documentation systems and HIPAA regulations

Required Skill

- Expert clinical assessment, diagnostic, and treatment skills

- Proficient skill in patient communication, health education, and cultural competence
- Skill in working independently and collaboratively in a team setting
- Skill in maintaining accurate and detailed records in electronic health systems

Education and/or Experience

- Master's degree in Nursing from an accredited Nurse Practitioner program
- Minimum of two (2) years clinical experience in family practice, internal medicine, or public health preferred
- Experience in STI, TB, immunization, or indigent care settings is a plus

Other Qualifications, Certificates, Licenses, Registrations

- Current and valid Texas license as a Nurse Practitioner
- National certification (e.g., AANP, ANCC) in Family or Adult Nurse Practitioner specialty
- Current DEA registration or eligibility to obtain
- Current CPR certification
- Bilingual (Spanish/English) preferred
- Valid Texas Driver's License

Supervision

▪The Nurse Practitioner is responsible for performing assigned duties with considerable independence and clinical judgment.
▪The position is supervised by the Public Health Division Manager and follows standing delegation orders and protocols as outlined by the Medical Director.
▪The position may provide oversight and clinical guidance to subordinate clinical staff.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Community Outreach Specialist

Grade: 121

F/T or P/T: 2 FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Community Outreach Specialist is essential to building trust, promoting health equity, and ensuring that public health programs and services are accessible to all residents—especially historically underserved and hard-to-reach populations. This position plays a key role in engaging communities through culturally competent education, outreach events, and direct connection to services such as immunizations, behavioral health, indigent health care, and emergency preparedness. By serving as a bridge between the Health Department and the public, the Outreach Specialist helps reduce barriers to care, dispel misinformation, and increase participation in health initiatives.

As the county continues to grow and diversify, the need for consistent, targeted community engagement is greater than ever. The Community Outreach Specialist supports department-wide efforts by tailoring messaging, building relationships with trusted messengers, and expanding the reach of critical health information. This position strengthens the Health Department's ability to respond to community needs in real time, making it a vital resource for achieving equitable health outcomes and reinforcing public trust in local government services.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: TBD
Grade: 116
FLSA: Non-exempt

Prepared by: Countywide Operations
Date Prepared: August 2021, June 2024

Community Outreach Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general direction of the Health Department Manager the Community Outreach Specialist assists in the development and implementation of the Hays County Health Department Community Outreach Program. The Community Outreach Specialist will promote, coordinate, and analyze group and community public health interventions in order to increase access of equitable health care to vulnerable communities in Hays County.

Responsibilities

- Under the direction of the Health Department Manager, will assist in the creation and execution of an overall plan for community outreach and engagement, including raising awareness about the organization, and the development of engagement and partnership pathways for individuals and organizations that align with our mission and vision.
- Regularly analyze the community to identify opportunities to grow the Outreach Program.
- Represents Hays County in community initiatives and at events that support our goals and strategies.
- Assists in the creation and distribution of program marketing materials including social media graphics, videos, flyers, fact sheets, program information, reports, and a programmatic newsletter to target the intended audience.
- Participates in outreach in the community including, but not limited to, going door to door in neighborhoods, businesses, churches, etc.
- Ensures that vulnerable community members have an improved access to health care services and increased access to health screening opportunities.
- Works with the Health Department Manager to ensure an increase in understanding among county citizens regarding available health and social service programs.
- Supports and encourages community health activities that enhance the visibility of the Hays County Health Department.
- Assists in planning and attends community outreach events that focus on the low income, underinsured, and marginalized residents of Hays County.
- Leads educational meetings and attends community events.
- Participates in networking and collaborating with local organizations and community leaders.
- Works to foster positive and collaborative relationships with community residents, local nonprofit organizations, businesses, and student organizations.
- Works directly with the Health Department Manager in goal setting, developing, implementing, and evaluating programs.
- Perform other duties as assigned.

Knowledge Required

- Professional knowledge of the methods, principles, and practices of public outreach.
- Excellent knowledge of community issues, and experience working in diverse communities including multiple generations (seniors, youth, working adults), as well as across ethnic and racial communities.
- Proficiency in MS Word, Excel, and Microsoft Outlook, as well as data entry.
- Proficiency in Canva, Adobe Illustrator, or other related programs.
- Ability to comply with regulations and communicate official information in appropriate manner.
- Exceptional organizational skills.
- Excellent interpersonal skills to assist distressed individuals from different cultural backgrounds.
- Professional knowledge of privacy laws, access, release of information and other technology laws.
- Must complete HIPAA training once each year and within 7 days of employment.

Required Skills

- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to public health outreach.
- Professional skill and ability to communicate complex information effectively orally and in writing to individuals, medical providers, the media, and large groups.
- Exceptional skill in organizing and prioritizing work assignments.
- General skill in documenting, reading, understanding and maintaining general records.
- General skill in negotiating and persuading individuals.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General skill in establishing and maintaining effective working relationships with medical professionals, supervisors, co-workers, elected officials, and the general public, including people from a variety of socioeconomic backgrounds.
- General organizational skills.
- General skill in performing data entry.
- General skill and ability to evaluate information accurately and effectively and to apply interpretation of federal, state and local regulations.
- General skill in telephone etiquette and customer relations.
- Attention to detail.
- Preferred ability to speak, understand, and translate in Spanish.
- Ability to work a flexible schedule, to include evenings and weekends, in order to meet the needs of community residents and be present at community functions.
- High energy, initiative, and creativity are desired.

Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis

- Requires a Bachelor Degree in Public Health, Public Administration, Marketing, Social Work, or other relevant fields.
- One-year public relations or outreach experience preferred.
- Must complete any additional training within 30 days of notice.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver’s license.

Supervision

- This position is supervised by the Health Department Manager.
- The Health Department Manager will assist this position with unusual circumstances that do not have clear precedence.

Guidelines

The Community Outreach Specialist uses judgment in interpreting and adapting precedents for specific cases or problems and analyses of the results. This position must have a strong work ethic. The Community Outreach Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, have initiative, and a proper attitude.

Emotional Demands

This position must handle a stress level of interacting with some argumentative or emotional contacts within the general public. The Community Outreach Specialist will generally meet with contacts within a structured setting at Hays County offices or locations within the County. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Smell.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Physical requirements include visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions.

Work Environment

While performing the duties of this job, the employee regularly works in a Hays County office. The employee frequently travels to various locations throughout the county to perform duties. The employee will frequently work in large gatherings such as organized outreach events and community gatherings.

Acknowledgement

I agree that I can satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my

employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____

Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Disease Intervention Specialist – Supervisor

Grade: 121

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

Hays County currently employs one Disease Intervention Specialist (DIS), who is tasked with managing all aspects of communicable disease surveillance, investigation, and response. With a rapidly growing population now exceeding 290,000 and a 3% annual growth rate, the demands on communicable disease response have intensified. To ensure continuity of services and meet the increasing complexity of disease control efforts, the addition of a Disease Intervention Supervisor is essential. This supervisory position will provide structured oversight, ensure quality assurance, and standardize protocols for investigations and reporting in compliance with state and federal requirements.

Importantly, this role will enable the DIS team to expand beyond reactive case management and begin delivering proactive, evidence-based prevention programming. With the Disease Intervention Supervisor managing workflow, data review, and strategic planning, DIS staff will gain the capacity to participate in community education, risk reduction initiatives, and outreach campaigns that target high-risk populations. This shift toward prevention is critical to reducing disease transmission, improving health equity, and strengthening public trust. This position not only supports the Health Department's vision for a more responsive and preventative public health system, but also aligns with best practices in community health protection and public sector efficiency.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Disease Intervention Specialist – Supervisor

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the Division Manager – Public Health Epidemiology and Emergency Preparedness, the Disease Intervention Supervisor performs administrative and professional work supporting disease investigation and intervention activities related to sexually transmitted infections (STIs), tuberculosis (TB), and other reportable infectious diseases. The position supervises Disease Intervention Specialists (DIS) and coordinates with clinical and epidemiological teams to ensure rapid response, case management, and community outreach for communicable disease control.

Responsibilities

- Supervises and provides guidance to Disease Intervention Specialists in all activities related to disease surveillance, case investigations, contact tracing, fieldwork, and patient counseling.
- Reviews case assignments, tracks performance metrics, and ensures timely and accurate documentation of investigations in accordance with local, state, and federal guidelines.
- Develops procedures and workflows for efficient case management, data collection, and reporting in partnership with epidemiology and clinical staff.
- Trains and mentors DIS staff in current investigative techniques, HIPAA compliance, cultural competence, and trauma-informed care.
- Serves as the liaison to the Texas Department of State Health Services (DSHS) and other partners regarding disease reporting and intervention strategies.
- Participates in outbreak investigations and emergency response activities as needed.
- Assists with community outreach, prevention efforts, and education related to STI/TB/HIV and other communicable diseases.
- Prepares reports, data summaries, and presentations for internal and external stakeholders.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Proficient knowledge of communicable disease transmission, investigation, and control practices.
- General knowledge of state and federal public health regulations and reporting protocols.
- Knowledge of trauma-informed care and culturally competent communication practices.

Required Skill

- Proficient knowledge of communicable disease transmission, investigation, and control practices.
- General knowledge of state and federal public health regulations and reporting protocols.
- Knowledge of trauma-informed care and culturally competent communication practices.

Education and/or Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Biology, Nursing, or related field.
- At least three (3) years of experience in communicable disease investigation, public health, or clinical practice.
- At least one (1) year of supervisory or team lead experience preferred.
- Master's degree in Public Health, Epidemiology, or related field is preferred but not required.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas driver's license.
- Certification in Disease Intervention (e.g., DSHS DIS Certification) preferred or ability to obtain within one year.

Supervision

- The Disease Intervention Supervisor is responsible for independently managing team operations, coordinating activities, and reporting progress to the Division Manager.
- The position plans assignments, addresses complex case issues, and ensures program compliance.
- The Division Manager is kept informed of key updates, resource needs, and emerging public health concerns.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Epidemiologist

Grade: 121

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Medical Technologist plays a vital role in modernizing and expanding the Health Department's laboratory capabilities to support comprehensive disease surveillance, clinical testing, and public health initiatives. As laboratory testing remains critical to the detection and management of communicable diseases, timely and accurate results directly impact the department's ability to respond to outbreaks, monitor trends, and guide preventive measures. This position ensures that testing methods and protocols are compliant with federal, state, and local regulations, thereby maintaining high-quality diagnostics and fostering trust in public health services.

In addition, the Medical Technologist will drive process improvements and develop integrated laboratory systems that enhance operational efficiency and inform decision-making across multiple programs, including STI, TB, immunizations, and emergency preparedness. By serving as both a technical expert and a coordinator, this role enables better data collection, quality assurance, and collaborative problem-solving within the department. This strategic investment supports public health outcomes and positions the Health Department to effectively meet the growing demands of a diverse and expanding community.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY JOB DESCRIPTION

Job Code: 1142
Grade: 121
FLSA: Exempt
Safety Sensitive
Phone Allocation

Prepared by: Local Health Department
Date Prepared: June 2013
Date Revised: 03/16, 09/17, 07/20, 11/23

Epidemiologist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision the Epidemiologist performs a variety of public health functions. The Epidemiologist will work with local health care providers to discover preventable trends that are occurring in the jurisdiction and create public outreach programs to help deter the spread of infectious diseases. Work also involves supporting the Public Health Emergency Preparedness Coordinator, Environmental Health Specialist, and supporting the Public Health Nurse(s) as needed to ensure compliance with federal, state, and local directives to ensure highest level of local preparedness and environmental health. The Epidemiologist will also work with the response team in efforts of rapid detection; investigating disease outbreaks and other public health threats in the jurisdiction; and notifying the local, county, and regional response staff of disease trends in the area and surrounding jurisdictions. This position affects the physical wellbeing of the citizens of Hays County. The work involves treating a variety of problems, questions, or situations in conformance with established procedure, investigation, testing, and researching.

Responsibilities

- Works with local health care providers to discover preventable trends that are occurring in the jurisdiction and create public outreach programs to help prevent the spread of infectious diseases.
- Analyzes public outreach programs to ensure resources are being used efficiently and effectively.
- Develops training for schools, universities, daycares, long-term care/assisted living facilities, lab testing facilities, clinics, Hays County personnel, and the Hays County Health Department to educate and promote public health awareness in effectual locations of the community.
- Compiles information to include handouts, letters to parents, immunization guidelines, hygiene, and cleaning guidelines to facilities to prevent outbreaks and to provide resources for families of residents, students, and staff.
- Assists in educating, training, and networking to ensure local readiness, interagency collaboration, and preparedness for bioterrorism, outbreak of infectious disease, and other public health threats and emergencies for Health Department staff, physicians, community health care providers, community outreach workers, and other external organizations.
- Educates clients on matters such as vaccines, immunizations, side effects, disease status, illness longevity, treatment options, available providers, transportation options, medication assistance, indigent care resources, control of exposure, actions to take in prevention, and recommendations by state and federal agencies.
- Conducts onsite visits to schools, daycares, correctional facilities, hospitals, long-term care/assisted living facilities, and food establishments for investigations of outbreaks.
- Reviews, monitors, and analyzes all epidemiological data for Hays County, conducts investigations on all reports of disease, illness, or other environmental hazards regarding public safety; ensures that all contacts are identified and screened, according to the Department of State Health Services' reporting requirements.
- Assists in the implementation and continuous improvement of the comprehensive Health Department Emergency Response Plan caused by bioterrorist, infectious disease outbreaks, or other public health threats.

- Participates in local and regional emergency preparedness drills and exercises.
- Rapidly and effectively investigates and responds to outbreaks of disease, potential terrorist event, and other public health emergencies in conjunction with the Public Health Emergency Preparedness Coordinator.
- Provides contact investigation and disease intervention in the field and clinical setting at a moment's notice.
- Investigates reports of Texas Notifiable Conditions.
- Receives laboratory reports and test results to determine follow-up actions based on knowledge of testing criteria, test kit package inserts, clinical lab testing guidelines, academic journal reviews, and DSHS case classifications.
- Notifies regional and/or state officials as needed in management of reportable conditions.
- Assists with delivery of immunizations to the public as needed to assist the SNS Coordinator.
- Develops, analyzes, and interprets statistical data to devise weekly, monthly, bimonthly, triennial, and biannual reports to a variety of local, regional, and state agencies.
- Develops databases to contain information for statistical inference.
- Maintains, and reviews database for errors and information fidelity.
- Enters client information into appropriate databases and maintains client medical information until confidential disposal is permitted.
- Drafts press releases for the assigned Community Outreach Specialist in a timely and efficient manner.
- Consults with Local Health Authority.
- Publishes reports to school nurses, STD Clinics, medical practitioners, and other providers for Hays County as time permits to include outbreak reports, STD summaries, newsletters, and influenza reports.
- Visits sites throughout the County to investigate public health concerns, as needed.
- Performs other duties as assigned.

Knowledge Required

- Professional knowledge of federal, state, and local laws and protocols related to public health, health and safety code
- Professional knowledge of the methods, principles, and practices of public health
- Professional knowledge of the methods, principles, and practices related to epidemiology
- General knowledge of word-processing specifically with Windows applications including Microsoft Word, Microsoft Excel, and Microsoft Access
- General knowledge of Hays County Health Department regulations, policies, and procedures
- Professional knowledge of privacy laws, access, release of information, and other technology laws
- Must complete HIPAA privacy and security training within 30 days of employment. Must complete any additional training within 30 days of notice.

Required Skill

- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to public health
- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to public health
- Professional skill in database maintenance
- General skill in documenting, reading, understanding, and maintaining medical records
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones
- General skill in establishing and maintaining effective working relationships with doctors, pharmacists, supervisors, co-workers, elected officials, health care personnel, law enforcement personnel, and the general public; including people from various socioeconomic backgrounds
- General skill and ability to communicate effectively orally and in writing, including ability to communicate with the media and large groups
- General organizational skills

- General skill and ability to evaluate information accurately and effectively and to apply interpretation of federal, state, and local regulations
- General skill in the operation of computers and miscellaneous medical equipment
- General skill in reception, telephone etiquette, and customer relations

Education and/or Experience
- Any combination of education, experience, or training may be substituted on a year for year basis.
- Master's Degree in Public Health, Biology, Health Information Systems, or a related public health field
- Prefer two years' experience in public health or related field.
- Experience in the epidemiology field preferred
- Prefer Public Relations and/or customer service background

Other Qualifications, Certificates, Licenses, and Registrations
- MPH or MEd, or in process of obtaining MPH or MEd
- CPH, or ability to obtain CPH
- CIC, or ability to obtain CIC
- Current certification in or ability to obtain certification in CPR
- Ability to obtain certifications in bioterrorism training
- Class C driver's license

Supervision
The Epidemiologist required to satisfactorily perform the above duties and will be evaluated by the director for technical soundness, appropriateness and, conformity to policy and requirements.
The Epidemiologist is responsible for assisting the Public Health Emergency Preparedness Coordinator and the Communicable Disease nurse in handling emergencies, problems, and deviations in the duties/responsibilities according to the Public Health Response Plan.
The Health Department Director and Manager assists this position with unusual circumstances that do not have clear precedence.

Guidelines
The Epidemiologist uses judgment in interpreting and adapting precedents for specific cases or problems and analyses of the results. This position must have a strong work ethic and must devote time to maintaining the Public Health databases. The Epidemiologist must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have initiative, and a proper attitude. The employee must be available to communicate at all times.

Emotional Demands
This position must handle a stress level of interacting with some argumentative or emotional contacts within the general public. The Epidemiologist meets with contacts in a structured setting at the Health Department, in clinics, and/or in the field. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Smell

- Talk
- Hear
- Occasionally stand, walk, kneel, or stoop
- Occasionally lift and/or move up to 35 pounds
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment
While performing the duties of this job, the employee regularly works in a public health clinic. The employee occasionally travels to various locations throughout the county to perform investigative functions and public health assessments, and is often exposed to health or physical hazards, such as infectious diseases, bodily fluids, and needles.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: Medical Technologist

Grade: 119

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Medical Technologist plays a vital role in modernizing and expanding the Health Department's laboratory capabilities to support comprehensive disease surveillance, clinical testing, and public health initiatives. As laboratory testing remains critical to the detection and management of communicable diseases, timely and accurate results directly impact the department's ability to respond to outbreaks, monitor trends, and guide preventive measures. This position ensures that testing methods and protocols are compliant with federal, state, and local regulations, thereby maintaining high-quality diagnostics and fostering trust in public health services.

In addition, the Medical Technologist will drive process improvements and develop integrated laboratory systems that enhance operational efficiency and inform decision-making across multiple programs, including STI, TB, immunizations, and emergency preparedness. By serving as both a technical expert and a coordinator, this role enables better data collection, quality assurance, and collaborative problem-solving within the department. This strategic investment supports public health outcomes and positions the Health Department to effectively meet the growing demands of a diverse and expanding community.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Medical Technologist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the Health Director, the Medical Technologist develops, coordinates, and oversees laboratory capabilities for the Health Department. The position is responsible for ensuring diagnostic testing services meet public health needs, regulatory requirements, and quality standards. This includes establishing procedures, validating testing methods, maintaining laboratory equipment, and supporting disease surveillance and clinical operations.

Responsibilities

- Develop and maintain laboratory testing services to support public health programming, including STI, TB, immunizations, and communicable disease investigations.
- Ensure laboratory protocols are in compliance with federal, state, and local regulations (e.g., CLIA, OSHA, CDC guidelines).
- Coordinate specimen collection, processing, and analysis in partnership with program leads and clinic staff.
- Oversee quality control, quality assurance, and proficiency testing programs.
- Monitor laboratory performance metrics and implement process improvements.
- Train and support clinical staff on proper specimen handling and testing protocols.
- Serve as a technical consultant for epidemiological investigations and emergency preparedness responses.
- Manage laboratory inventory, ordering, and maintenance of supplies and equipment.
- Maintain records, data systems, and reporting mechanisms in accordance with HIPAA and public health standards.
- Participate in grant writing and budgeting related to lab operations and expansion.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Expert knowledge of clinical laboratory operations, microbiology, and molecular diagnostic techniques.
- Proficient knowledge of quality assurance principles and regulatory requirements.
- General knowledge of public health principles and disease control.
- Knowledge of Clinical Laboratory Improvement Amendments (CLIA)

Required Skill

- Expert skill in laboratory testing and instrumentation.
- Proficient skill in maintaining lab documentation and compliance standards.
- General skill in training staff and coordinating with clinical teams.

Education and/or Experience

- Bachelor's degree in Medical Technology, Clinical Laboratory Science, Microbiology, or a related field.
- Minimum of 3 years of experience in a clinical laboratory setting.
- Experience in public health laboratory operations preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Certification as a Medical Technologist (ASCP or equivalent) required.
- Must possess or be eligible for licensure under Texas regulations.

Supervision

- The Medical Technologist is responsible for planning and managing lab functions with minimal oversight.
- Reports directly to the Health Director, with consultation on unusual or complex issues.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title: ~~Division Manager – Community Health Services~~ Special Operations Coord

Grade: 121

F/T or P/T: FT

What core duties will be accomplished by adding this position:
Reference job description attached.

Justification:

The Strategic Operations Coordinator is a critical role to support the increasing complexity and expectations of a modern, high-performing public health department. As the department seeks Public Health Accreditation Board (PHAB) accreditation by September 2026, this position will ensure alignment and coordination of the department's internal processes, documentation, and strategic efforts across all divisions. With multiple program areas—ranging from behavioral health to emergency preparedness, clinical services, and animal welfare—centralized coordination is essential to ensure consistency, accountability, and efficiency.

Additionally, this position strengthens the department's commitment to continuous improvement, cross-divisional integration, and data-informed decision-making. The coordinator will lead efforts in performance management, quality assurance, and special projects, thereby reducing silos and supporting programmatic success. By maintaining operational excellence and supporting accreditation, this role directly contributes to improving public health outcomes and the department's long-term sustainability.

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title:

Position Grade & Slot #:

Requested Changes:

Justification:

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

*Job Code: n/a
*FLSA

Prepared by: HR and Health Department
Date Prepared:Click or tap to enter a date.

*Determined by HR

Special Operations Coordinator

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under the general supervision of the Health Department Director, the Strategic Operations Coordinator is responsible for coordinating and aligning internal efforts related to public health accreditation, performance and quality improvement, and strategic initiatives across the department. This position supports division managers, leads special projects, and serves as the primary coordinator for department-wide planning and operational improvement efforts.

Responsibilities

- Leads and manages all activities related to the Public Health Accreditation Board (PHAB) accreditation process, including documentation, cross-divisional coordination, and maintenance of required standards.
- Coordinates the department's quality improvement and performance management activities, including metrics tracking and continuous improvement initiatives.
- Supports the alignment and integration of programs and services across divisions to improve efficiency and outcomes.
- Oversees assigned strategic initiatives and special projects as directed by the Director.
- Provides project tracking, milestone management, and reporting for department-wide initiatives.
- Prepares reports, presentations, and internal communications to assist leadership in operational decision-making.
- Collaborates with division managers and staff to ensure progress on departmental goals and priorities.
- Maintains strong internal documentation systems for accreditation and operational accountability.

Knowledge Required *(determine the knowledge level needed for the various responsibilities)*

- Proficient knowledge of public health operations, accreditation standards, and quality improvement frameworks.
- General knowledge of local, state, and federal public health systems and regulations.
- Knowledge of strategic planning processes and performance management.

Required Skill

- Proficient skill in coordinating projects and working with multidisciplinary teams.
- Strong skill in data collection, analysis, and reporting.
- Excellent written and verbal communication skills.
- General skill in using performance dashboards and project tracking tools.

Education and/or Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Public Administration, Health Administration, or a related field.
- Master's degree preferred.
- At least three (3) years of progressively responsible experience in public health, program management, or administration.
- Experience with accreditation, quality improvement, or performance management strongly preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas driver's license.
- Project management certification preferred but not required.

Supervision

- The Strategic Operations Coordinator is expected to work independently while collaborating across divisions.
- The position is responsible for managing assigned initiatives and coordinating internal efforts to meet department-wide goals.
- The Director is informed of progress, potential barriers, and assists with setting priorities and expectations.

Guidelines *(This section provides some expectations of the position. You can modify as needed)*

The (position title) uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. The (position) must interpret and adapt these guidelines for application to specific cases and problems. The (position) must have a strong work ethic. The (position) must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands *(This section provides some emotional demands of the position)*

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The (position) meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by (position) to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Intern is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the (position) regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement
I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an Intern. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

_____ _____
Employee Signature Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Administrative Assistant II

Position Grade & Slot #: Grade 113

Requested Changes: Requesting that the position be regraded to a 120 and be retitled to Budget and Operations Coordinator

Justification:

The current responsibilities assigned to the Administrative Assistant II position have significantly expanded beyond traditional administrative duties and now align more closely with those of a Budget and Operations Coordinator. This position has taken on critical functions, including managing departmental budgeting processes, coordinating all purchasing and procurement activities, overseeing building maintenance and IT service requests, supporting grant reporting requirements, and providing cross-functional operational support for five departmental divisions.

Reclassifying this role acknowledges the increased scope, complexity, and impact of the position on the department's overall functionality. It also ensures that compensation and title are aligned with the professional expertise and level of responsibility required. This strategic shift will improve internal coordination, enhance accountability in financial and operational processes, and help sustain the department's growing infrastructure as it continues to expand in size, scope, and public service delivery.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Epidemiologist

Position Grade & Slot #: Grade 113

Requested Changes: Requesting that the position be regraded to a 123 and retitled to Epidemiologist II.

Justification:

Establishing a tiered structure with Epidemiologist I and Epidemiologist II positions provides a clear and strategic career progression pathway that supports retention, professional development, and workforce stability within the Health Department. As the field of epidemiology evolves and our public health responsibilities expand, creating differentiated roles allows us to recognize varying levels of expertise, assign responsibilities more effectively, and encourage growth from entry-level to more advanced analytic and leadership functions.

An Epidemiologist I would focus on core surveillance, case investigations, and foundational data analysis under supervision, while the Epidemiologist II would take on more complex data interpretation, lead outbreak investigations, coordinate multi-agency response efforts, and provide technical guidance to other staff. This structure enhances program capacity, supports mentorship within the division, and ensures that institutional knowledge is retained and expanded over time. It also positions the department to remain competitive in recruiting and retaining skilled professionals in a high-demand public health field.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**

HAYS COUNTY
New Personnel Justification Request Form
Fiscal Year 2026

Department: Hays County Health Department

NEW POSITIONS:

Position Title:

Grade:

F/T or P/T:

What core duties will be accomplished by adding this position:

Justification:

Itemize all equipment for new positions utilizing the capital equipment guidelines outlined in the NWS Budget Manual. Submit current & proposed organizational charts outlining your position requests.

CURRENT POSITIONS:

Position Title: Indigent Health Specialist

Position Grade & Slot #: Grade 113

Requested Changes: Requesting that the position be regraded to a 119 and be retitled to Indigent Health Coordinator.

Justification:
The work of the Indigent Health Program was previously being completed by two staff members. The program is now being done by this one staff member. This staff member handles the eligibility, enrollment, care management of enrolled clients and handles the case management and invoicing of the indigent burials in conjunction with the JPs. Due to the increased duties and complexity of original task I am asking for a regrade.

***Please attach personnel request form and org charts in NWS to the G/L Organization Set Attachments.**