

Schedule 4 Personnel and Compensation Authorization

The following number and salary grade of all county employees by department by fund are hereby authorized, and compensation for each is established in the Salary Range Pay Scale attached hereto or as listed in this Schedule for the Year 2020. Included in the 2020 Payroll Budget are twelve days of 2019 calendar payroll at the 2020 pay rate. (12/16 - 12/31/19 payable on 1/3/20 and 1/17/20 payrolls) In addition, 2020 is a 27 pay period fiscal year and has been included in the FY 2020 budget as such.

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 COUNTY JUDGE			
1	0100	County Judge (75%)	Elected Official
1	0100	Chief Engineer (25%)	Non-graded
1	0100	Director of Communications	Non-graded
1	0100	Administrator of Public Safety	24
1	0100	Facilities Administrator	24
1	0100	Office Manager	14
6		Total Employees	
FUND 1000 COUNTY CLERK			
1	0101	County Clerk	Elected Official
1	0101	Chief Deputy	19
1	0101	Election/Voters Registration Administrator	16
1	0101	Election Coordinator	16
1	0101	Assistant Elections Administrator	12
1	0101	Assistant Election Coordinator	10
2	0101	Deputy Clerk - Office Supervisor	10
1	0101	Deputy Clerk Statewide Voters Registration Systems (unfunded)	10
1	0101	Probate Administrator	12
3	0101	Deputy Clerk III	8
4	0101	Deputy Clerk II	7
2	0101	Deputy Clerk I	6
1	0101	Staff Assistant - Elections	6
	0101	Part-time Elections Worker	
	0101	Part-time Deputy Clerks	
20		Total Employees	
FUND 1000 QUORUM COURT			
15	0107	Justices of the Peace	See Special Rates of Pay
FUND 1000 BUILDING MAINTENANCE AND JANITORIAL SERVICES			
1	0108	Facilities Maintenance and Construction Supervisor	14
1	0108	General Services Assistant	12
1	0108	Master Electrician	18
2	0108	Maintenance Service Technician	9
1	0108	Facilities Custodial Supervisor	14
8	0108	Building Custodian/Maintenance	3
14		Total Employees	
FUND 1000 ELECTION COMMISSION			
3	0109	Election Commissioners	See Special Rates of Pay

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 PLANNING			
1	0110	Director of Planning	22
1	0110	Senior Planner	15
1	0110	County Planner	12
10	0110	Planning Board of Appeals	See Special Rates of Pay
7	0110	Planning Board Members	See Special Rates of Pay
3		Total Employees	
FUND 1000 ACCOUNTING/HUMAN RESOURCES			
1	0113	Comptroller/Administrator of Shared Services	Non-Graded
1	0113	Accounting Manager	22
1	0113	Accounts Payable and Grants Manager	15
1	0113	Purchasing Manager	15
2	0113	Senior Accounting Specialist	10
1	0113	Accounting Specialist	8
1	0113	Human Resources Director	Non-Graded
1	0113	Human Resources Manager	20
1	0113	Payroll Coordinator	10
2	0113	Human Resources Specialist	12
		Part-time Clerical Pool	
12		Total Employees	
FUND 1000 INFORMATION TECHNOLOGY			
1	0115	Director of Information Technology	Non-graded
1	0115	Systems Administrator	20
1	0115	Database Administrator and Project Coordinator	20
1	0115	Network Administrator	20
1	0115	Web Administrator	19
1	0115	Software Applications Specialist	18
1	0115	GIS Specialist	18
1	0115	Network Analyst	16
2	0115	Systems Analyst	16
1	0115	Security Analyst	16
1	0115	Procurement and Inventory Coordinator	14
3	0115	IT Support Specialist	14
	0115	Part-time	
15		Total Employees	
FUND 1000 ENVIRONMENTAL SERVICES			
1	0130	Environmental Services Manager	14
1	0130	Senior Environmental Officer	13
1	0130	Environmental Officer	11
3		Total Employees	
FUND 1000 BUILDING SAFETY			
1	0140	Senior Building Inspector	16
2	0140	Building Safety Inspector	13
2	0140	Community Risk Reduction Support Specialist	10
5		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 COUNTY SHERIFF			
1	0400	Sheriff	Elected Official
1	0400	Chief Deputy	Non-Graded
2	0400	Major	Major
3	0400	Captain	Captain
1	0400	Crime Analyst	Crime Analyst
5	0400	Lieutenant	Lieutenant
1	0400	Lieutenant - Public Information	Lieutenant
10	0400	Sergeant	Sergeant
18	0400	Detective	Detective
6	0400	Corporal	Corporal
59	0400	Deputy Sheriff (incl Rogers Dist Court & Rogers Annex)	Deputy Sheriff
3	0400	Deputy Sheriff - SRO	Deputy Sheriff
2	0400	Animal Control Officer	Animal Control Officer
2	0400	Crime Property Technician	Crime Property Technician
1	0400	Systems Administrator	20
1	0400	Software Applications Specialist	18
1	0400	Office Manager	14
1	0400	Supervisor - Auto Maintenance	11
1	0400	Supervisor - Warrants/Records	10
1	0400	Bookkeeper	10
2	0400	Deputy Bookkeeper	8
7	0400	Secretary/Warrants/Records/CID	6
1	0400	Staff Assistant	6
		Deputies - Part Time	13
130		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 1			
	0401	Case Coordinator, Supplemental Pay	See Special Rates of Pay
1	0401	Courtroom Security Officer	11
1	0401	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 2			
1	0402	Courtroom Security Officer	11
1	0402	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 4			
1	0403	Courtroom Security Officer	11
	0403	Part-Time Legal Sec/Court Orders Clerk	7
1		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 5			
1	0404	Courtroom Security Officer	11
1	0404	Court Orders Clerk	7
2		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 CIRCUIT COURT, DIVISION 6			
1	0405	Courtroom Security Officer	11
1	0405	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 3			
1	0414	Specialty Court Administrator	18
1	0414	Courtroom Security Officer	11
1	0414	Drug Court Case Manager/Court Asst.	10
1	0414	Court Orders Clerk	7
4		Total Employees	
FUND 1000 JUVENILE DETENTION			
1	0415	Juvenile Detention Center Manager	18
1	0415	Licensed Mental Health Professional	16
1	0415	Assistant Manager of the Juvenile Detention Center	15
1	0415	Training Instructor/Lead Supervisor	12
4	0415	Juvenile Detention Supervisor	11
1	0415	JDC Coordinator	10
13	0415	Juvenile Detention Worker	9
22		Total Employees	
FUND 1000 PROSECUTING ATTORNEY			
6	0416	Deputy Prosecutor	Non-graded
1	0416	Office Manager - Legal	14
1	0416	Office Manager-Administration	14
1	0416	Senior Investigator	18
1	0416	Case Management Supervisor	12
1	0416	Hot Check Coordinator	9
2	0416	Legal Secretary II	8
3	0416	Felony Case Manager	10
10	0416	Legal Secretary I	7
1	0416	Assistant Hot Check Coordinator	6
1	0416	Prosecuting Attorney - Clerk	5
		Part-time Law Clerks	
28		Total Employees	
FUND 3025 PROSECUTING ATTORNEY - VICTIM WITNESS PROGRAM			
1	0416	Victim Assistance Coordinator	10
1	0416	Legal Secretary II	8
3	0416	Legal Secretary I	7
5		Total Employees	
FUND 3400 PROSECUTING ATTORNEY - JUDICIAL COLLECTIONS FUND			
1	0416	Judicial Collections Administrator	9
1	0416	Staff Assistant -Judicial Collections	6
2		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 COUNTY JAIL			
1	0418	Jail Administrator - Captain	Captain
5	0418	Lieutenant	Lieutenant
7	0418	Sergeant	Sergeant
4	0418	Booking Sergeant	Sergeant
4	0418	Corporal	Corporal
8	0418	Jailer III	Jailer III
19	0418	Jailer II	Jailer II
65	0418	Jailer I	Jailer I
2	0418	Jailer - Work Detail	Jailer I
1	0418	Alternative Sentencing Coordinator	14
1	0418	Executive Secretary	12
1	0418	Jail Maintenance Service Tech	9
1	0418	Jail Secretary	6
4	0418	Jail Clerk	5
	0418	Part-Time Jailers	Jailer I
123		Total Employees (includes County Detention Facility (Fund 3018)	
-14		Less Jail Transport	
109		Net General Fund - Jail	
FUND 3017 JAIL OPERATIONS & MAINTENANCE			
1	0418	Master Electrician/Maintenance Manager	18
1	0418	Jail Clerk	5
2		Total Employees	
FUND 3018 COUNTY DETENTION FACILITY			
14	0418	Jail Transport Positions Not to Exceed 14	
FUND 3412 SHERIFF'S COMMISSARY			
1	0418	Jail Clerk	4
1		Total Employees	
FUND 1000 COUNTY CORONER			
1	0419	CORONER	Elected Official
0	0419	Chief Deputy Coroner (Funding transferred to Dpty. Coroner Per Call Pay)	15
2	0419	Deputy Coroner	13
1	0419	Coroner Assistant/Deputy Coroner	8
	0419	Deputy Coroners	See Special Rates of Pay
4		Total Employees	
FUND 1000 JUVENILE PROBATION			
1	0480	Chief Juvenile Probation Officer	19
1	0480	Social Worker	16
2	0480	Juvenile Intake Officer Supervisor	14
1	0480	Juvenile Probation Officer Supervisor	14
2	0480	Juvenile Probation Officer-Team Lead	13
4	0480	Juvenile Intake Officer	12
5	0480	Juvenile Probation Officer	11
2	0480	Legal Secretary/Court Orders Clerk	7
	0480	Part-time Juvenile Probation	
18		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 DEPARTMENT OF EMERGENCY MANAGEMENT			
1	0500	Director of Emergency Management	19
1	0500	Public Safety Support Specialist	10
2		Total Employees	
FUND 1000 CENCOM			
1	0501	Director of Emergency Communications	19
1	0501	Deputy Director Operation	12
1	0501	Quality Assurance/Training Coordinator	12
4	0501	Public Safety Dispatch Supervisor	11
4	0501	Public Safety Dispatch Trainers	10
18	0501	Public Safety Dispatcher II	9
	0501	Public Safety Dispatcher I	8
29		Total Employees	
FUND 1000 FIRE SERVICES			
1	0502	Director of Community Risk Reduction	19
1	0502	Assistant Director of Fire Services	15
2		Total Employees	
FUND 1000 VETERAN SERVICES			
1	0800	Director of Veteran Services	16
1	0800	Veteran Services Officer	12
1	0800	Staff Assistant	6
3		Total Employees	
FUND 2000 COUNTY ROAD DEPARTMENT			
	0200	County Judge (25%)	Non-Graded
	0200	Chief Engineer (75%)	Non-Graded
1	0200	Administrator of Public Service	24
1	0200	Construction Superintendent II	20
1	0200	Shop Superintendent - Fleet Manager	17
1	0200	Administrative Safety/Asset Control Coordinator	17
1	0200	Office Administrator	17
2	0200	Assistant Road Superintendent	15
1	0200	Equipment Operator IV	12
18	0200	Equipment Operator III	11
3	0200	Foreman	11
3	0200	Welder/Mechanic III	11
4	0200	Welder/Mechanic II	10
1	0200	Road Assessment Specialist	10
1	0200	Welder/Mechanic I	9
1	0200	Public Works Data Administrator	9
13	0200	Equipment Operator II	8
4	0200	Equipment Operator I	6
1	0200	Maintenance - Sign Shop	6
1	0200	Formfitter/Finisher	6
2	0200	Staff Assistant	6
8	0200	Truck Driver II	6
9	0200	Truck Driver I	5
1	0200	Tool and Parts Attendent	5
1	0200	General Laborers	3
79		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 3020 9-1-1 ADMINISTRATION			
1	0520	Director of 9-1-1 Operations	18
2	0520	GIS Analyst I	13
3		Total Employees	
FUND 3024 PUBLIC DEFENDER			
6	0417	Deputy Public Defender	Non-graded
1	0417	Office Manager	14
1	0417	Investigator	13
4	0417	Case Manager	10
1	0417	Legal Secretary	7
13		Total Employees	
FUND 1800 COUNTY TREASURER			
1	0103	Treasurer	Elected Official
1	0103	Chief Deputy	19
2		Total Employees	
FUND 3000 COUNTY TREASURER - Automation Fund			
1	0103	Deputy Treasurer/Bookkeeper	9
1		Total Employees	
FUND 1801 COUNTY COLLECTOR			
1	0104	Collector	Elected Official
1	0104	Financial Administrator	Non-graded
1	0104	Chief Deputy	19
1	0104	Administrator - Specialty Division	12
2	0104	Deputy Collector - Supervisor	10
1	0104	Deputy Collector - Assistant Bookkeeper	8
2	0104	Deputy Collector III	7
3	0104	Coordinator Specialty Division	7
6	0104	Deputy Collector II	6
7	0104	Deputy Collector I	5
		Part-time Deputy Collector	
25		Total Employees	
FUND 3001 COUNTY COLLECTOR - Automation Fund			
1	0104	Administrator of Operations	14
1	0104	Deputy Collector - Supervisor	10
2		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1802 COUNTY ASSESSOR			
1	0105	Assessor	Elected Official
1	0105	GIS & Mapping Manager	20
1	0105	Chief Deputy	19
1	0105	Supervisor - Real Estate Appraisers	18
1	0105	GIS Project Supervisor	19
1	0105	Software Application Specialist	18
1	0105	GIS Analyst II	15
1	0105	Supervisor Commercial Appraiser	14
1	0105	GIS Analyst I	13
26	0105	Appraiser Level V	13
	0105	Appraiser Level IV	12
	0105	Appraiser Level III	9
	0105	Appraiser Level II	5
	0105	Appraiser Level I	4
1	0105	Personal Property Manager	14
1	0105	Office Manager	14
1	0105	Manager -Real Estate	13
1	0105	GIS Technician III	12
1	0105	GIS Technician II	10
2	0105	GIS Technician I	8
8	0105	Deputy Assessor IV	9
13	0105	Deputy Assessor III	8
15	0105	Deputy Assessor II	7
6	0105	Deputy Assessor I	6
84		Total Employees	
FUND 3004 COUNTY ASSESSOR AMENDMENT 79 FUND			
2	0105	Deputy Assessor IV	9
FUND 1803 EQUALIZATION BOARD			
9	0106	Equalization Board Member	See Special Rates of Pay
FUND 1805 CIRCUIT CLERK/RECORDER			
1	0102	Circuit Clerk/Recorder	Elected Official
1	0102	Chief Deputy	19
1	0102	Financial Administrator	Non-graded
1	0102	Software Specialist Administrator	18
1	0102	Court Administrator	15
1	0102	IT Support Specialist	14
1	0102	Recorder Administrator	14
1	0102	Supervisor - Bookkeeper	12
1	0102	Supervisor - Deeds and Mortgages	11
1	0102	Supervisor-Child Support/Juvenile	11
2	0102	Supervisor-Court Records	10
4	0102	Deputy Clerk - Bookkeeper	9
1	0102	Deputy Clerk - Court Records Manager	9
12	0102	Deputy Clerk - Courts	8
6	0102	Deputy Clerk Deeds and Mortgages	7
35		Total Employees	

Current Number Authorized	Fund / Dept #	Position Title	Grade/Class
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Number	DEPT	SPECIAL RATES OF PAY	
	0400	Reserve Deputies	\$1.00 per month
9	0106	Equalization Board Members	\$125 per meeting day, + mileage
			\$244.55 per Committee of
15	0107	Justices of the Peace	Whole/\$244.55 per Quorum Court Mtg + mileage
15	0107	Justices of the Peace	\$152.85 per committee mtg + mileage
3	0109	Election Commissioners	\$125 per meeting, + mileage
	0109	Poll workers (limit 13 hrs per election)	\$11.00 hr minimum
	0109	Poll Sheriffs (limit 13 hrs per election)	\$13.00 hr minimum
	0419	Deputy Coroners	\$70 per call
7	0110	Planning Board Members	\$125 per meeting, + mileage
		Jurors (no mileage)	\$50 serving, \$22 appearing

Note: Mileage reimbursement is fixed at the IRS Privately-owned vehicle Reimbursement Rate

STATE RANGES	ELECTED OFFICIALS	2020 SALARY*
48,381	133,349 County Judge	\$106,679.34
48,381	133,349 County Sheriff	\$106,679.34
44,350	125,527 County Clerk	\$100,421.51
44,350	125,527 Circuit Clerk	\$100,421.51
44,350	125,527 Treasurer	\$100,421.51
44,350	125,527 Collector	\$100,421.51
44,350	125,527 Assessor	\$100,421.51
44,350	125,527 Coroner	\$100,421.51

***Note: 2020 Salaries of elected officials were determined by the Salary Administration Policy and Quorum Court**

DEPT.	NON-GRADED POSITIONS	Min	Mid	Max
0417	Deputy Public Defender	56,223.19	70,278.99	84,334.79
0416	Deputy Prosecutor	63,763.38	79,704.22	95,645.07
0102	Financial Administrator - Circ Clerk	63,830.68	79,788.35	95,746.02
0104	Financial Administrator - Collector	63,830.68	79,788.35	95,746.02
0100	Director of Communications	67,237.59	84,046.99	100,856.39
0115	Information Technology Director	85,531.76	106,914.70	128,297.64
0100	Chief Engineer	85,531.76	106,914.70	128,297.64
0113	Human Resources Director	85,531.76	106,914.70	128,297.64
0400	Chief Deputy Sheriff	85,531.76	106,914.70	128,297.64
0113	Comptroller	94,084.94	117,606.17	141,127.41