

New Position Requests

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Fiscal Year 2026

55120 Animal Control

Position Request 1

Position Title: Licensed Veterinary Technician

Justification: This position will be funded through a donation from a private individual. The donation will cover two full years of expense.

Status: Full Time

Salary: 49,358.40

Benefits: 3,060.22 Employer Social Security

715.70 Employer Medicare

4,175.72 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs: None

Total Annual Costs: 70,362.04

Total One Time Costs: -

Total Cost: 70,362.04

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51930 Benefits

Position Request 1

Position Title: Senior Benefits Specialist

Justification: The Senior Benefits Specialist position will be responsible for the transition of new benefit plans and open enrollment changes. Working closely with insurance carriers on setting up new programs and/or changes, ensuring a smooth transition. Setting up plan changes for new programs and open enrollment plan changes. Setting up payroll deductions for new programs and open enrollment changes in Board of Education and County Munis, as well as in the Benefits system. Testing and auditing changes in both Munis and Selerix. Maintaining eligibility files to insurance carriers, payroll accuracy and compliance. Generating employee communication related to new programs and exiting programs.

Status: Full Time

Salary: 54,912.00

Benefits: 3,404.54 Employer Social Security

796.22 Employer Medicare

4,645.56 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

One Time 1,200.00 Computer

4,000.00 Furniture

300.00 Supplies

Total Annual Costs: 76,810.32

Total One Time Costs: 5,500.00

Total Cost: 82,310.32

82,310.32 Total 51930 Benefits

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51760 Information Technology

Position Request 1

Position Title: Cyber Security Specialist

Justification: I need an additional Cyber Security Specialist to keep up with the daily alerts. This will help ensure all alerts and notifications are looked at and reduce burn out on existing staff.

Status: Full Time

Salary: 93,620.80

Benefits: 5,804.49 Employer Social Security
1,357.50 Employer Medicare
7,920.32 Employer Retirement
13,000.00 Employer Medical/Dental
52.00 Employer Life

Other Costs:

Annual 1,100.00 Training platform license
750.00 Uniforms

One Time 2,200.00 Desktop PC and Laptop

Total Annual Costs: 123,605.11

Total One Time Costs: 2,200.00

Total Cost: 125,805.11

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51760 Information Technology

Position Request 2

Position Title: IT Support Specialist

Justification: This position would have the Tech Staff in good shape and able to respond to multiple problems or incidents at once. Also help maintain the balance while others are training.

Status: Full Time

Salary: 61,110.40

Benefits: 3,788.84 Employer Social Security
886.10 Employer Medicare
5,169.94 Employer Retirement
13,000.00 Employer Medical/Dental
52.00 Employer Life

Other Costs:

Annual 1,100.00 Training Platform License
750.00 Uniforms

One Time 2,200.00 Desktop PC and Laptop

Total Annual Costs: 85,857.29

Total One Time Costs: 2,200.00

Total Cost: 88,057.29

New Position Requests

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53500 Juvenile Court

Position Request 1

Position Title: Deputy Clerk III

Justification: I am requesting two positions to meet demand of court cases and an additional courtroom.

Status: Full Time

Salary: 54,912.00

Benefits: 3,404.54 Employer Social Security

796.22 Employer Medicare

4,645.56 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

One Time 5,000.00 furniture, computers, phones, and office supplies

Total Annual Costs: 76,810.32

Total One Time Costs: 5,000.00

Total Cost: 81,810.32

Positions Requested: 2

Grand Total: 163,620.65

163,620.65 Total 53500 Juvenile Court

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54240 Juvenile Services

Position Request 1

Position Title: Central Intake Juvenile Judicial Commissioner

Justification: In 2024, the Judicial Commissioner's office stopped taking Juvenile petitions. At that time, we were forced to develop a temporary plan to serve the public with existing staff. These positions are essential to allowing us to operate within the necessary hours and process juvenile petitions 24/7 per day for law enforcement and citizens.

Status: Full Time

Salary: 67,995.20

Benefits: 4,215.70 Employer Social Security
985.93 Employer Medicare
5,752.39 Employer Retirement
13,000.00 Employer Medical/Dental
52.00 Employer Life

Other Costs:

Annual 200.00 dues and memberships
225.00 licenses
500.00 travel
300.00 in-service/staff development
150.00 uniforms
200.00 office supplies

Total Annual Costs: 93,576.23

Total One Time Costs: -

Total Cost: 93,576.23

Positions Requested: 2

Grand Total: 187,152.45

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54240 Juvenile Services

Position Request 2

Position Title: Court officer

Justification: With the added courtroom, an additional full time court officer positions will be necessary in order to maintain the operation of our court processes for the public.

Status: Full Time

Salary: 54,912.00

Benefits: 3,404.54 Employer Social Security

796.22 Employer Medicare

4,645.56 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

Annual 200.00 Office Supplies

150.00 Uniforms

Total Annual Costs: 77,160.32

Total One Time Costs: -

Total Cost: 77,160.32

264,312.77 Total 54240 Juvenile Services

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53610 Public Defender's

Position Request 1

Position Title: Legal Secretary

Justification:

Status: Full Time

Salary: 61,056.00

Benefits: 3,785.47 Employer Social Security

885.31 Employer Medicare

5,165.34 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs: None

Total Annual Costs: 83,944.12

Total One Time Costs: -

Total Cost: 83,944.12

83,944.12 Total 53610 Public Defender's

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54900 Public Safety

Position Request 6

Position Title: Telecommunicator- Flex

Justification: Due to the ongoing national retention challenges in 911 dispatch centers, it is critical to implement strategic staffing solutions that ensure continuous and effective emergency response. The addition of three Telecommunicator II Flex positions will provide a proactive approach to mitigating staffing shortages by offering fully trained professionals in both law and fire dispatch who can fill scheduling gaps as new team members are trained and integrated. These flex positions will operate on a month-to-month shift signup basis, ensuring that open shifts are covered first, reducing the strain on existing staff, and helping to manage overtime costs within the department. Each Telecommunicator II Flex will report directly to and be assigned by a floor supervisor, ensuring proper deployment based on operational needs. By incorporating dedicated float personnel under direct supervision, we enhance operational efficiency, maintain service levels, and alleviate burnout among full-time dispatchers, ultimately strengthening our ability to provide timely and reliable emergency communications to the community.

Status: Full Time

Salary: 61,110.40

Benefits: 3,788.84 Employer Social Security

886.10 Employer Medicare

5,169.94 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

Annual 900.00 Uniforms

One Time 1,500.00 Uniforms

Total Annual Costs: 84,907.29

Total One Time Costs: 1,500.00

Total Cost: 86,407.29

Positions Requested: 3

Grand Total: 259,221.86

1,666,746.61 Total 54900 Public Safety

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54900 Public Safety

Position Request 5

Position Title: Fire Instructor

Justification: To support the ongoing recruitment and training of volunteer firefighters and Administrative Fire Captains, this position will address the increasing demand for structured training and ensure the delivery of future programs essential for maintaining operational readiness and community safety.

The Fire Training Instructor will play a critical role in delivering and managing training programs while providing hands-on support to volunteer fire departments serving Williamson County.

Duties and Responsibilities:

- Develop instructional materials and lesson plans.
- Schedule training sessions and coordinate logistics.
- Deliver training courses to volunteers and career staff.
- Provide practical, hands-on training in controlled environments.
- Evaluate firefighter performance during drills.
- Manage training records, including data uploads into supported software applications.
- Inspect and maintain training equipment to ensure safety and functionality.
- Respond to emergency calls during regular duty hours as needed.

Training hours for fire personnel have increased over the past two years, driven by a growing number of recruits, the Volunteer Educational Incentive Program (VEIP), more continuing education training and evolving NFPA standards. Currently, these responsibilities are shared among existing staff, creating inefficiencies and leaving gaps in continuity.

A full-time Fire Training Lieutenant helps to ensure training is delivered more consistently, improves compliance with state and federal requirements, and enhances safety outcomes for both staff and the community.

In addition to managing training programs, the Fire Training Lieutenant will respond to emergency calls during normal duty hours as needed to supplement volunteer staffing. This dual-purpose function ensures they remain operationally engaged, enhancing their ability to design realistic, scenario-based training sessions that directly reflect on-the-ground needs. This flexibility adds significant value, as the Lieutenant provides both training expertise and supplemental staffing when required.

Status: Full Time

Salary: 54,912.00

Benefits: 3,404.54 Employer Social Security
796.22 Employer Medicare
4,645.56 Employer Retirement
13,000.00 Employer Medical/Dental
52.00 Employer Life

Other Costs:

Annual 530.00 Phone and MiFi Device

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Annual	1,500.00	Uniforms
	1,200.00	In-service Staff Development
	350.00	Dues and Memberships
	500.00	Gasoline
	500.00	Vehicle and Preventative Maintenance
One Time	2,600.00	Uniforms
	150,000.00	Vehicle and Response Equipment
	5,000.00	PPE
	1,000.00	Laptop

Total Annual Costs:	81,390.32
Total One Time Costs:	158,600.00
Total Cost:	239,990.32
Positions Requested:	2
Grand Total:	479,980.65

New Position Requests

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54900 Public Safety

Position Request 2

Position Title: Administrative Fire Captain - Burwood

Justification: The purpose of the EMA-Fire Division Staff is to support the ongoing demands and requirements of administratively supporting the three county volunteer fire departments while maintaining a focus on operational response by supplementing the volunteer staffing when needed. Each Administrative Fire Captain (currently there are seven full-time Administrative Fire Captains and one Fire Coordinator within Williamson County EMA) is assigned to one of the 13 county volunteer fire stations to support the needs of the respective Fire Chief, the department, and overall preparedness and response across the county. Each Captain is assigned specific projects and/or areas of responsibility to support the fire departments depending upon their expertise and the needs of the county, such as fleet management, information technology support, volunteer recruitment, training, or other aspects of organizational support as needed.

This position is proposed to be funded 50%-50% by a joint partnership and inter-local agreement with the town of Thompson's Station, and will be assigned to the future Williamson County Fire-Rescue Station 25 located at Thompson's Station Rd W and Carters Creek Pike. If approved by both parties, Thompson's Station will fund 50% of the salary and benefits for the position for the term of the inter-local agreement. Williamson County will be responsible for 50% of the salary and benefits, plus other personnel and one-time costs.

This position is proposed to be funded beginning January 1st, 2026.

Status: Full Time

Salary: 46,810.40

Benefits: 2,902.24 Employer Social Security

678.75 Employer Medicare

3,960.16 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

Annual 530.00 Phone and MiFi device

1,500.00 Physical (HazMat and Respiratory)

550.00 Uniforms - after initial issue

1,200.00 In-Service Staff Development

350.00 Dues and Memberships (including Certifications)

500.00 Gasoline

500.00 Vehicle Maintenance

One Time 2,600.00 Uniforms

165,000.00 Vehicle and Response Equipment

5,000.00 Personal Protective Equipment (turnout gear, body armour, etc)

1,000.00 Laptop

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Total Annual Costs:	72,533.56
Total One Time Costs:	<u>173,600.00</u>
Total Cost:	246,133.56

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54900 Public Safety

Position Request 1

Position Title: Administrative Fire Captain - Thompson Station

Justification: The purpose of the EMA-Fire Division Staff is to support the ongoing demands and requirements of administratively supporting the three county volunteer fire departments while maintaining a focus on operational response by supplementing the volunteer staffing when needed. Each Administrative Fire Captain (currently there are seven full-time Administrative Fire Captains and one Fire Coordinator within Williamson County EMA) is assigned to one of the 13 county volunteer fire stations to support the needs of the respective Fire Chief, the department, and overall preparedness and response across the county. Each Captain is assigned specific projects and/or areas of responsibility to support the fire departments depending upon their expertise and the needs of the county, such as fleet management, information technology support, volunteer recruitment, training, or other aspects of organizational support as needed.

This position is proposed to be funded 50%-50% by a joint partnership and inter-local agreement with the town of Thompson's Station, and will be assigned to Station 23 located at 1515 Thompson's Station Rd W. If approved by both parties, Thompson's Station will fund 50% of the salary and benefits for the position for the term of the inter-local agreement. Williamson County will be responsible for 50% of the salary and benefits, plus other personnel and one-time costs

Status: Full Time

Salary: 93,620.80

Benefits: 5,804.49 Employer Social Security
1,357.50 Employer Medicare
7,920.32 Employer Retirement
13,000.00 Employer Medical/Dental
52.00 Employer Life

Other Costs:

Annual 530.00 Phone and MiFi device
1,500.00 Physical (HazMat and Respiratory)
550.00 Uniforms - after initial issue
1,200.00 In-Service Staff Development
350.00 Dues and Memberships (including Certifications)
500.00 Gasoline
500.00 Vehicle Maintenance

One Time 2,600.00 Uniforms
165,000.00 Vehicle and Response Equipment
5,000.00 Personal Protective Equipment (turnout gear, body armour, etc)

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One Time 1,000.00 Laptop

Total Annual Costs: 126,885.11

Total One Time Costs: 173,600.00

Total Cost: 300,485.11

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54900 Public Safety

Position Request 4

Position Title: Administrative Fire Captain - Fernvale

Justification: The purpose of the EMA-Fire Division Staff is to support the ongoing demands and requirements of administratively supporting the three county volunteer fire departments while maintaining a focus on operational response by supplementing the volunteer staffing when needed. Each Administrative Fire Captain (currently there are seven full-time Administrative Fire Captains and one Fire Coordinator within Williamson County EMA) is assigned to one of the 13 county volunteer fire stations to support the needs of the respective Fire Chief, the department, and overall preparedness and response across the county. Each Captain is assigned specific projects and/or areas of responsibility to support the fire departments depending upon their expertise and the needs of the county, such as fleet management, information technology support, volunteer recruitment, training, or other aspects of organizational support as needed.

This Captain position is proposed to serve as a County Fire Marshal. This individual will coordinate with the County Codes and Planning Offices, various Public Utility Service Providers, state and local authorities, and each of the 3 volunteer fire chiefs providing better prevention and protection for the purpose of public safety in the fire service. This position would focus on fire prevention to mitigate the loss of life and property due to a fire or other emergency situation. Additionally, this position would support the three volunteer fire departments in investigating the cause of a fire. The position would work out of an existing emergency service station and provide additional support to the volunteer fire service as time allows.

This position is proposed to be assigned to the future Williamson County Fire-Rescue Station 35 located at 7711 Fernvale Road.

Status: Full Time

Salary: 93,620.80

Benefits: 5,804.49 Employer Social Security

1,357.50 Employer Medicare

7,920.32 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

Annual 530.00 Phone and MiFi device

1,500.00 Physical (HazMat and Respiratory)

550.00 Uniforms - after initial issue

1,200.00 In-Service Staff Development

350.00 Dues and Memberships (including Certifications)

500.00 Gasoline

500.00 Vehicle Maintenance

One Time 2,600.00 Uniforms

165,000.00 Vehicle and Response Equipment

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54900 Public Safety

One Time	5,000.00	Personal Protective Equipment (turnout gear, body armour, etc)
	1,000.00	Laptop

Total Annual Costs:	126,885.11
Total One Time Costs:	173,600.00
Total Cost:	<u>300,485.11</u>

New Position Requests

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54900 Public Safety

Position Request 3

Position Title: Radio System Technician

Justification: The purpose of the Radio System Technician is to support the increasing needs of maintaining the county-wide radio communications network.

The Radio System Technician is responsible for installing, maintaining, programming, repairing, and troubleshooting complex two-way radio systems used by emergency services personnel, ensuring reliable communication by diagnosing issues, performing preventative maintenance, and upgrading equipment as needed, often requiring a strong understanding of radio frequency regulations and FCC licensing, while also coordinating with dispatchers and system users to address communication problems on-site at the Public Safety Center, radio tower sites, fire/EMS stations, and other critical locations.

This position would reduce the reliance on and payments to Motorola for several needs, and ensure sustainability and succession planning of personnel knowledgeable of the radio network.

Status: Full Time

Salary: 54,912.00

Benefits: 3,404.54 Employer Social Security

796.22 Employer Medicare

4,645.56 Employer Retirement

13,000.00 Employer Medical/Dental

52.00 Employer Life

Other Costs:

Annual 200.00 Maintenance Uniforms

1,200.00 In-Service Staff Development

350.00 Dues & Memberships

530.00 Phone and MIFI Device

One Time 350.00 Initial Uniforms

1,000.00 Laptop

Total Annual Costs: 79,090.32

Total One Time Costs: 1,350.00

Total Cost: 80,440.32