Building Security– Reclassification Request – Security Guard

Briefing Date: Jun 2 2020  
Funding Source: General Fund - Within Budget  
Originating Department: Budget  
Prepared by: Hector Faulk, Budget Analyst  
Recommended by: Janette Weedon, Budget Director

BACKGROUND INFORMATION:
The Building Security Department is currently staffed with two Security Guard positions (Positions #943 and #947), Grade 06, and has requested a reclassification of position #943 to a Contract Specialist/Property and Evidence Tech, proposed to be a Grade N, and the deletion of position #947 to minimize the financial impact of the request. The purpose of the briefing is to provide a recommendation on this request.

OPERATIONAL IMPACT:
The Contract Specialist/Property and Evidence Tech, proposed to be a grade N, will develop and implement policies in the Marshals Office to include program processes, evaluations and cost-effectiveness analyses, and assisting with the re-opening of county buildings. The position will also maintain and release property and evidence to detectives/investigators, police officers, and/or crime scene technicians in accordance with Departmental policies and procedures, for trial, or for the purpose of processing evidence, ensuring proper chain of custody procedures.

FINANCIAL IMPACT:
Total variance cost for the reclassification of one Security Guard position (Position #943), Grade 6, to a Contract Specialist/Property and Evidence Tech, proposed at Grade N; and the deletion of one Security Guard position (Position #947), Grade 06 is $23,960, salary and benefits. Funding is available within the Department’s budget.

ADMINISTRATIVE PLAN COMPLIANCE:
This request complies with the Dallas County Strategic Administrative plan which recommends that the County is operationally a model government entity. This proposal is consistent with the Plan’s goal by ensuring the best interest of the County to enhance re-opening of County government and better ensure the safety of county employees.

RECOMMENDATION:
The Office of Budget and Evaluation recommends Commissioners Court approve the reclassification of one Security Guard position (Position #943), Grade 6, to a Contract Specialist/Property and Evidence Tech, proposed at Grade N; and the deletion of one Security Guard position (Position #947), Grade 06, with the Civil Service Commission to review for proper classification.
MOTION:

On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby Approve the reclassification of one Security Guard position (Position #943), Grade 6, to a Contract Specialist/Property and Evidence Tech, proposed at Grade N; and the deletion of one Security Guard position (Position #947), Grade 06, with the Civil Service Commission to review for proper classification.

ATTACHMENTS:

None