



**THE COUNTY OF BURNET
TECHNOLOGY/CYBER SECURITY**

Burnet, Texas 78611

512-715-5285

July 8, 2025

To: Commissioners Court
From: Gregory Harris, IT Director

Gentlemen:

This request is for approval to reclassify the Information Technology Assistant position from hourly, non-exempt to a salaried, exempt position, along with a corresponding salary adjustment. This proposal is based on the evolving role, increased responsibilities and significant involvement within the Technology Department benefiting the County.

The primary duties now align with the requirements for Administrative exemption under the Fair Labor Standards Act. The position has taken on additional responsibilities and exercises independent judgment. These responsibilities require consistent use of discretion and individual decision-making, exceeding the scope of the current non-exempt classification.

To reflect the elevated responsibilities and ensure the new salary meets the minimum threshold for exempt status, a proposal is made to reclassify the position from Pay Grade 67 to Pay Grade 68. This adjustment will also align the compensation with market benchmarks for similar roles and required experience levels.

Thank you for your consideration.