

# VOTING SESSION

Aug. 25, 2009

**CLERK**

# \_\_\_\_\_

Travis County Commissioners Court Agenda Request

Voting Session 8/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

**Consider and take appropriate action on:**

**A. A plat for recording in Precinct Three: Revised Plat of Lots 2 and 3, Block B Angel Bay Subdivision. (Revised Plat – 2 Lots – 13.07 acres – Thurman Bend Road – No fiscal required – Sewage service to be provided by on-site septic facilities – No ETJ).**

B. Approved by:

Karen Huber  
Commissioner Karen Huber, Precinct Three

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight (8) copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to them:

Michael Hettenhausen: 854-7563 Dennis Wilson: 854-4217  
Anna Bowlin: 854-7561

III. Required Authorizations: Please check if applicable:

- Planning and Budget Office (854-9106)
- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant
- Human Resources Department (854-9165)
- A change in your department's personnel (reclassifications, etc.)
- Purchasing Office (854-9700)
- Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (854-9415)
- Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG -7 AM 8:54

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits MUST be submitted to the County Judge's Office no later than 5:00 p.m. on Tuesday for the following week's meeting. Late or incomplete requests will be deferred.



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

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411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
(512) 854-9383

ADDENDUM TO BACK-UP MEMORANDUM

Agenda Item \_\_\_

August 4, 2009

TO: Members of the Commissioners' Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM:  Anna Bowlin, Director, Development Services 

SUBJECT: Revised Plat of Lots 2 and 3, Block B Angel Bay Subdivision, Precinct Three

**SUMMARY AND STAFF RECOMMENDATION:**

The property owners of lots 2 and 3 wish to revise the existing plat by relocating the common lot line, which will result in Lot 2B consisting of 8.06 acres and Lot 3B consisting of 5.01 acres. This subdivision is platted from Thurman Bend Road. There are no new public or private streets proposed with this revised plat. Parkland dedication or fees in lieu of dedication are not required for this revised plat.

As this plat application meets all Travis County standards, TNR staff recommends approval of the revised plat.

**ISSUES AND OPPORTUNITIES:**

As part of the requirements for a plat revision, a notice of public hearing sign was placed on the subject property on July 22, 2009. As of this date, staff has not received any inquiries from adjacent property owners.

**BUDGETARY AND FISCAL IMPACT:**

None.

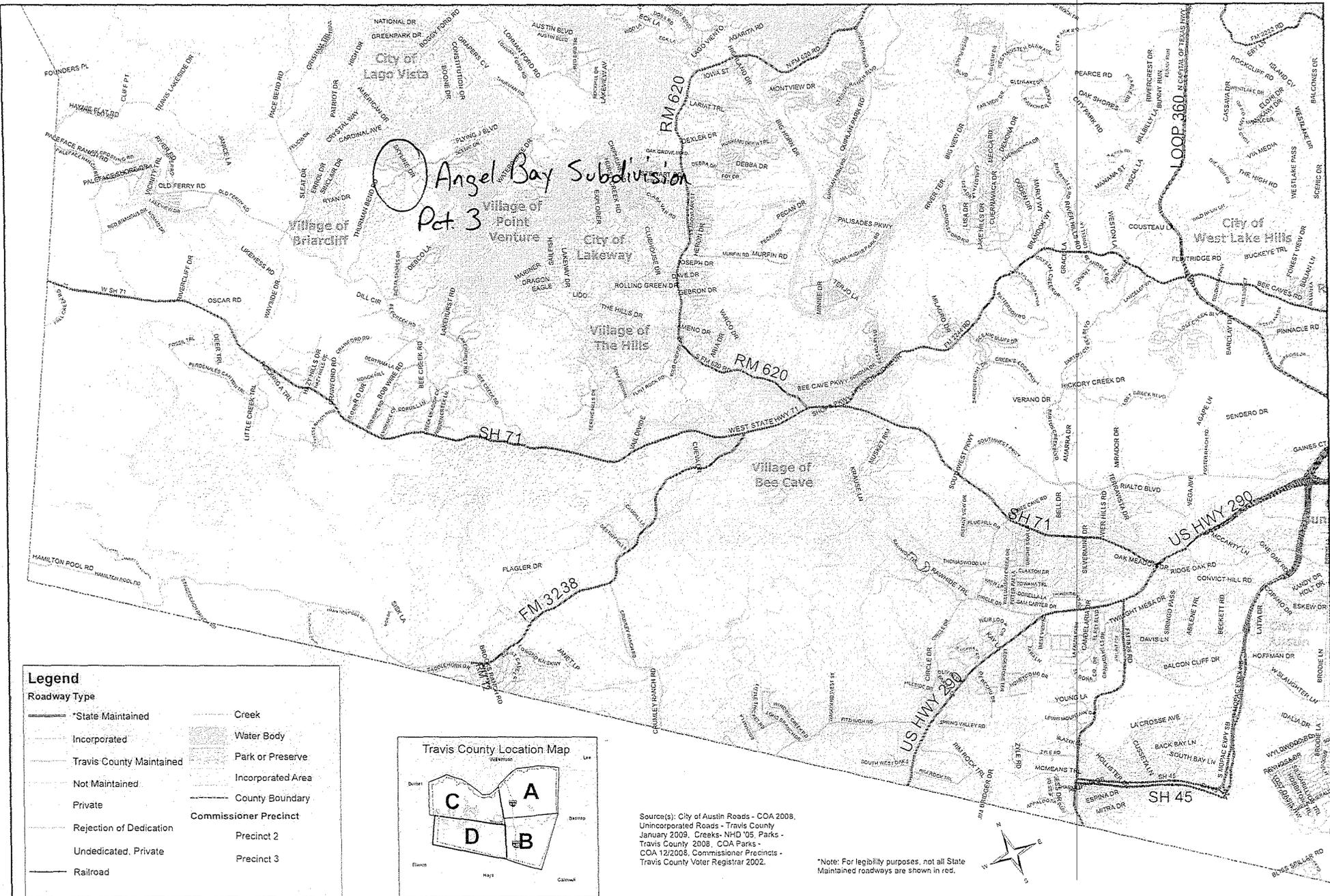
**REQUIRED AUTHORIZATIONS:**

None.

**EXHIBITS:**

- Precinct map
- Location map
- Existing plat
- Proposed plat
- Photograph of public notice sign
- Affidavit of sign posting

AMB: mph  
1105

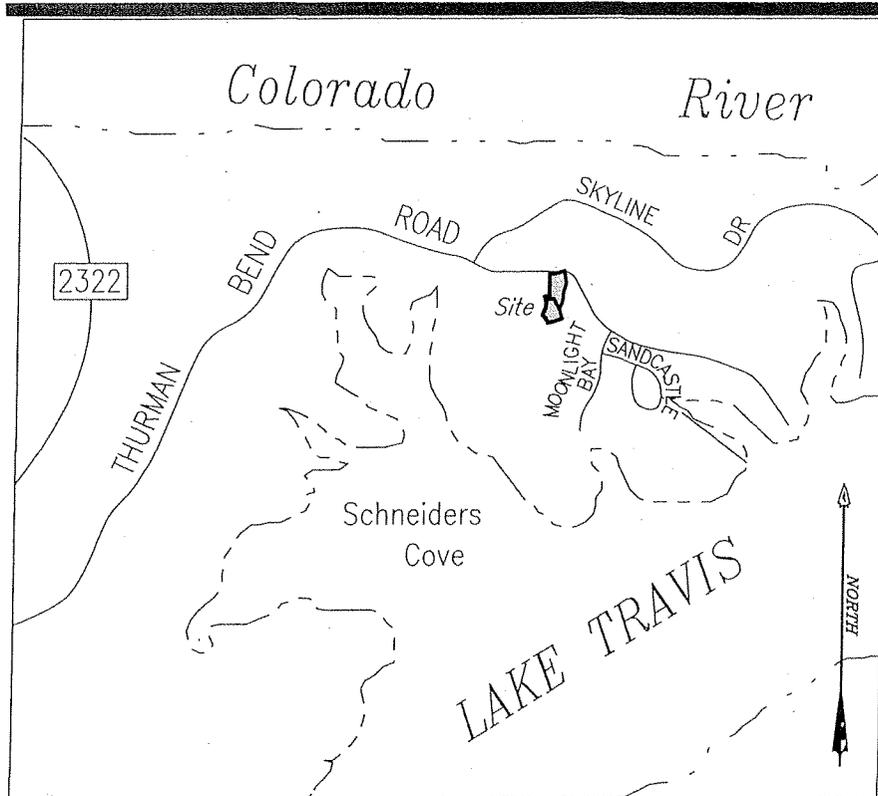


Map Disclaimer: This map was created for the Travis County Sign Crew for identifying Travis County's maintained roadways. The data is provided "as is" with no warranties of any kind. For questions, contact the Travis County GIS Coordinator at (512) 854-9383.

# Travis County Roadways, Map D



Map Prepared by Travis County, Dept. of Transportation & Natural Resources. Date: 1/7/2009  
<http://www.cc.travis.tx.us/maps>



VICINITY MAP  
(NOT TO SCALE)

# EXISTING PLAT

199900173

## ANGEL BAY



SCALE: 1" = 100'

### LEGEND

- 1/2-INCH IRON ROD FOUND
- 1/2-INCH IRON ROD SET
- SIDEWALK
- BUILDING LINE
- MFE=717.0 MINIMUM FINISHED FLOOR ELEVATION

LIVING REVOCABLE TRUST  
RACHEL B. & DAN M.  
COVERT, Trustees  
8970/381

LOT 1  
8.831 Ac

LOT 2  
6.338 Ac  
MFE=717.0'

LOT 2  
7.681 Ac  
MFE=717.0'

LOT 4  
6.296 Ac

LOT 3  
5.048 Ac  
MFE=717.0'

LOT 3  
5.389 Ac  
MFE=717.0'

LOT 6

Match Line - See Sheet 3 of 13

Match Line - See Sheet 4 of 13

THURMAN BEND ROAD

BEND ROAD

ROAD

ANGEL BAY DRIVE

DRIVE

Lake Ponds

BLOCK A

BLOCK B

APPROX LOCATION 7th CONDUIT

30' INGRESS EGRESS EASEMENT  
Doc. No. 1995016727

INUNDATION & OVERFLOW EASEMENT  
TO LCR# 6029309 & 6029424

DRAINAGE EASEMENT  
(100-YR FLOODPLAIN)  
(7% SLOPE)

LATERAL SUPPORT ESMT

S' DEDICATED HEREON FOR RIGHT-OF-WAY

PHOTOGRAPHIC COPY

Unofficial Plat

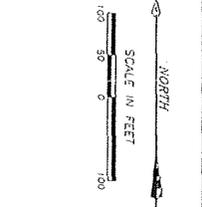
Unofficial Plat

Unofficial Plat

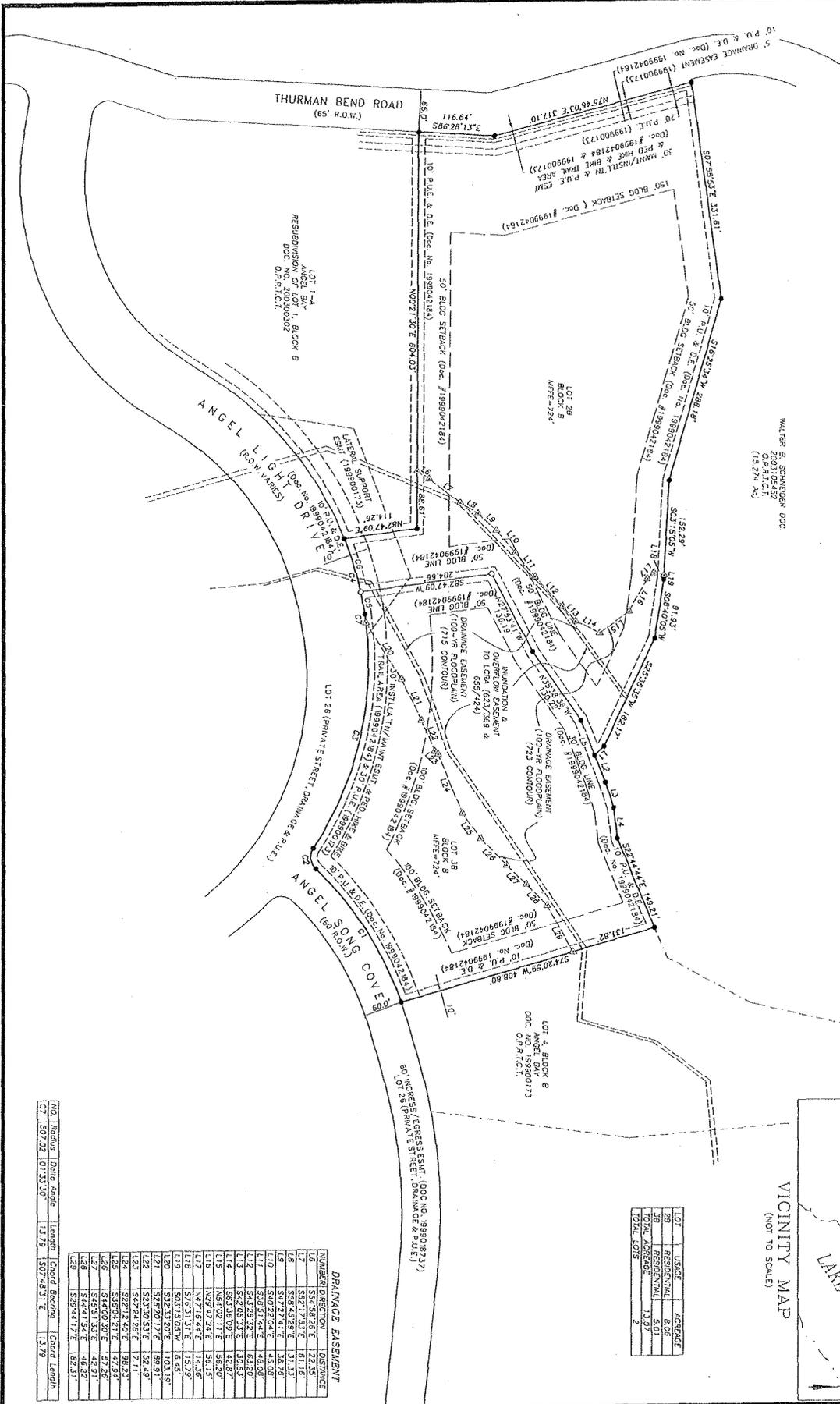
Unofficial Plat

# PROPOSED PLAT

NO.	RECORD	DATE AMEND	LENGTH	CHORD BEARING	CHORD LENGTH
1	5460036 W	20.03	44.69	N15°12'21" W	42.13
2	5714944 E	14.25	44.25	N00°00'00" E	44.25
3	5180330 E	17.23	47.23	N00°00'00" E	47.23
4	5070330 E	17.23	47.23	N00°00'00" E	47.23
5	5244154 E	16.23	46.23	N00°00'00" E	46.23
6	5294417 E	22.31	52.31	N00°00'00" E	52.31

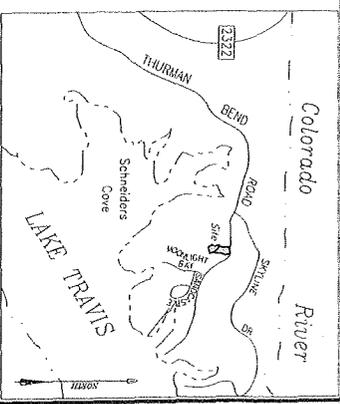


- LEGEND**
- 1/2" IRON REBAR ROUND (unless noted otherwise)
  - W/F
  - MANUAL FINISHED FLOOR ELEVATION
  - D.R./C/T
  - DEED RECORDS OF TRAVIS COUNTY, TEXAS
  - R.P.R./C/T
  - REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS
  - O.P.R./C/T
  - OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS
  - P.L.R./C/T
  - PLAT RECORDS OF TRAVIS COUNTY, TEXAS



WALTER B. SCHNEIDER DOC.  
2003105452  
(18.29' x 40')

VICINITY MAP  
(NOT TO SCALE)



LOT	USAGE	ACREAGE
2	RESIDENTIAL	5.01
3	RESIDENTIAL	5.01
TOTAL	RESIDENTIAL	10.02
TOTAL LOTS		2

NO.	RECORD	DATE AMEND	LENGTH	CHORD BEARING	CHORD LENGTH
1	5460036 W	20.03	44.69	N15°12'21" W	42.13
2	5714944 E	14.25	44.25	N00°00'00" E	44.25
3	5180330 E	17.23	47.23	N00°00'00" E	47.23
4	5070330 E	17.23	47.23	N00°00'00" E	47.23
5	5244154 E	16.23	46.23	N00°00'00" E	46.23
6	5294417 E	22.31	52.31	N00°00'00" E	52.31

## REVISED PLAT OF LOTS 2 AND 3, BLOCK B, ANGEL BAY

**DESIGN SERVICES, INC.**  
LAND SURVEYORS  
EST. 2002

**LANDSCAPE SERVICES, INC.**  
315-298-7001  
355 ROUND HORN WEST DR.  
ROUND ROCK, TEXAS 78681

PROJECT NAME: M29100 ANGEL BAY  
JOB NUMBER: 230-09-1  
DATE: 08/25/09  
DRAWING FILE PATH: 2300903.DWG  
FIELDNOTE FILE PATH: L:\MapInfo\2300903 ANGEL BAY.DWG  
P.L.S. [ ] TECHSAS [ ] PARTYCHER-DR  
CHECKED BY: J.B. BELDROCKS

1 of 2  
SHEET

STATE OF TEXAS //
COUNTY OF TRAVIS //
KNOW ALL MEN BY THESE PRESENTS:

KNOW ALL MEN BY THESE PRESENTS: THAT SCOTT ATLAS, OWNER OF LOT 2, BLOCK B, ANGEL BAY, A SUBDIVISION OF RECORD IN DOCUMENT NUMBER 199900173 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, BY DEED RECORDED IN DOCUMENT NO. 2006074388 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND THOMAS J. CLEARLY, OWNER OF LOT 3, BLOCK B, ANGEL BAY, A SUBDIVISION OF RECORD IN DOCUMENT NUMBER 199900173 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, DO HEREBY AMEND LOTS 2 & 3, BLOCK B, IN ACCORDANCE WITH THE ATTACHED PLAT, PURSUANT TO CHAPTER 232.009 OF THE TEXAS LOCAL GOVERNMENT CODE IN ACCORDANCE WITH ATTACHED PLAT TO BE KNOWN AS

"REVISED PLAT OF LOTS 2 AND 3, BLOCK B, ANGEL BAY"

SUBJECT TO THE COVENANTS AND RESTRICTIONS SHOWN HEREON, AND DEDICATES TO THE ANGEL BAY HOMEOWNERS ASSOCIATION, INC., A TEXAS CORPORATION, ALL OTHER STREETS AND COMMON AREAS SHOWN ON SAID PLAT FOR THE USE OF THE LOT OWNERS OF ANGEL BAY AND DOES HEREBY GRANT AN EXPRESS NON-EXCLUSIVE EASEMENT ACROSS ALL PRIVATE ACCESS EASEMENTS AND PRIVATE STREETS SHOWN ON THIS PLAT FOR USE OF THE SURFACE FOR ALL GOVERNMENTAL FUNCTIONS, VEHICULAR AND/OR NON-VEHICULAR, INCLUDING FIRE AND POLICE PROTECTION SERVICES, SOLID AND OTHER WASTE MATERIAL PICK-UP AND ANY OTHER PURPOSES ANY GOVERNMENTAL AUTHORITY DEEMS NECESSARY, AND DOES FURTHER AGREE THAT ALL GOVERNMENTAL ENTITIES, THEIR AGENTS OR EMPLOYEES SHALL NOT BE LIABLE FOR ANY DAMAGE OCCURRING TO THE SURFACE OF ANY SAID EASEMENTS AND PRIVATE STREETS AS A RESULT OF GOVERNMENTAL VEHICLES TRAVERSING OVER THE SAME. THE EASEMENT DEDICATED BY THE PRIOR SENTENCE IS SUBJECT TO ANY EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED. THE RESPONSIBILITY OF MAINTENANCE OF AND LEVYING ASSESSMENTS FOR MAINTENANCE OF THE PRIVATE STREETS, SHOWN AS SHALL BE VESTED IN THE ANGEL BAY HOMEOWNERS ASSOCIATION, INC. THE PROPERTY OWNERS ASSOCIATION FOR ANGEL BAY.

SCOTT ATLAS
700 LOUISIANA STREET
SUITE 1800
HOUSTON, TEXAS 77002

THOMAS J. CLEARLY
1331 LIKENESS ROAD
SPICEWOOD, TEXAS 78669

DATE

DATE

STATE OF TEXAS //
COUNTY OF TRAVIS //
NOTARY'S STATEMENT

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED SCOTT ATLAS, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT OF WRITING, AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND, THIS THE \_\_\_ DAY OF \_\_\_, 20\_\_.

NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

STATE OF TEXAS //
COUNTY OF TRAVIS //
NOTARY'S STATEMENT

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THOMAS J. CLEARLY, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT OF WRITING, AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND, THIS THE \_\_\_ DAY OF \_\_\_, 20\_\_.

NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

LAND SURVEYOR'S STATEMENT

THAT I, JOSEPH BEAVERS, A REGISTERED PROFESSIONAL LAND SURVEYOR, AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING, DO HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS PREPARED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION.

JOSEPH BEAVERS, R.P.L.S. NO. 4938
LANDSEIGN SERVICES, INC.
555 ROUND ROCK WEST DRIVE
BLDG. D, SUITE 1717
ROUND ROCK, TEXAS 78681
(512) 238-7901

DATE

ENGINEER'S STATEMENT

THIS PROPERTY IS WITHIN ZONE AE - BASE FLOOD ELEVATIONS DETERMINED, ZONE X - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 4845300193A, EFFECTIVE SEPTEMBER 26, 2008, ISSUED BY FEMA FOR TRAVIS COUNTY, TEXAS.

I, ROBERT C. THOMPSON, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

ROBERT C. THOMPSON, P.E. NO. 69524
P.O. BOX 160062
AUSTIN, TEXAS 78716

DATE

STATE OF TEXAS //
COUNTY OF TRAVIS //

I, DANA DEBEAUVOUR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE DAY OF \_\_\_, 20\_\_ A.D., THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE \_\_\_ DAY OF \_\_\_, 20\_\_ A.D.

DANA DEBEAUVOUR, COUNTY CLERK
TRAVIS COUNTY, TEXAS.

DEPUTY

STATE OF TEXAS //
COUNTY OF TRAVIS //

I, DANA DEBEAUVOUR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_ DAY OF \_\_\_, 20\_\_ A.D. AT \_\_\_ O'CLOCK \_\_\_ M. OF SAID COUNTY AND STATE IN DOCUMENT NO. \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE \_\_\_ DAY OF \_\_\_, 20\_\_ A.D.

DANA DEBEAUVOUR, COUNTY CLERK
TRAVIS COUNTY, TEXAS.

DEPUTY

NOTES FROM PREVIOUS PLAT OF ANGEL BAY, DOCUMENT NO. 199900173, ORIGINAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

- 1. TRAVIS COUNTY SITE DEVELOPMENT PERMITS ARE REQUIRED PRIOR TO ANY SITE DEVELOPMENT.
2. WATER WELLHEADS SHALL BE LOCATED A MINIMUM OF 5' FROM THE R.O.W. AND PROPERTY LINES.
3. PROPERTY OWNERS SHALL PROVIDE ACCESS TO DRAINAGE EASEMENTS AS NECESSARY AND SHALL NOT PROHIBIT ACCESS TO TRAVIS COUNTY.
4. NO RESIDENCE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO PRIVATE WATER AND WASTEWATER SYSTEMS AS APPROVED BY THE GOVERNING HEALTH OFFICIAL.
5. ALL INTERNAL STREETS ARE PRIVATE STREETS TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION. SEE DOCUMENT NO. 1999035407, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.
6. MINIMUM FINISHED FLOOR ELEVATION FOR ALL STRUCTURES SHALL BE 1 (ONE) FOOT ABOVE THE ELEVATION OF THE 100-YEAR FLOOD PLAIN AS SHOWN HEREON, 724.00 MSL.
7. NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT EXCEPT AS APPROVED BY TRAVIS COUNTY.
8. DEVELOPMENT WHICH EXCEEDS 20% IMPERVIOUS COVER, WHEN CALCULATED AGAINST THE TOTAL PROPERTY, SHALL CONTROL THE INCREASED STORMWATER.
9. L.C.R.A. DEVELOPMENT PERMITS ARE REQUIRED FOR ALL CONSTRUCTION IN THIS SUBDIVISION.
10. ALL DRIVEWAY CULVERTS SHALL BE A MINIMUM OF 18 INCHES IN DIAMETER.
11. THERE IS A 30 FOOT PUBLIC UTILITY EASEMENT DEDICATED HEREIN ACROSS LOTS 1 & 2, BLOCK A AND LOTS 1 & 2, BLOCK B ALONG AND CONTIGUOUS WITH THURMAN BEND ROAD.
12. THERE IS A 30 FOOT PUBLIC UTILITY EASEMENT ALONG THE FRONT OF ALL LOTS FRONTING ON ANGEL LIGHT DRIVE AND ANGEL SONG COVE.

COMMISSIONERS COURT NOTES

IN APPROVING THIS PLAT, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS ASSUMES NO OBLIGATION TO BUILD THE STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH, THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, IS THE RESPONSIBILITY OF THE OWNER AND OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS.

THE OWNER(S) OF THE SUBDIVISION SHALL CONSTRUCT THE SUBDIVISION'S STREET AND DRAINAGE IMPROVEMENTS (THE IMPROVEMENTS) TO COUNTY STANDARDS IN ORDER FOR THE COUNTY TO ACCEPT THE PUBLIC IMPROVEMENTS FOR MAINTENANCE OR TO RELEASE FISCAL SECURITY POSTED TO SECURE PRIVATE IMPROVEMENTS. TO SECURE THIS OBLIGATION, THE OWNER(S) MUST POST FISCAL SECURITY WITH THE COUNTY IN THE AMOUNT OF THE ESTIMATED COST OF THE IMPROVEMENTS. THE OWNER(S) OBLIGATION TO CONSTRUCT THE IMPROVEMENTS TO COUNTY STANDARDS AND TO POST THE FISCAL SECURITY TO SECURE SUCH CONSTRUCTION IS A CONTINUING OBLIGATION BINDING ON THE OWNERS AND THEIR SUCCESSORS AND ASSIGNS UNTIL THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY, OR PRIVATE IMPROVEMENTS HAVE BEEN CONSTRUCTED AND ARE PERFORMING TO COUNTY STANDARDS.

THE AUTHORIZATION OF THIS PLAT BY THE COMMISSIONERS COURT FOR FILING OR THE SUBSEQUENT ACCEPTANCE FOR MAINTENANCE BY TRAVIS COUNTY, TEXAS OF ROADS AND STREETS IN THE SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET NAME SIGNS OR ERECT TRAFFIC CONTROL SIGNS, SUCH AS SPEED LIMITS, STOP SIGN, AND YIELD SIGN, WHICH IS CONSIDERED TO BE PART OF THE DEVELOPERS CONSTRUCTION.

NOTES:

1. BENCHMARK:

- A. NO. 1 - 800 NAIL IN 18" LIVE OAK ON LOT 2, BLOCK A @ INTERSECTION OF THURMAN BEND ROAD AND ANGEL LIGHT DRIVE. ELEV. = 808.63'
B. NO. 2 - 600 NAIL IN 15" LIVE OAK ON LOT 25, BLOCK B @ INTERSECTION OF ANGEL LIGHT DRIVE. ELEV. = 714.92'

2.A TRAVIS COUNTY SITE DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.

3. PRIOR TO CONSTRUCTION ON ANY LOT HABITAT MITIGATION WILL BE REQUIRED, CONTACT THE TRAVIS COUNTY ENVIRONMENTAL SPECIALIST AT 512-854-7215, OR U.S. FISH AND WILDLIFE AT 512-490-0057.

4. WATER SERVICE FOR ALL LOTS IN THIS SUBDIVISION WILL BE PROVIDED BY PRIVATE WELL.

5. WASTEWATER WILL BE PROVIDED BY ON SITE SEPTIC FACILITIES.

6. NO OBJECTS, INCLUDING BUT NOT LIMITED TO, BUILDINGS, FENCES, OR LANDSCAPING SHALL BE ALLOWED IN A DRAINAGE EASEMENT EXCEPT AS APPROVED BY TRAVIS COUNTY.

7. PROPERTY OWNER AND/OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY TRAVIS COUNTY FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.

8. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER AND HIS/HER ASSIGNS.

9. L.C.R.A. NON-POINT SOURCE RESTRICTIONS ARE RECORDED IN DOCUMENT NO. 1999035408 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

L.C.R.A. NPS RESTRICTIONS

THE L.C.R.A. NPS AREA ARE FOR THE PROTECTION OF THE ENVIRONMENT BY IMPROVING THE QUALITY OF WATER RUNOFF FROM DEVELOPED LAND, THE NATIVE LAND OR MANAGEMENT PRACTICES WITHIN THE L.C.R.A. NPS AREAS ARE TO HELP MAINTAIN CLEAN WATER IN OUR CREEKS, RIVERS AND LAKES. NO STRUCTURES OR IMPROVEMENTS, OTHER THAN NATIVE PLANTS ENHANCEMENT OR MAINTENANCE TO THE AREA IN ACCORDANCE WITH THE L.C.R.A. RULES, MAY OCCUR WITHIN THE L.C.R.A. NPS AREAS WITHOUT SPECIFIC AUTHORIZATION AND APPROVAL IN WRITING FOR THE LOWER COLORADO RIVER AUTHORITY (LCRA), ITS SUCCESSORS, OR ASSIGNS, OR OTHER GOVERNMENTAL ENTITY WITH AUTHORITY TO PERMIT SUCH IMPROVEMENTS FOR THE PROTECTION OF THE ENVIRONMENT. THE AREAS SHALL BE MAINTAINED BY EACH LOT OWNER BY PRESERVING AND RESTORING NATIVE GRASS VEGETATION ONLY. THE AREAS MAY NOT BE AMENDED EXCEPT BY EXPRESS WRITTEN AGREEMENT OF L.C.R.A., ITS SUCCESSORS OR ASSIGNS, OR OTHER GOVERNMENTAL ENTITY WITH PROPER AUTHORITY.

ALL PROPERTY HEREIN IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S LAKE TRAVIS NONPOINT SOURCE POLLUTION CONTROL ORDINANCE, SHOULD AND LOT BE PROPOSED FOR A USE OTHER THAN SINGLE-FAMILY RESIDENTIAL, AN L.C.R.A. NPS DEVELOPMENT PERMIT, ITS SUCCESSORS OR ASSIGNS, MY BE REQUIRED.

L.C.R.A. NOTE:

ALL PROPERTY HEREIN IS SUBJECT TO THE LOWER COLORADO RIVER AUTHORITY'S HIGHLAND LAKES WATERSHED ORDINANCE, WRITTEN NOTIFICATION AND/OR PERMITS ARE REQUIRED PRIOR TO COMMENCING ANY DEVELOPMENT ACTIVITIES. CONTACT LCRA WATERSHED MANAGEMENT AT 1-800-776-5272, EXTENSION 2324 FOR MORE INFORMATION.

EACH AND EVERY ON-SITE SEWAGE FACILITY INSTALLED WITHIN THIS SUBDIVISION MUST BE PERMITTED, INSPECTED AND LICENSED FOR OPERATION UNDER THOSE TERMS, STANDARDS AND REQUIREMENTS OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND LOWER COLORADO RIVER AUTHORITY AS ARE IN EFFECT AT THE TIME SUCH APPLICATIONS FOR PERMITS AND LICENSING ARE MADE. THESE LOTS MAY REQUIRE PROFESSIONAL DESIGNED WASTEWATER DISPOSAL SYSTEMS DUE TO TOPOGRAPHICAL, GEOLOGICAL AND WATER WELL CONSIDERATIONS.

LCRA OSSF REPRESENTATIVE

E.T.W. NOTE

THIS SUBDIVISION IS NOT LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF AUSTIN, THIS THE \_\_\_ DAY OF \_\_\_, 20\_\_.

VICTORIA J. LI, P.E. DIRECTOR
WATERSHED PROTECTION & DEVELOPMENT REVIEW DEPARTMENT



REVISED PLAT OF LOTS 2 AND 3, BLOCK B, ANGEL BAY

PROJECT NAME: 080303 ANGEL BAY
JOB NUMBER: 200-09-1
DATE: 08/25/09
DRAWING FILE PATH: 2000003.DWG
FIELDNOTE FILE PATH:
TRAVIS COUNTY TECHSPEC: PARTICIPATION
CHECKED BY: BILLY FLECKENBACH

DRAWING NAME: 2300903.DWG

SHEET 2 of 2



CODE: 1101

RECEIVED

JUL 23 2009

TNR

TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
Executive Office Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

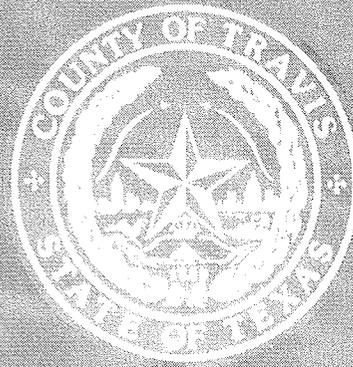
AFFIDAVIT OF POSTING

TO: County Judge  
County Commissioners  
Travis County, Texas

A Public Notice of a revised plat sign was posted on July 22, 2009,  
on the at a point as near as practical to the area being revised, and was also posted at the Travis  
County Courthouse.

CERTIFIED THIS THE 22 DAY OF July, 2009.

SIGNATURE: Jaime Garcia  
NAME (PRINT): JAIME GARCIA  
TITLE: Supervisor



RECEIVED

JUL 23 2009

TNR

# NOTICE OF PUBLIC HEARING

ON AUGUST 25, 2009 AT 9:00 AM  
REVISED PLAT

REVISED PLAT OF LOTS 2 & 3, BLOCK B,  
ANGEL BAY SUBDIVISION, PRECINCT 3

AT THE TRAVIS COUNTY  
COMMISSIONERS COURTROOM  
314 WEST 11th STREET  
(FIRST FLOOR), AUSTIN

FOR MORE INFORMATION CALL 854-9383

22 10:11 AM

3

Travis County Commissioners Court Agenda Request #

Voting Session 08/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383  
Executive Manager, TMR

B. Requested Text:

**CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO ABANDON A 0.248 ACRE PORTION OF THE MANSFIELD DAM COURT RIGHT OF WAY. (COMMISSIONER HUBER)**

C. Approved by: \_\_\_\_\_  
Commissioner Karen Huber, Precinct 3

II. A. Is backup material attached\*: Yes X No \_\_\_\_\_  
\*Any backup material to be presented to the court must be submitted with this Agenda Request (original and 8 copies).

B. Have the agencies affected by this request been invited to attend the Work Session? Yes X

No \_\_\_\_\_

Please list those contacted and their phone numbers:

Anna Bowlin - 854-9383                      John Hille - 854-9415  
Austin-American Statesman              Joe Arriaga - 854-9383

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (473-9106)

- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_\_\_ Grant

Human Resources Department (473-9165)

- \_\_\_\_\_ A change in your department's personnel (reclassifications, etc.)

Purchasing Office (473-9700)

- \_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)

- \_\_\_\_\_ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



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## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
Executive Office Building  
P.O. Box 1748  
Austin, Texas 78767  
tel 512-854-9383  
fax 512-854-4649

### AGENDA – AUGUST 25, 2009

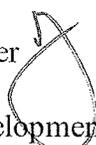
**ADDENDUM TO BACKUP MEMO FOR A PUBLIC HEARING THAT WAS ORIGINALLY SCHEDULED FOR AUGUST 11, 2009 IN REGARDS TO REJECTING AND QUITCLAIMING A 0.248 ACRE PORTION OF THE MANSFIELD DAM COURT ROW.**

### MEMORANDUM

**DATE:** August 19, 2009

**TO:** Members of the Commissioners' Court

**THROUGH:** Joseph P. Gieselman, Executive Manager

**FROM:**  Anna Bowlin, Division Director - Development Services 

**SUBJECT: CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO ABANDON A 0.248 ACRE PORTION OF THE MANSFIELD DAM COURT RIGHT OF WAY. (COMMISSIONER HUBER)**

#### Summary and Staff Recommendation:

620 Commanders Point, Ltd., being the owner of the adjoining properties, has requested the vacation and abandonment of a 0.248 acre portion of Mansfield Dam Court. This portion of Mansfield Dam Court is part of a 2.78 acre right-of-way (ROW) dedication, which was dedicated through Volume 771, Page 543 of the Real Property Records of Travis County, Texas.

The hearing for this request was originally set for August 11, 2009. The morning of the hearing, it came to staff's attention that an adjoining lot had an access restriction, which involves the subject portion of ROW. The restriction is noted on the Re-subdivision of Lot 1, Sunday House Subdivision plat, a plat recorded at Document #199900223. The restriction prohibits access to Lot 1-A from Commanders Point, which abuts Lot 1-A to the east.

Page 2

July 29, 2009

After further review by County staff, it has been decided that a separate instrument access easement across the proposed abandoned property specifically for Lot 1-A will satisfy the access restriction. The constituent has agreed to this agreement, which will be recorded simultaneously with the abandonment Order.

**Budgetary and Fiscal Impact:**

There is no budgetary impact.

**Issues and Opportunities:**

Originally, the wording for the Order was to reject the dedication of the said ROW and quitclaim deed it back to the adjacent property owners. Staff will instead use language to abandon this portion of ROW, the same language that was used when 5.36 acres of this same Mansfield Dam Court ROW was released in January, 2001. A quitclaim deed will not be used.

**Required Authorizations:**

John Hille, Assistant County Attorney

**Exhibits:**

Abandonment Order

Survey – Exhibit A

PS:AB:ps

1105 Mansfield Dam Court

09-ROW-01

**ORDER OF THE COMMISSIONERS COURT  
OF TRAVIS COUNTY, TEXAS,  
ABANDONING**

**A 0.248 ACRE PORTION OF A 2.78 ACRE RIGHT-OF-WAY DEDICATION  
KNOWN AS MANSFIELD DAM COURT AS DEDICATED THROUGH VOLUME  
771, PAGE 543 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY,  
TEXAS**

**STATE OF TEXAS** §

**COUNTY OF TRAVIS** §

WHEREAS, The Commissioners Court of Travis County, Texas, has considered the issue of abandoning a 0.248 acre portion of the Mansfield Dam Court right-of-way; and

WHEREAS, this portion of Mansfield Dam Court is part of a 2.78 acre dedication dedicated to the County of Travis, through Volume 771, Page 543 of the Real Property Records of Travis County, Texas, as an easement for a public road; and

WHEREAS, the 0.248 acre portion of right-of-way under consideration for abandonment is described in Exhibit A, which is attached hereto and made a part hereof, and is hereinafter referred to as the "Property"; and

WHEREAS, Travis County Code Section 82.801 provides that the Commissioners Court may abandon a public right-of-way; and

WHEREAS, the owner of the adjacent properties has requested that Travis County abandon the Property; and

WHEREAS, the Property was intended to be used as a public road, but is no longer in use; and

WHEREAS, a 5.36 acre portion of Mansfield Dam Court has been previously abandoned per Document #2001012707 as recorded in the Official Public Records of Travis County, Texas; and

WHEREAS, the Travis County Transportation and Natural Resources Department foresees no future need for the Property for roadway purposes; and

WHEREAS, utilities serving the area and owners of land adjacent to the Property have been notified of the possibility that the dedication may be abandoned and consented thereto; and

WHEREAS, Austin Energy and AT&T have requested private utility easements within the Property, which said requested easement dedications have been agreed upon and executed;

WHEREAS, the Commissioners Court has scheduled an agenda item for this date to consider the matter of the abandonment of the Property; and

WHEREAS, public notices were posted and the Travis County Commissioners Court held a public hearing on \_\_\_\_\_, 2009, to consider the proposed action;

**NOW, THEREFORE, THE COMMISSIONERS COURT OF TRAVIS COUNTY, TEXAS, FINDS AND ORDERS THAT:**

- (1) The recitals to this Order are true and correct and are incorporated in this Order for all purposes.**
- (2) The Property is hereby abandoned and all public rights within the boundaries of the Property are relinquished.**
- (3) This order shall be filed in the Travis County Real Property Records.**

**ORDERED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2009.**

\_\_\_\_\_  
**SAMUEL T. BISCOE, COUNTY JUDGE**

\_\_\_\_\_  
**COMMISSIONER RON DAVIS  
PRECINCT ONE**

\_\_\_\_\_  
**COMMISSIONER SARAH ECKHARDT  
PRECINCT TWO**

\_\_\_\_\_  
**COMMISSIONER KAREN HUBER  
PRECINCT THREE**

\_\_\_\_\_  
**COMMISSIONER MARGARET GÓMEZ  
PRECINCT FOUR**

**FIELD NOTES**  
**TRACT 2**  
**PORTION OF REMAINING MANSFIELD DAM COURT RIGHT-OF-WAY**

ALL THAT CERTAIN PARCEL OR TRACT OF LAND OUT OF THE WILEY HUDSON SURVEY NO. 472 AND W.P. MOORE SURVEY NO. 530, TRAVIS COUNTY, TEXAS; BEING A PORTION OF THE MANSFIELD DAM COURT RIGHT-OF-WAY; AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a cotton spindle set on the curving north right-of-way line of Mansfield Dam Court at the southwest corner of Lot 1-A of Resubdivision of Lot 1 Sunday House Subdivision, as recorded in Document No. 199900223 of the Official Public Records of Travis County, Texas, for the northwest corner and POINT OF BEGINNING of the herein described tract;

THENCE, with the north right-of-way line of Mansfield Dam Court, along a curve to the right an arc distance of 178.10 feet, having a radius of 1,212.60 feet and a chord which bears S75°30'38"E a distance of 177.94 feet to a ½" iron rod set with cap stamped TERRA FIRMA at a point of reverse curvature at the intersection with the west right-of-way line of Commanders Point Drive for the northeast corner of this tract;

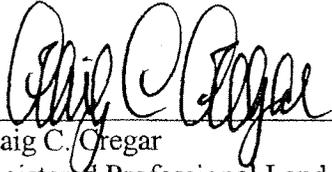
THENCE S07°55'43"E a distance of 72.09 feet to a point at the most easterly northeast corner of right-of-way as vacated by order abandoning part of Mansfield Dam Road, as recorded in Document No. 2001012707 of the Official Public Records of Travis County, Texas;

THENCE, with a north and east line of said order abandoning part of Mansfield Dam Road, the following two (2) courses:

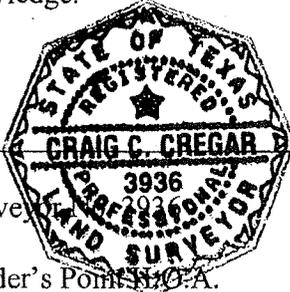
- 1) Along a curve to the left an arc distance of 157.09 feet, having a radius of 805.52 feet and a chord which bears N74°22'54"W a distance of 156.84 feet to a point at a point of nontangency for the southwest corner of this tract; and
- 2) N22°55'43"W a distance of 80.02 feet to the POINT OF BEGINNING,

and containing 0.248 acre of land, more or less.

I HEREBY CERTIFY that these notes were prepared by Terra Firma Land Surveying from a survey made on the ground on April 24, 2008 under my supervision and are true and correct to the best of my knowledge.



Craig C. Cregar  
Registered Professional Land Surveyor



12/8/08  
Date

Client: Villas at Commander's Point S.C.A.  
Date: December 4, 2008  
WO No.: 0A500-025-00/007  
FB: 327/14, 208/37, 585/15  
File: J:\Projects\A500 Small Jobs\025 Villas at Commander's Point\Field Data\  
A500-025 004 Incl08240304pts.crd

**SURVEY OF A PORTION OF LEONARD ECK SURVEY NO. 164,  
WILEY HUDSON SURVEY NO. 472 AND W.P. MOORE SURVEY NO. 530,  
TRAVIS COUNTY, TEXAS**  
(A PORTION OF THE MANSFIELD DAM COURT RIGHT-OF-WAY)

All easements of which I have knowledge and those recorded easements furnished by title insurance companies of Austin, Texas, according to File No. 0000000001 are shown or depicted hereon. Other than visible easements, no unrecorded or unperfected easements which may exist are shown hereon.

The property described herein is contained within Flood Zone X as identified on FIRM, Community Panel No. 101000000000, dated 08/16/1992, as published by the Federal Emergency Management Agency, the purpose of which is for flood insurance only.

**LEGEND**

- 1/2" Iron Rod Found
- Cation Spindle Found
- ⊙ Brass Cap Found (Texas Department of Transportation Right-of-Way Marking)
- ⊙ 1/2" Iron Rod Set w/ Cap
- ⊙ Cation Spindle Set
- ⊙ Calculation Point
- ⊙ Record Information (Vol. 12741, Pg. 7652)
- ⊙ Record Information (Doc. No. 1100001223)
- Edge of Pavement
- Iron Fence
- Approximate location of Survey Line

**CURVE DATA**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	1212.60'	376.14'	374.64'	S 88°31'16" E
C2	1212.60'	170.10'	177.94'	S 75°30'30" E
C3	22.74'	32.64'	28.90'	S 67°05'28" E
C4	419.52'	137.09'	156.84'	S 74°22'54" E

**LINE DATA**

LINE	BEARING	DISTANCE
L1	N 79°45'17" W	87.05'
L2	N 02°21'35" W	102.40'
L3	S 00°50'27" W	102.22'
L4	S 04°42'10" W	102.22'
L5	S 07°55'43" E	72.09'
L6	S 01°38'43" W	57.54'
L7	N 54°40'57" W	51.88'
L8	S 22°50'43" E	00.02'



To the Vice of Commander's Point Homeowners' Association, Inc., 620 Commander's Point, Ltd., Donald D. Corper, II, Suzanne B. Corper, Heritage Title Company of Austin, Inc. and Commonwealth Land Title Insurance Company:

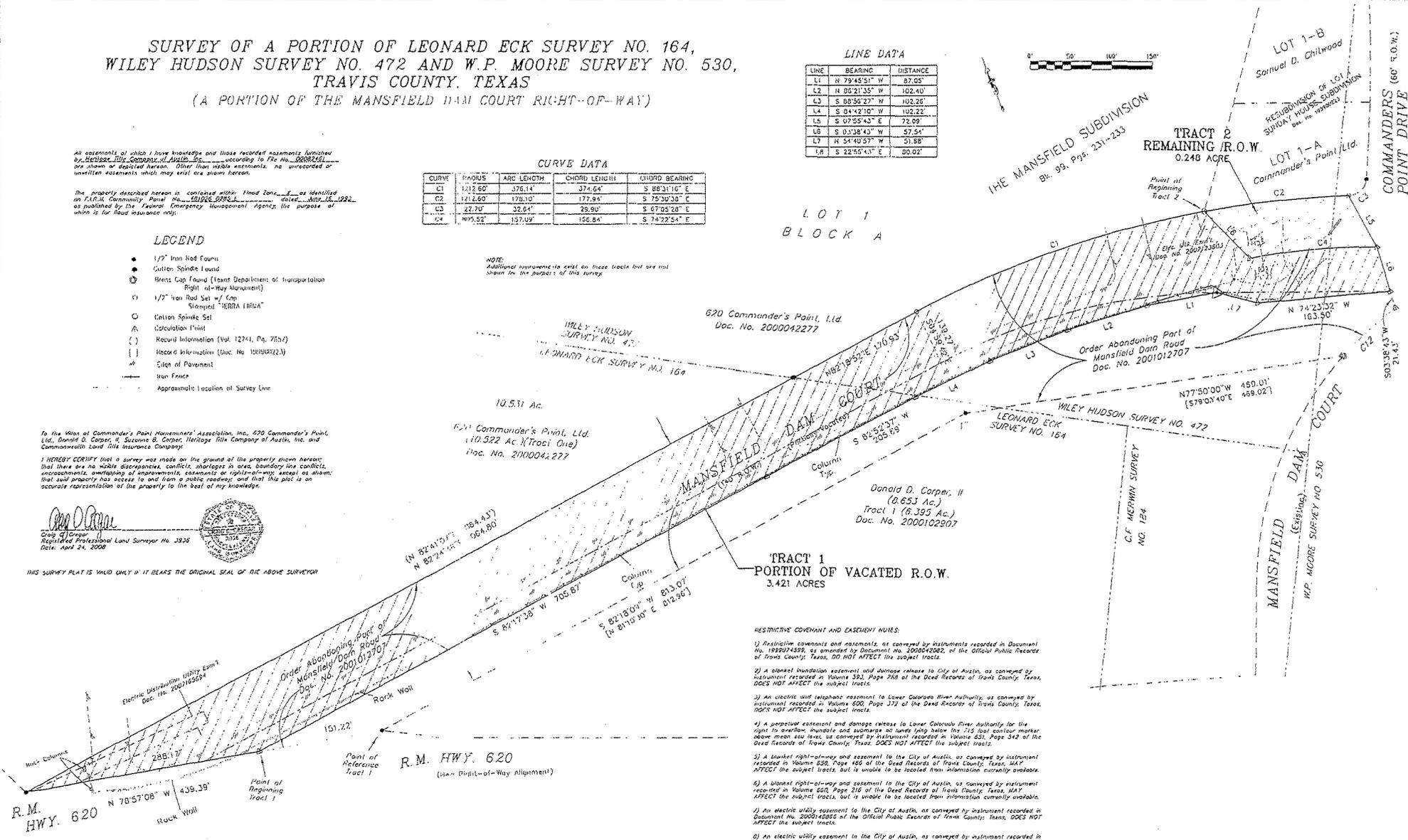
I HEREBY CERTIFY that a survey was made on the ground of the property shown hereon that there are no visible discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, easements or rights-of-way, except as shown that said property has access to and from a public roadway and that this plot is an accurate representation of the property to the best of my knowledge.

*Donald D. Corper, II*  
 Registered Professional Land Surveyor No. 3836  
 Date: April 24, 2008



THIS SURVEY PLAT IS VALID ONLY IF IT BEARS THE ORIGINAL SEAL OF THE ABOVE SURVEYOR

NOTE: Additional instruments in sale on these tracts that are not shown in the purpose of this survey.



- RESTRICTIVE COVENANTS AND EASEMENTS:**
- 1) Restrictive covenants and easements, as conveyed by instruments recorded in Document No. 1899074399, as amended by Document No. 2000042062, of the Official Public Records of Travis County, Texas, DO NOT AFFECT the subject tracts.
  - 2) A blanket foundation easement and drainage release to City of Austin, as conveyed by instrument recorded in Volume 593, Page 268 of the Deed Records of Travis County, Texas, DOES NOT AFFECT the subject tracts.
  - 3) An electric and telephone easement to Lower Colorado River Authority, as conveyed by instrument recorded in Volume 600, Page 372 of the Deed Records of Travis County, Texas, DOES NOT AFFECT the subject tracts.
  - 4) A perpetual easement and drainage release to Lower Colorado River Authority for the right to overflow, inundate and submerge all lands lying below the 715 foot contour marker above mean sea level, as conveyed by instrument recorded in Volume 621, Page 564 of the Deed Records of Travis County, Texas, DOES NOT AFFECT the subject tracts.
  - 5) A blanket right-of-way and easement to the City of Austin, as conveyed by instrument recorded in Volume 650, Page 466 of the Deed Records of Travis County, Texas, MAY AFFECT the subject tracts, but is unable to be located from information currently available.
  - 6) A blanket right-of-way and easement to the City of Austin, as conveyed by instrument recorded in Volume 650, Page 216 of the Deed Records of Travis County, Texas, MAY AFFECT the subject tracts, but is unable to be located from information currently available.
  - 7) An electric utility easement to the City of Austin, as conveyed by instrument recorded in Document No. 2000140665 of the Official Public Records of Travis County, Texas, DOES NOT AFFECT the subject tracts.
  - 8) An electric utility easement to the City of Austin, as conveyed by instrument recorded in Document No. 2002120013 of the Official Public Records of Travis County, Texas, DOES AFFECT the subject Tract 1, and is shown on the plat.
  - 9) An electric distribution utility easement to the City of Austin, as conveyed by instrument recorded in Document No. 2007163694 of the Official Public Records of Travis County, Texas, DOES AFFECT the subject Tract 1, and is shown on the plat.
  - 10) A blanket electric utility easement to the City of Austin, as conveyed by instrument recorded in Document No. 2007163694 of the Official Public Records of Travis County, Texas, DOES AFFECT the subject Tract 1.

**terra firma** LAND SURVEYING



**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for: (fill in date of meeting)

**VOTING SESSION: August 25, 2009**

**A. REQUEST MADE BY: Amalia Rodriguez-Mendoza**  
(Elected/Appointed Official/Executive Mgr/County Attorney)

**B. REQUESTED TEXT:**  
**Approval of FY10 District Clerk Records Management Plan**

**COUNTY JUDGE OR COMMISSIONER**

**A. Any backup material to be presented to the Court must be submitted with this Agenda Request (Original(s) & 8 copies).**

**B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. The originating department should send a copy of this Agenda Request and backup to them:**

**Hon. John K. Dietz, Susan Spataro, Rodney Rhoades, Katie Peterson, Steven Broberg and Deece Eckstein**

**REQUIRED AUTHORIZATIONS: PLEASE CHECK IF APPLICABLE:**

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

**PURCHASING OFFICE (473-9700)**

Bid, Purchase Contract, Request for Proposals

**COUNTY ATTORNEY'S OFFICE (473-9513)**

Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG -7 PM 2:15

**AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 noon for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.**



**Amalia Rodriguez-Mendoza**  
District Clerk, Travis County  
Travis County Courthouse Complex  
P. O. Box 679003  
Austin, Texas 78767

**August 25, 2009**  
**MEMORANDUM**

**TO: Travis County Commissioners Court**

**FROM: Amalia Rodriguez-Mendoza, District Clerk**

A handwritten signature in black ink, appearing to read "Am", written over the printed name of the District Clerk.

**COPIES: Hon. John K. Dietz**  
**Susan Spataro**  
**Rodney Rhoades**  
**Katie Peterson**  
**Steven Broberg**  
**Deece Eckstein**

**RE: Approval of FY10 District Clerk Records Management Plan**

**The District Clerk is requesting the attached FY10 District Clerk Records Management Plan be placed on the Commissioners Court agenda for August 25, 2009.**

**This year, an expanded plan is presented to include a courts records designation and plan for the newly created District Courts Record Technology Fund created under Sec. 51.305, Government Code.**

**The attached plan was developed in collaboration with Records Management and Communication Resources and reflects the level of coordination required between this department and the District Clerk to achieve the goals of the plan.**

**Please note that Sec. 51.305 requires a public hearing to be held on this portion of the plan and that publication of notice of the public hearing occur no later than 15 days prior to the hearing. We had such notice published August 10 for an August 25<sup>th</sup> hearing date.**

**Please let me know if you have any questions regarding this plan, and thank you for your consideration.**

---

**Administrative Offices**  
(512) 854-9737  
Fax: 854-4744

**Civil and Family Division**  
(512) 854-9457  
Fax: 854-6610

**Criminal Division**  
(512) 854-9420  
Fax: 854-4566

**Jury Office**  
(512) 854-4295  
Fax: 854-4457

**DISTRICT CLERK  
FY10 RECORDS MANAGEMENT PLAN**

The District Clerk presents the following records management plans for each of the two funds specifically funded and established by Chapter 51 the Government Code.

**SEC. 51.317 GOVERNMENT CODE  
RECORDS MANAGEMENT AND PRESERVATION FUND**

**District Clerk's Records Management and Preservation Fund Overview**

This District Clerk's Records Management and Preservation Fund was established by act of the 78<sup>th</sup> Legislature through HB 1905, added Sec. 51.317(b)(4) and Sec. 51.317(c)(2) to the Government Code that established a new fee of \$10 upon filing of a new suit or other claims for relief, \$5 of which is designated for the District Clerk's Records Management and Preservation Fund. The effective date of the fee was January 1, 2004.

Sec. 51.317 (d) and (e) provides that the use of the fee be restricted to records management and preservation, including automation, subject to budget approval by the Commissioner Court. Any expenditure must comply with purchasing processes proscribed by Chapter 262 of the Local Government Code.

The purpose of this fee was to establish a source of funds through which District Clerks could enhance their respective records management operations beyond what is typically funded through a county's budget process.

The District Clerk's records management fees are charged upon the filing of a new court case or request for affirmative relief in an existing case; these filing types are a small percentage of the total filings received by the District Clerk. Further, because a high percentage of district court cases are comprised of the Attorney General's Title IV-D child support filings that are exempt from paying this fee, the revenue generated is a mere fraction of what is annually required to perform the District Clerk's records management functions.

Since the effective date of the fee, total revenue net of previous expenditures, FY08 budget allocations, and current encumbrances exceeds \$361,865; this amount is available for budgeting.

**Strategy**

The District Clerk's strategy for use of funds is to allow about 80% of the revenue to accumulate for two to three years until it reaches a sufficient amount to fund a significant records management project. Approximately 20% of the funds are used each year to compensate key records management staff within the District Clerk's office for their

records management duties. The FY10 request deviates from this strategy due to budgetary pressures facing the County.

### **Status of Projects Funded in Previous Years**

#### *Document Management System for Criminal Records*

##### *Agency Upload Module*

Prior projects funded through Fund 055, the Criminal case document management system and Agency Upload component of the DMS, are complete and do not need to be continued into FY10.

#### *Historic Records Preservation*

The District Clerk converted to a digital filing system in for civil cases in FY04 and criminal cases in FY08. All new filings are maintained in digital format, and existing paper records are being converted to digital. To address the impact of this process on records of historical significance, the District Clerk used proceeds from Fund 055 to start a historical records preservation project in FY08 staffed by a Records Analyst project worker. The timing of this effort was important, because in FY08 and FY09, scanning services from the county's bank depository were made available to the District Clerk, so the rate at which paper records were converted to digital media was accelerated in these years. The Records Analyst coordinated this scanning project on behalf of the District Clerk. This project will continue, though at a slower pace, as the arrangement with the bank depository was terminated during the second quarter of FY09, leaving only resources within the District Clerk and Records Management and Communications Resources available to continue this work.

One of the outcomes of this preservation project was to identify historical records from those slated for conversion to digital format so they could be preserved. Other outcomes were the creation of a historical records definition, continued identification of historical records, acquisition of materials used to preserve existing historical records, and research of grant available to continue these activities. The need for this project will continue as long as the District Clerk has paper records awaiting conversion to digital; therefore, FY10 funding for this project from Fund 055 is proposed, to include the Records Analyst and an additional scanner.

### **FY10 Plan for the Use of the District Clerk's 055 Fund**

The District Clerk is requesting continuation of the salary supplements for key records management staff; these supplements were first approved in FY06. The total amount requested in FY10 for this purpose is:

<b>TYPE</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>Personnel – ongoing</b>	<b>\$17,850</b>	<b>To fund pay adjustments for key records management staff</b>

The District Clerk is requesting approval of \$53,946 to fund a special project worker for one year to continue the historic records preservation project discussed above:

<b>TYPE</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>Personnel – special project worker</b>	<b>\$53,946</b>	<b>Funding of a special project worker for FY10 to continue historic records preservation project commenced in FY08</b>

Due to anticipated budgetary constraints, all departments were asked to submit proposals for reduced spending. One of the proposals submitted by the District Clerk was to transfer funding for a Business Analyst III, slot 134, to the Records Management Fund for FY10. Planning and Budget has indicated they will accept this proposal, so funding for this position is requested as follows:

<b>TYPE</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>Personnel – Business Analyst III (Slot 134)</b>	<b>\$88,245</b>	<b>Pursuant to District Clerk's Budget Reduction Proposal Priority 7</b>

The department cautions that this will result in FY10 expenditures from the Records Management exceeding revenues, so this transfer is not sustainable as a long term strategy.

## **SEC. 51.305 GOVERNMENT CODE DISTRICT COURT RECORDS TECHNOLOGY FUND**

### **District Clerk's Records Technology Fund Overview**

The District Court Records Archive Fee and District Court Records Technology Fund are authorized in Texas Government Code 51.305(b) and 51.305(c), respectively. Section 51.305(d) requires the authorized fee to be used for “the preservation and restoration services of the district court records archive.” This section states, “the district clerk shall prepare an annual written plan for funding the preservation and restoration of the district clerk’s records archive. The district clerk is to prepare an annual written plan for use of this fund. The Commissioners Court is required to hold a public hearing on this plan and to publish notice of such hearing in a newspaper no later than 15 days prior to the hearing.

### **Designation of Court Documents**

The District Clerk recommends the following types and formats of documents be designated as “court documents” pursuant to Government Code 51.305:

- 1) all documents and records with a permanent retention period in accordance with the guidelines from the Texas State Library.
- 2) all documents which are maintained in electronic format.
- 3) all documents maintained in microfilm format.
- 4) all civil documents in paper format.

- 5) all criminal case documents in paper format in which the defendant was convicted of an offense or was placed on probation or supervision.

### **Strategy for Preservation of Court Documents**

The District Clerk's strategy is to:

- a) Convert and maintain all court documents in electronic format. This allows documents to be viewed by multiple persons simultaneously, be searched according to a variety of criteria, stored in a cost effective manner, redacted where appropriate to protect individual privacy, and easily and readily duplicated for purposes of disaster recovery.
- b) Maintain certain key documents in microfilm format to allow for preservation in a manner that is not dependent upon technology yet also easily duplicated.
- c) Eliminate paper documents by converting them to one or both of the above formats.

To implement this strategy, the District Clerk will:

- **Convert all court documents in paper format to electronic format.**  
This is a continuation of a project started in FY08 to provide a more secure and less costly method of maintaining and accessing these documents. These paper filings, once converted, would no longer be maintained in the original format. A public use version of the electronic documents will be redacted to shield sensitive information from view.
- **Duplicate all electronic documents with a mandated permanent retention on microfilm.**  
This is a new project that intends to make use of the capabilities of and technology within of the Travis County Records Management and Communications Resources Department. The microfilm archive writer will be used to duplicate the unredacted version of the electronic documents to microfilm in order to create a back-up version of the records that is less technology dependent. Currently, documents with a mandated permanent retention are comprised of the minutes of the court, file docket, and index of parties.
- **Duplicate all microfilm documents to an electronic format.**  
This is a also new project using the capabilities of and technology within of the Travis County Records Management and Communications Resources Department. It provides more ready access to documents than microfilm plus the ability to redact sensitive information.

- **If and when required, acquire additional electronic storage, duplication, and retrieval capabilities.**  
 Maintaining these millions of images will require a large-scale electronic storage system. A system for maintaining a replicated copy of this database is needed to minimize risk. It will also help to ensure that Internet access to the records will not be occurring on the same system as the storage/main production database.
  
- **Apply special preservation methods to documents of significant historic value.**  
 Modern preservation techniques should be applied to paper documents that merit special consideration.

**FY10 PLAN FOR THE USE OF THE  
 DISTRICT COURT RECORDS TECHNOLOGY FUND**

The annual revenue from District Court Records Archive Fund will not be sufficient to fund all these activities, so the District Clerk is not requesting extensive expenditures from this fund at this time. This will allow the fund to accumulate revenue in order to fund more significant projects in the future. However, in order to enhance the scanning capacity within the department, an additional high speed scanner and scanning supplies in the amount of \$14,000 is requested for FY10:

<b>TYPE</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>Operating—Supplies and Equipment</b>	<b>\$14,000.00</b>	<b>Scanning capacity within the District Clerk's office to implement Records Management Plan</b>

In collaboration with Travis County RMCR, the District Clerk will implement the above strategy to the extent resources allow with existing FY10 funding sources. As the fund grows through fee collections, in future years the District Clerk will present a detailed plan and request for use of these funds.

**Attachments:**

- PB4 and PB5, Fund 055 Budget Request (Historic Records Preservation)
- PB4R and PB5R, Priority 7 Budget Reduction Proposal

## Year End Report

This year the District Clerk launched an important project to identify records of historical significance and of lasting, historical impact, and to preserve them in their original form for future use and reference.

I began my work on this project in February, and I started by defining the concept of “historical significance.” For the purposes of this project, a case with historical significance should have one or both of the following characteristics:

1. Involving a unique legal issue or controversy, prominent party, or other high profile or newsworthy aspect
2. Having useful or significant informational content that reflects or exemplifies the cultural, political, economic, or social history of Austin and of Travis County.

Once this definition had been decided upon, the next step was to begin to identify specific records that met the criteria of being historically significant. My identification of records with historical significance (or the potential of such) was greatly aided by interviews with numerous prominent individuals familiar with the Travis County’s court system, including Judges Wisser, Hart, Perkins and Dietz, DA Ronnie Earle, and lawyer Roy Minton. I developed 3 databases to record the lists of cases I compiled: Civil Files 1970s-present, Criminal Files, and Smith Road documents, 1890-1960s.

### **Case files: 1970s – present**

The cases easiest to identify and locate were those dated from around 1970 to present, and this was the immediate focus of my work. Since a contract had been signed with JP Morgan Chase to digitize and subsequently destroy existing civil case files residing in offsite storage, the need to identify and pull historical significant records was immediate. I identified approximately 110 historical cases from this time period to be permanently retained, as well as few randomly selected cases for the purposes of maintaining a representative sample. There were a few instances in which historical cases were shipped to Chase before I was able to identify or pull them, but fortunately these instances seem to have been in the minority.

A few of the notable cases include:

- 84-362516 - Edgewood Independent School District, et al. v. William F. Kirby
- 94-002380 - In re: Asbestos Litigation
- 99-005252 - Mary Melinda Ballard v. Fire Insurance Exchange
- GV-01-000528 - West Orange-Cove Consolidated Independent School District, et al. v. Shirley J. Neeley, Texas Commissioner of Education, et al.
- GN-03-001204 - American Veterans Department of Texas, et al. v. City of Austin, et al.

- GV-04-000101 - City of Sunset Valley, Texas; Save Barton Creek Association, Inc.; and Save Our Springs Alliance, Inc. v. City of Austin, Texas and Lowe's Home Centers, Inc.
- GN-04-000441 - Save Our Springs Alliance v. Village of Bee Cave, et al.
- GV-04-001288 - The State of Texas, ex rel. Allen Jones v. Janssen, L.P., Janssen Pharmaceutical, Inc., Ortho-McNeil Pharmaceutical, Inc.
- GV-05-003021 - The State of Texas v. Merck & Co., Inc.
- GN-07-002234 - John Woorall, et al. v. Pedernales Electric Cooperative, et al.

These cases were rehoused into approximately 50 new storage boxes and given the designation of permanent retention. Each of the new boxes was sent back to offsite storage and the box numbers are listed in the New Main Offsite database.

In regards to cases that are still active or pending within the court system, cases with historical significance are flagged within the FACTS database with this designation, and staff members know that these items are to be retained permanently. When filings for these cases have been made, the documents have been routed to me for reboxing with the rest of the case file.

### **Criminal files**

I created a database of criminal cases that should be retained permanently. This list has been given to John Compton, who already has an excellent filing system in place and will ensure their retention.

### **Smith Road documents: 1890-1960s**

Most District Clerk cases prior to 1970 have been previously microfilmed and destroyed; however, thanks to John Welch in the Records Management department, a storage area at Smith Road with numerous boxes of District Clerk records whose contents were unknown was discovered a few months ago. A cursory search of a few of these boxes revealed a variety of cases, mostly civil and criminal, all dating prior to 1970. These records are all unique due to their age, but several very important cases were also revealed, most notably documents from the landmark 1946 Sweatt v. Painter civil rights case. A new priority of my work now included inventorying all of these boxes in the Smith Road facility. Most of these records are already fragile due to their age, but poor storage conditions have caused them to deteriorate greatly.

All immediately accessible boxes of District Clerk records have now been inventoried (although there is a possibility that a small number of boxes may still be yet uncovered at the Smith Road facility). Over 1,500 different cases have been identified, and the files, consisting primarily of Statements of Facts, transcripts, and exhibits, range in date from 1890-1967. Both civil and criminal cases are included. The records originate primarily from civil cases, but also include criminal and a few family cases. The cases document a wide range of components of Travis County and Texas history, including railroads and the oil and gas industry (evidence of the Travis County district courts as courts of

jurisdiction for the State of Texas), as well as issues such as settlement and development, business, and politics. Exhibits range from oversized maps to film to photographs; several case files from the 1950s include testimonies recorded on “flexographs,” small blue vinyl discs created for use on the Audograph Soundwriter.

A few of the notable finds:

- 13,230 - State of Texas v. Chicago, Rock Island and Texas Railway Co., 1898, depositions
- 15,627 - State of Texas v. John Dowell, 1906, Statement of Facts (criminal)
- 46,323 - State of Texas v. California Company, et al., Statement of Facts, exhibits
- 50,351 - State of Texas v. Mutual Life of America, et al., 1931, exhibits
- 53,453 – State of Texas v. Atlantic Oil Producing Company, 1933, transcripts, exhibits
- 54,766 - Public Service Corporation of Texas v. State of Texas, et al., 1940, Statements of Facts, exhibits
- 65,870 – State of Texas v. Gulf Oil Corporation, 1943, depositions and cross interrogatories
- 74,945 - Heman Marion Sweatt v. Theophilus Shickel Painter, et al., 1947, Statement of Facts and exhibits
- 81,145 – State of Texas v. Magnolia Petroleum Co., 1948, Statement of Facts and exhibits

A few boxes revealed documents other than case files: District Clerk ledgers, receipts and cash tickets, annual and statistical reports, and a few employee records, dating from the 1930s-1960s.

All of the documents from Smith Road have been reboxed into over 100 new file boxes and sent to offsite storage. The conditions at the offsite storage facilities are considerably better than those at Smith Road, but further steps will need to be taken in order to stabilize the materials and to prevent further deterioration.

### **Bound Volumes**

In 2004, Brown’s River Records Preservation Services performed a survey on 91 bound volumes of District Clerk records in need of professional preservation and restoration treatment. The items were reevaluated this past October and several others were assessed for the first time. The estimated costs are listed in their conservation proposal. Brown’s River has an excellent reputation and extensive experience in court records; in fact, they are currently restoring records from neighboring Williamson County.

Upon obtaining funding for restoration work, Brown’s River can be contracted to perform a series of conservation treatments on the bound volumes, including deacidification, mending and reinforcement of paper as necessary, resewing, and rebinding or Mylar encapsulation, as appropriate. These treatments are strongly recommended, as they will stop the deterioration of the records. Particularly those

volumes that are subject to frequent use and handling should be professionally restored. The records whose preservation should be prioritized are listed in the grant proposal budget section.

### **Grant Proposals**

In June of this year, I attended a grant-writing workshop hosted by the Texas Historical Commission. I have since developed a draft grant proposal and compiled a list of foundations as possible sources of funding. Due to the length of time required to receive the updated conservation proposal from Brown's River, I could not develop the proposed budget until recently, and it was decided that the proposals would best be sent out after the first of the year (to avoid them getting overlooked by the holiday rush).

### **Next Steps**

Funding is essential to the next steps in the project, to cover the costs of a new staff member, in-house archival supplies, and outsourced preservation treatments. For whatever costs cannot be covered by the District Clerk's current budget, grant funding (using the already-developed grant materials) can be sought.

A new individual with experience in basic preservation and archival practices should be hired. Due to deterioration concerns, this individual should first concentrate on the District Clerk court records dating prior to 1970. These records require processing and rearrangement according to archival standards, as well as basic preservation treatments, such as rehousing into archival, acid-free containers, removing rusty staples and paper clips, flattening rolled and folded items, and encasing fragile and photographic items in protective Mylar. Archival materials, including acid-free folders and storage boxes, Mylar enclosures, interleaving paper, and assorted tools, will need to be purchased.

More recent District Clerk records (1970s to the present) should also be rehoused in accordance with archival standards. However, since these records are not at an immediate risk of deterioration, they are not the priority for preservation treatments at this time.

**FY 2010 BUDGET SUBMISSION**

**Budget Request Details**

<b>Name of Budget Request:</b>	District Court Records Technology Fund: Scanner				
<b>Budget Request Priority #:</b>	1	<b>Dept #:</b>	21	<b>Name:</b>	District Clerk

<b>A. Personnel</b>									
Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Annual Cost		
							Salary	Benefits	Total
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL</b>							\$ -	\$ -	\$ -

<b>B. Operating</b>								
Description	Fund	Dpt	Div	Act	Line	One-Time Cost	Ongoing Cost	Total
Office Equip,Furn, & Supp	001	21	01		3001		\$ 14,000	\$ 14,000
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL OPERATING</b>						\$ -	\$ 14,000	\$ 14,000

<b>C. Computer/Telecommunication and Capital Related to This Request</b>			
TOTAL COMPUTER/TELECOMMUNICATION EQUIPMENT FROM ITS FORMS			#VALUE!
TOTAL CAPITAL EQUIPMENT FROM CAPITAL BUDGET REQUEST (PB-6)			
TOTAL ALL CAPITAL			#VALUE!
<b>TOTAL BUDGET REQUEST</b>	<b>One-Time \$</b>	<b>Ongoing \$</b>	<b>Total FY 10</b>
TOTAL REQUESTED NON-CAPITAL (A + B)	\$ -	\$ 14,000	\$ 14,000
TOTAL REQUESTED (A + B + C)	#VALUE!	\$ 14,000	#VALUE!

Form Completed By: Michelle Brinkman

**FY 2010 BUDGET SUBMISSION**

**Budget Reduction Details**

<b>Name of Budget Request:</b>	Reallocate Funding for Slot 134 to District Clerk Records Management Fund for FY10				
<b>Budget Request Priority #:</b>	7	<b>Dept #:</b>	21	<b>Name:</b>	District Clerk

**A. Personnel**

Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Reduction Amount		
							Salary	Benefits	Total
BUDGET ANALYST III	020	1.00	001		100%	Regular	\$ (68,000)	\$ (20,245)	\$ (88,245)
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL</b>							\$ (68,000)	\$ (20,245)	\$ (88,245)

**B. Operating**

Description	Fund	Dpt	Div	Act	Line	Reduction Amount
<b>TOTAL OPERATING</b>						\$ -

<b>TOTAL PROPOSAL (A+B) This represents the total reduction amount.</b>	<b>Total FY 10</b>
	\$ (88,245)

Form Completed By: Michelle Brinkman

#5

**From:** "Colley, Jack" <Jack.Colley@txdps.state.tx.us>  
**To:**  
**Date:** 8/19/2009 5:19 PM  
**Subject:** Governor Perry's Request for Presidential Emergency Declaration- Drought and Wildfire  
**Attachments:** O-ObamaBarack20090819.pdf

#### Current Situation

\* The state is plagued with intense heat, drought and wildland fires.

\* The threat of wildland fires has only become worse since the beginning of the year.

\* 665,100 Acres have been burned by over 13,000 wildfires.

\* A total of 383 homes have been lost this year due to wildfires in Texas. Although tragic, 12,991 homes have been saved by direct action.

\* Forty-nine firefighters have been injured in the line of duty this year in fighting wildfires. In addition, there have been seven civilian injuries.

\* The Texas AgriLife Extension Service economists report the ongoing drought has caused farm and ranch losses to reach \$3.6 billion. Unless farmers and ranchers receive significant rain fall, the predictions for the rest of the year show losses will exceed \$4.1 billion.

#### Previous actions taken to this point

\* On March 4, Governor Perry requested assistance from the US Department of Agriculture to provide low interest loans for Farmers and Ranchers impacted by the drought for all 254 counties in the state. Of those counties requested, 70 counties have been approved.

\* On March 6, the Governor requested and received a Small Business Administration (SBA) declaration for Bastrop County and its contiguous counties. This declaration provided low-interest loans for homeowners and businesses who suffered damages as result of fire.

\* On March 20, the Governor requested assistance from FEMA to help provide direct federal assistance for the State to help aid in combating wildland fires in the State. FEMA denied the request. The State appealed and the appeal was denied.

\* On April 7, the Governor requested and received a SBA declaration for Live Oak County and its contiguous counties. This declaration provided low-interest loans for homeowners and businesses who suffered damages as result of fire.

\* On April 16, the Governor requested a major disaster declaration from FEMA for Callahan, Clay, Jack, Montague, Wichita and Young counties. The declaration was denied on May 8 and was referred to the SBA. The SBA approved the declaration for the county of Montague and its contiguous counties. This declaration provided low-interest loans for homeowners and businesses who suffered damages as result of fire.

\* On July15, the Governor signed a 30-day proclamation to suspend all rules and regulations that could inhibit or prevent wildfire response. The Governor's staff is currently working on another proclamation for another 30 days.

#### Today's Action

\* Today the Governor is again attempting to request help from FEMA to provide direct federal assistance for the State to help aid in combating wildland fires in the State. If approved, the assistance will provide 75 percent reimbursement to the state for federal resources utilized in combating wildand fires.

\* To date, the cost to the state has amounted to over \$51.3 million.



OFFICE OF THE GOVERNOR

RICK PERRY  
GOVERNOR

August 18, 2009

The Honorable Barack Obama  
President of the United States  
The White House  
1600 Pennsylvania Avenue, NW  
Washington, D.C. 20500

THROUGH: Mr. Gary Jones, Acting Regional Administrator  
Federal Emergency Management Agency (FEMA), Region VI  
Federal Regional Center  
Denton, Texas 76209

Dear Mr. President:

The State of Texas, since January 2009, has faced the threat of extreme fire hazard as a result of an ongoing drought across much of the state. To assist Texans affected by the continuing threat of wildfires and exceptional drought, as classified by the U.S. Drought Monitor, I urge you to declare an emergency for the State of Texas under the provisions of Section 501(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act), and implemented by 44 CFR §206.35, beginning July 15, 2009, and continuing. I am specifically requesting Direct Federal Assistance under Emergency Protective Measures (Category B) of FEMA's Public Assistance Program.

I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the state and affected local governments, and that supplementary federal assistance is necessary to save lives; to protect property, public health and safety; or to lessen or avert the threat of a disaster. Preliminary estimates of the amount of emergency assistance needed under the Stafford Act, and emergency assistance from certain federal agencies under other statutory authorities, are still being determined.

I submitted a similar request on February 24, 2009, which was denied based on FEMA's determination that the required response and recovery was within the combined capabilities of the state and affected local governments. In addition, FEMA advised the state to take advantage of funding for the pre-positioning of assets provided through the Fire Management Assistance

The Honorable Barack Obama  
August 19, 2009  
Page 2

Grant Program (FMAGP). The state has continued to leverage this program, and has received 16 FMAGP declarations; however, since my earlier request for FEMA assistance, conditions have become significantly worse. Wildfire activity has been steadily increasing since the first of the year in both number and size. The state now faces a cost of \$45 million in wildfire response, which is \$17.9 million more than the \$27.3 million threshold for a public assistance declaration for the state.

The Texas Forest Service (TSF), the state's primary source in fighting wildfires, incurred a cost of \$36,168,769 on behalf of the state in 2008. Because the Texas Legislature was in session early this year, the state was able to contribute \$28,783,859 toward wildfire response. Unfortunately, this funding left a gap of \$7,384,910 for the end of the 2008 wildfire season, in addition to the \$9,740,655 already incurred for 2009. TSF has also incurred a cost of \$35,071,048 for support requested through the U.S. Forest Service. Other agencies that have been actively involved in wildfire response include the Texas Department of Transportation, the Texas Department of Public Safety, the Governor's Division of Emergency Management and Texas Military Forces, as well as other federal and compact agencies. The cost for local fire department wildfire response totals more than \$5,977,290. Of the total state agency and local fire department costs of \$51,385,538 incurred, it is estimated that only \$3,997,940 will be reimbursed by FEMA under the FMAG program, leaving a deficit of \$47,387,598.

In addition to my request for FEMA assistance, on March 6, 2009, I requested assistance for all 254 counties through the U.S. Department of Agriculture emergency Farm Loan Program, but to date, only 70 counties have been approved, while 184 counties have been deferred.

In response to the ongoing situation, I have issued a disaster declaration effective July 15, 2009, which was renewed on August 13, 2009. This allows for the easier positioning of state assets and allows local governments to expedite response efforts. Copies of the original proclamation and the renewal are enclosed.

State resources have been mobilized and strategically positioned across the state, including 56 dozers, 12 fixed-wing aircraft and 8 helicopters. With the strong winds and low relative humidity values forecast, we expect any fires occurring within critical areas to have a very high difficulty of control, quickly exceeding local resource capability. A multi-agency response will be needed for effective containment. It is further expected that state resource capabilities will be exceeded and additional out-of-state resources will be needed to assist with the response.

With the excessive drought and heat that Texas has experienced this year, the potential wildfire risk has reached an extremely high level within the state due to wild land fuels, critical fire weather and fire occurrence. These have combined to present a serious hazard to the lives and

The Honorable Barack Obama  
August 19, 2009  
Page 3

property of the citizens of the state. A total of 383 homes have been lost this year due to wildfires in Texas. Counties with major home losses include Bastrop (29 homes), Bexar (15 homes), Jack (25 homes), Live Oak (36 homes), Montague (70 homes), Palo Pinto (21 homes) and Tyler (15 homes), in addition to 635,147 acres burned (992 square miles).

Forty-nine firefighters have been injured in the line of duty this year in fighting wildfires, and seven civilians have been injured.

As a result of the lack of rainfall during this ongoing drought, 240 water systems in Texas are under mandatory water restrictions, including those in or near major metropolitan areas such as San Antonio, Dallas, Houston and Austin. An additional 308 communities have asked for voluntary water cutbacks due to the severity of the drought.

Many records, particularly in south Texas, have been broken due to the lack of rain. Since January 2009, San Antonio has received only 24.38" of its normal 55.49" of rain, and Victoria has received only 38.26" of rain its normal 73.23" of rain. Both experienced their driest 23-month periods on record, and each needs significant August 2009 rainfall to avoid extending the record dryness to two years. Victoria's drought situation is marginally aided by the fact that the nine-month period ending in September 2007 was the wettest on record, having received 66.20" of rain in nine months. The past 22 months in Austin saw only 30.49" of its normal 61.42" of rain, resulting in the second-driest 22-month period on record. The year-to-date precipitation ending in July at Port Mansfield was only 1.47" of its normal 11.47" of precipitation, and Sarita has had only 1.96" of its normal 11.72". College Station tied a record by enduring 56 consecutive days without precipitation, ending on July 19. The affected counties have implemented outdoor burn bans and/or local disaster declarations (enclosed).

To compound the situation, Texas has had more than twice its normal days of temperatures above 100 degrees. Several cities set records for the highest average monthly temperature ever recorded in July. Austin, College Station, Corpus Christi, San Antonio and Victoria set records for highest temperatures ever, including each calendar month. Houston had its third-warmest month, while Austin and Galveston had their sixth-warmest months.

Texas continues to experience periods of intense and violent wildfires. Multiple and continuous cold fronts across a wide area of the state characterized by extremely high winds and record low humidity have created optimum conditions for numerous spontaneous and violent wildfires.

The following supporting enclosures are furnished to demonstrate the critical situation the state is in:

The Honorable Barack Obama

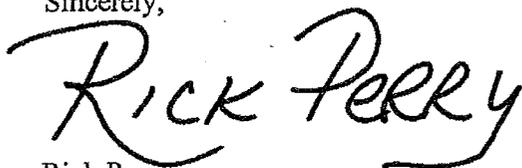
August 19, 2009

Page 4

- Texas Forest Service's Fuel Dryness Map
- NOAA's graphic on U.S. Seasonal Drought Outlook
- U.S. Drought Monitor
- NOAA's graphic on Departure from Normal Temperatures
- NOAA's graphic on Departure from Normal Precipitation
- USDA's Drought Designation Status

I urge your favorable consideration of my request for an emergency declaration for the State of Texas to provide Direct Federal Assistance under Category B of FEMA's Public Assistance Program.

Sincerely,

A handwritten signature in black ink that reads "Rick Perry". The signature is written in a cursive, slightly slanted style with a large initial "R".

Rick Perry  
Governor

RP:gep

Enclosures



ENCLOSURE

STATE OF TEXAS  
OFFICE OF THE GOVERNOR

RICK PERRY  
GOVERNOR

August 13, 2009

The Honorable Esperanza "Hope" Andrade  
~~Secretary of State~~  
State Capitol Room 1E.8  
Austin, Texas 78701

Dear Madame Secretary:

Pursuant to his powers acting as Chief Executive Officer of the State of Texas, Lt. Governor David Dewhurst has issued the following proclamation:

A proclamation certifying that there is an extreme fire hazard that poses a threat of imminent disaster in several counties of Texas.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. Davidson", written over a horizontal line.

Gregory S. Davidson  
Executive Clerk to the Governor

GSD/gsd

Attachment

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
O'CLOCK

AUG 13 2009  
A handwritten signature in black ink, appearing to read "Hope Andrade", written below the date stamp.

**PROCLAMATION**  
BY THE  
**Governor of the State of Texas**

---

TO ALL TO WHOM THESE PRESENTS SHALL COME:

I, RICK PERRY, Governor of the State of Texas, did issue an Emergency Disaster Proclamation on July 15, 2009, certifying that an extreme fire hazard posed a threat of imminent disaster in specified counties in Texas.

WHEREAS, the extreme fire hazard continues to create a threat of disaster for the people in the State of Texas.

WHEREAS, the state of disaster includes the counties of Anderson, Andrews, Angelina, Aransas, Archer, Atascosa, Austin, Bandera, Bastrop, Baylor, Bee, Bell, Bexar, Blanco, Borden, Bosque, Bowie, Brazoria, Brazos, Brewster, Brooks, Brown, Burleson, Burnet, Caldwell, Calhoun, Callahan, Cameron, Camp, Cass, Chambers, Cherokee, Childress, Clay, Coke, Coleman, Collin, Collingsworth, Colorado, Comal, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crockett, Crosby, Dallas, Delta, Denton, DeWitt, Dickens, Dimmit, Dohley, Duval, Eastland, Ector, Edwards, El Paso, Ellis, Erath, Falls, Fannin, Fayette, Fisher, Foard, Fort Bend, Franklin, Freestone, Frio, Galveston, Garza, Gillespie, Glasscock, Goliad, Gonzales, Grayson, Gregg, Grimes, Guadalupe, Hamilton, Hardeman, Hardin, Harris, Harrison, Haskell, Hays, Henderson, Hidalgo, Hill, Hood, Hopkins, Houston, Howard, Hudspeth, Hunt, Irion, Jack, Jackson, Jasper, Jefferson, Jim Hogg, Jim Wells, Johnson, Jones, Karnes, Kaufman, Kendall, Kenedy, Kent, Kerr, Kimble, King, Kinney, Kleberg, Knox, La Salle, Lamar, Lampasas, Lavaca, Lee, Leon, Liberty, Limestone, Live Oak, Llano, Lubbock, Lynn, Madison, Marion, Mason, Matagorda, Maverick, McCulloch, McLennan, McMullen, Medina, Menard, Midland, Milam, Mills, Mitchell, Montague, Montgomery, Morris, Nacogdoches, Navarro, Newton, Nolan, Nueces, Orange, Palo Pinto, Panola, Parker, Pecos, Polk, Rains, Reagan, Real, Red River, Refugio, Robertson, Rockwall, Runnels, Rusk, Sabine, San Augustine, San Jacinto, San Patricio, San Saba, Schleicher, Scurry, Shackelford, Shelby, Smith, Somervell, Starr, Stephens, Sterling, Stonewall, Sutton, Tarrant, Taylor, Terrell, Throckmorton, Titus, Tom Green, Travis, Trinity, Tyler, Upshur, Upton, Uvalde, Val Verde, Van Zandt, Victoria, Walker, Waller, Ward, Washington, Webb, Wharton, Wichita, Willbarger, Willacy, Williamson, Wilson, Winkler, Wise, Wood, Young, Zapata, and Zavala.

THEREFORE, in accordance with the authority vested in me by Section 418.014 of the Texas Government Code, I do hereby renew the Emergency Disaster Proclamation and direct that all necessary measures, both public and private, as authorized under Section 418.017 of the code, be implemented to meet that threat.

As provided in Section 418.016 of the code, all rules and regulations that may inhibit or prevent prompt response to this threat are suspended for the duration of the state of disaster.

The renewal of the Emergency Disaster Proclamation becomes effective on August 14, 2009, and shall remain in effect until September 12, 2009, unless renewed or terminated.

In accordance with the statutory requirements, copies of this proclamation shall be filed with the applicable authorities.

IN TESTIMONY WHEREOF, I  
have hereunto signed my name  
and have officially caused the

Lt. Governor David Dewhurst  
August 13, 2009

Proclamation  
Page 2

Seal of State to be affixed at my  
Office in the City of Austin,  
Texas, this the 13th day of  
August, 2009.



*David Dewhurst*  
DAVID DEWHURST  
Acting as Governor

Attested by:

*Esperanza Andrade*  
ESPERANZA "HOPE" ANDRADE  
Secretary of State

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
O'CLOCK

AUG 13 2009



ENCLOSURE

STATE OF TEXAS  
OFFICE OF THE GOVERNOR

RICK PERRY  
GOVERNOR

July 15, 2009

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
*6:00 PM* O'CLOCK

The Honorable Esperanza "Hope" Andrade  
Secretary of State  
State Capitol Room 1E.8  
Austin, Texas 78701

JUL 15 2009  
*Esperanza Andrade*  
Secretary of State

Dear Madame Secretary:

Pursuant to his powers as Chief Executive Officer of the State of Texas, Governor Rick Perry has issued the following proclamation:

A proclamation certifying that there is an extreme fire hazard that poses a threat of imminent disaster in several counties of Texas.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,

*Gregory S. Davidson*  
Gregory S. Davidson  
Executive Clerk to the Governor

GSD/gsd

Attachment

# PROCLAMATION

BY THE

## Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

I, RICK PERRY, Governor of Texas, do hereby certify that there is an extreme fire hazard that poses a threat of imminent disaster in the counties of Anderson, Angelina, Aransas, Archer, Atascosa, Austin, Bandera, Bastrop, Baylor, Bee, Bell, Bexar, Blanco, Borden, Bosque, Bowie, Brazoria, Brazos, Brooks, Brown, Burleson, Burnet, Caldwell, Calhoun, Cameron, Camp, Cass, Chambers, Cherokee, Clay, Collin, Colorado, Comal, Cooke, Coryell, Crosby, Dallas, Delta, Denton, DeWitt, Dimmit, Duval, Eastland, Edwards, Ellis, Erath, Falls, Fannin, Fayette, Fort Bend, Franklin, Freestone, Frio, Galveston, Garza, Gillespie, Goliad, Gonzales, Grayson, Gregg, Grimes, Guadalupe, Hardin, Harris, Harrison, Hays, Henderson, Hidalgo, Hill, Hood, Hopkins, Houston, Howard, Hunt, Irion, Jack, Jackson, Jasper, Jefferson, Jim Hogg, Jim Wells, Johnson, Karnes, Kaufman, Kendall, Kenedy, Kerr, Kinney, Kleberg, La Salle, Lamar, Lampasas, Lavaca, Lee, Leon, Liberty, Limestone, Live Oak, Llano, Lynn, Madison, Marion, Matagorda, Maverick, McLennan, McMullen, Medina, Midland, Milam, Montague, Montgomery, Morris, Nacogdoches, Navarro, Newton, Nueces, Orange, Palo Pinto, Panola, Parker, Polk, Rains, Real, Red River, Refugio, Robertson, Rockwall, Rusk, Sabine, San Augustine, San Jacinto, San Patricio, Scurry, Shackelford, Shelby, Smith, Somervell, Starr, Stephens, Sutton, Tarrant, Throckmorton, Titus, Tom Green, Travis, Trinity, Tyler, Upshur, Uvalde, Van Zandt, Victoria, Walker, Waller, Ward, Washington, Webb, Wharton, Wichita, Wilbarger, Willacy, Williamson, Wilson, Wise, Wood, Young, Zapata and Zavala.

THEREFORE, in accordance with the authority vested in me by Section 418.014 of the Texas Government Code, I do hereby declare a state of disaster in the counties listed above based on the existence of such threat and direct that all necessary measures both public and private as authorized under Section 418.017 of the code be implemented to meet that threat.

As provided in section 418.016, of the code, all rules and regulations that may inhibit or prevent prompt response to this threat are suspended for the duration of the state of disaster.

In accordance with the statutory requirements, copies of this proclamation shall be filed with the applicable authorities.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my Office in the City of Austin, Texas, this the 15th day of July, 2009.

*Rick Perry*

RICK PERRY  
Governor

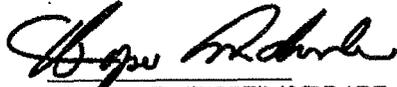
FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
6 PM O'CLOCK

JUL 15 2009

*Governor Rick Perry*  
July 15, 2009

*Proclamation*  
Page 2

Attested by:



ESPERANZA "HOPE" ANDRADE  
Secretary of State

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
*6:00* O'CLOCK

JUL 15 2009

# Outdoor Burn Bans

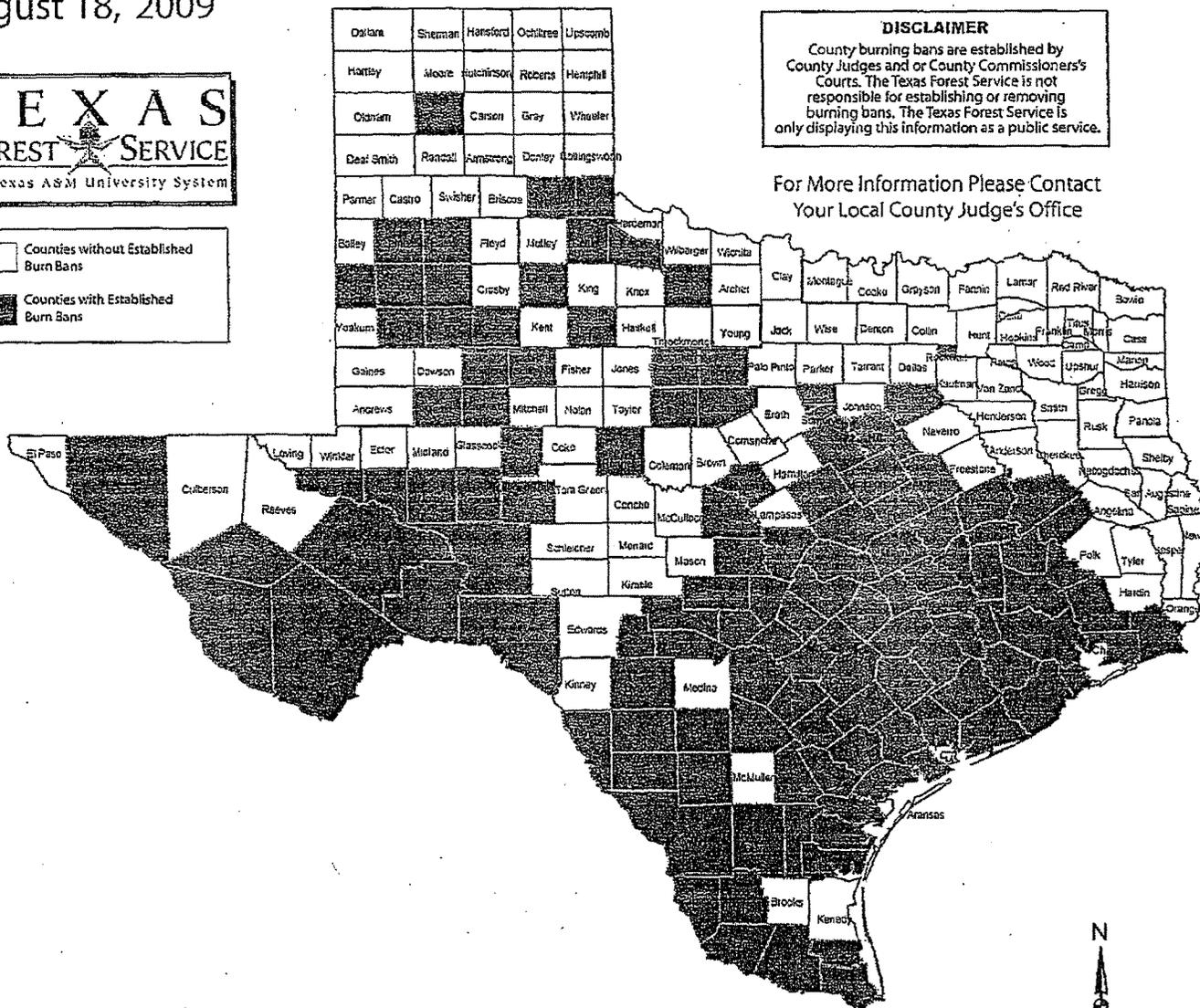
August 18, 2009



Counties without Established Burn Bans  
 Counties with Established Burn Bans

**DISCLAIMER**  
 County burning bans are established by County Judges and or County Commissioners' Courts. The Texas Forest Service is not responsible for establishing or removing burning bans. The Texas Forest Service is only displaying this information as a public service.

For More Information Please Contact Your Local County Judge's Office



Counties with Burn Bans: 129

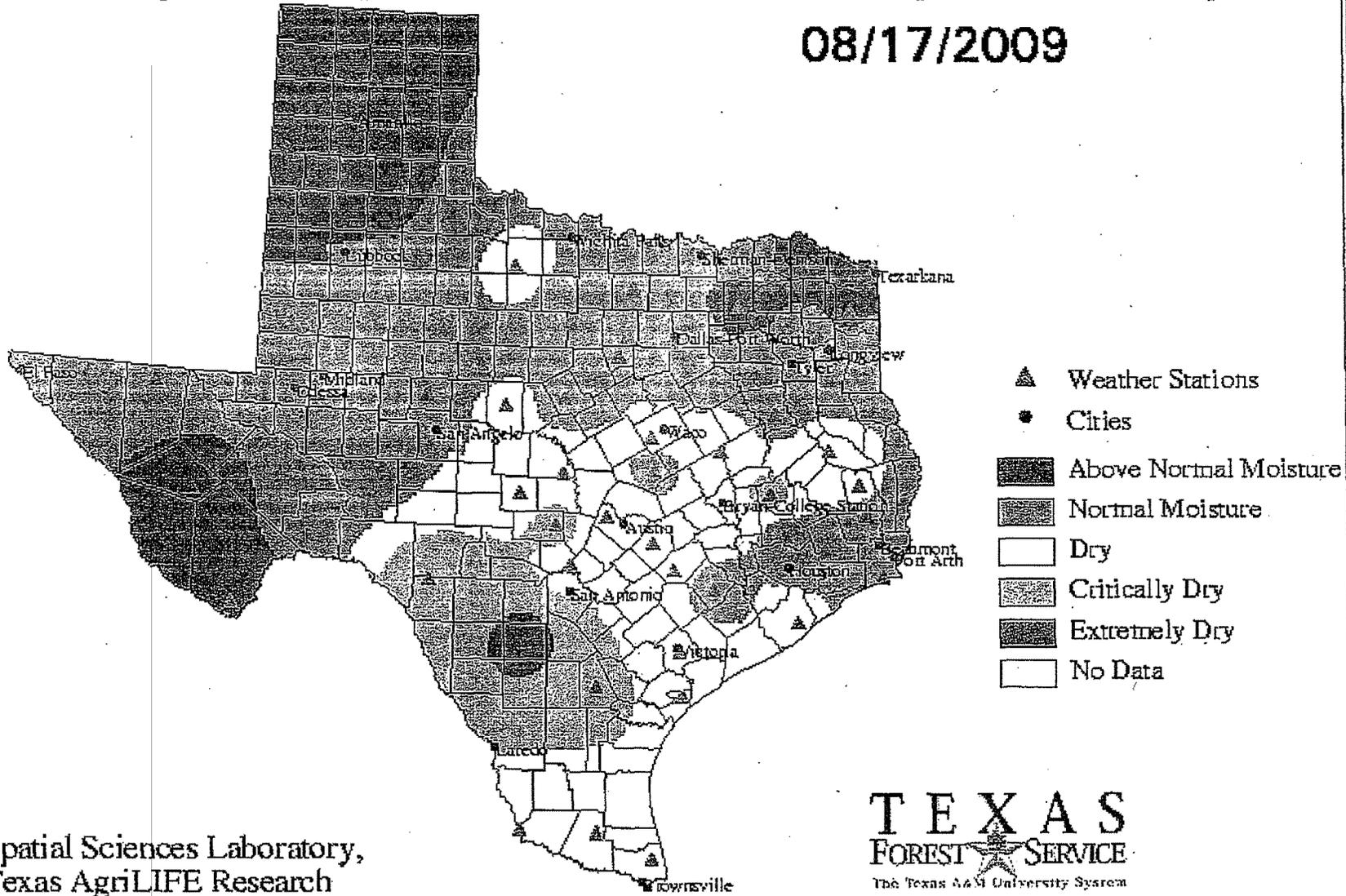
- |           |            |              |
|-----------|------------|--------------|
| Atascosa  | Grimes     | Potter       |
| Austin    | Guadalupe  | Presidio     |
| Bandera   | Hale       | Reagan       |
| Baylor    | Hall       | Real         |
| Bastrop   | Harris     | Refugio      |
| Bee       | Hays       | Robertson    |
| Bell      | Hidalgo    | Rockwall     |
| Bexar     | Hill       | Runnels      |
| Blanco    | Hockley    | San Jacinto  |
| Borden    | Hood       | San Patricio |
| Bosque    | Howard     | San Saba     |
| Brazoria  | Houston    | Scurry       |
| Brazos    | Hudspeth   | Shackelford  |
| Brewster  | Irion      | Somervell    |
| Burleson  | Jackson    | Starr        |
| Burnet    | Jeff Davis | Stephens     |
| Caldwell  | Jefferson  | Sterling     |
| Callahan  | Jim Hogg   | Stonewall    |
| Callaghan | Jim Wells  | Terry        |
| Cameron   | Karnes     | Terrell      |
| Chambers  | Kendall    | Travis       |
| Childress | Kerr       | Trinity      |
| Cochran   | Kieberg    | Upton        |
| Colorado  | La Salle   | Uvalde       |
| Comal     | Lamb       | Val Verde    |
| Coryell   | Lavaca     | Victoria     |
| Cottle    | Lee        | Walker       |
| Crane     | Leon       | Waller       |
| Crockett  | Liberty    | Ward         |
| DeWitt    | Limestone  | Washington   |
| Dickens   | Live Oak   | Webb         |
| Dimmit    | Llano      | Wharton      |
| Duval     | Lubbock    | Willacy      |
| Eastland  | Lynn       | Williamson   |
| Ellis     | Madison    | Wilson       |
| Falls     | Martin     | Zapata       |
| Fayette   | Matagorda  | Zavala       |
| Foard     | Maverick   |              |
| Fort Bend | McLennan   |              |
| Frio      | Milam      |              |
| Galveston | Mills      |              |
| Garza     | Montgomery |              |
| Gillespie | Morris     |              |
| Goliad    | Nueces     |              |
| Gonzales  | Pecos      |              |

ENCLOSURE

ENCLOSURE

# Fuel Dryness map (based on 100hr & ERC percentile maps)

## 08/17/2009



Spatial Sciences Laboratory,  
 Texas AgriLIFE Research  
<http://www-ssl.tamu.edu>

**TEXAS**  
 FOREST SERVICE  
 The Texas A&M University System

**AgriLIFE RESEARCH**  
 Texas A&M System





# U.S. Seasonal Drought Outlook

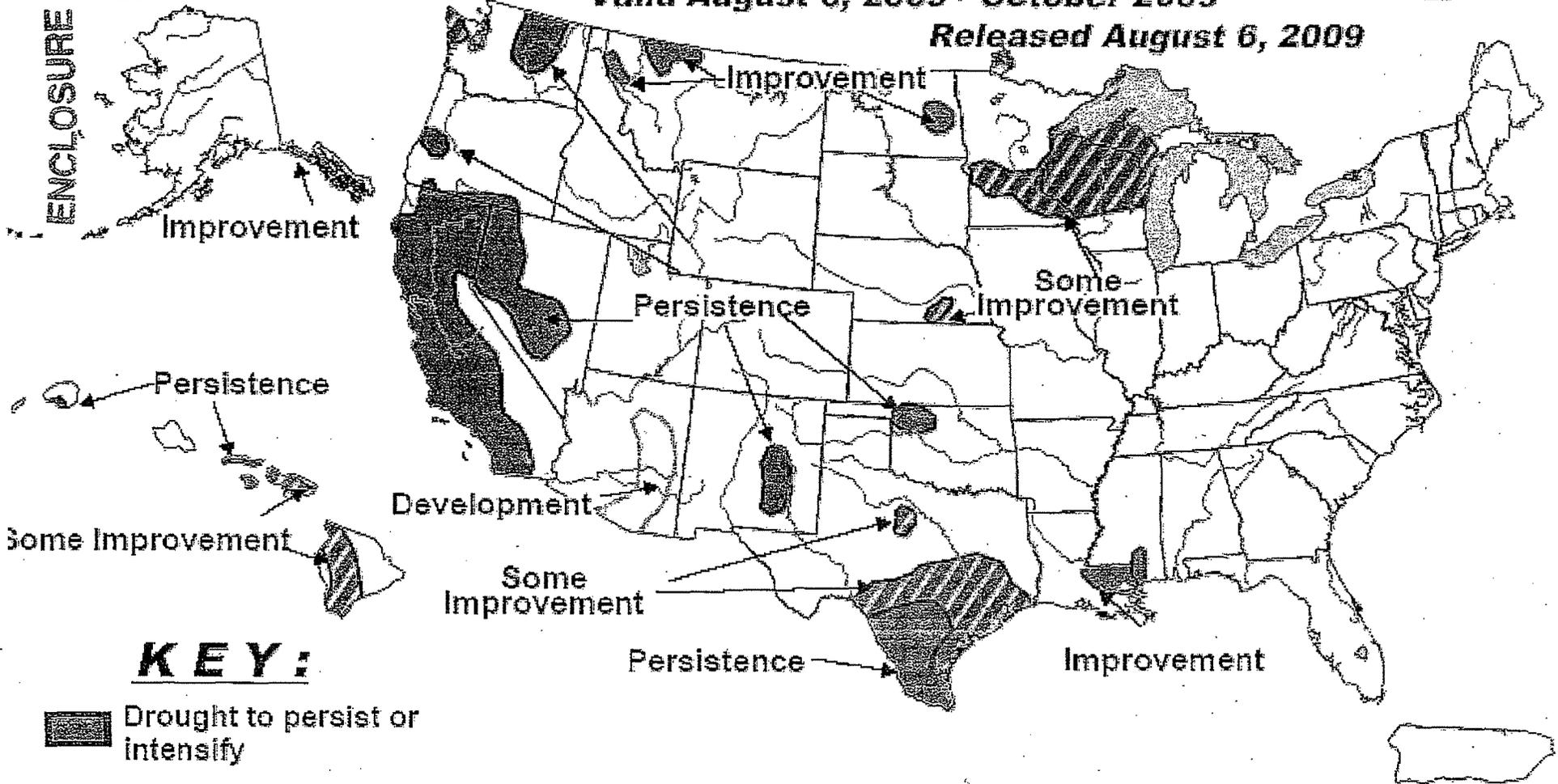
## Drought Tendency During the Valid Period

Valid August 6, 2009 - October 2009

Released August 6, 2009



ENCLOSURE



### KEY:

-  Drought to persist or intensify
-  Drought ongoing, some improvement
-  Drought likely to improve, impacts ease
-  Drought development likely

Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Short-term events – such as individual storms – cannot be accurately forecast more than a few days in advance. Use caution for applications – such as crops -- that can be affected by such events. "Ongoing" drought areas are approximated from the Drought Monitor (D1 to D4 intensity). For weekly drought updates, see the latest U.S. Drought Monitor. NOTE: the green improvement areas imply at least a 1-category improvement in the Drought Monitor intensity levels, but do not necessarily imply drought elimination.

# U.S. Drought Monitor

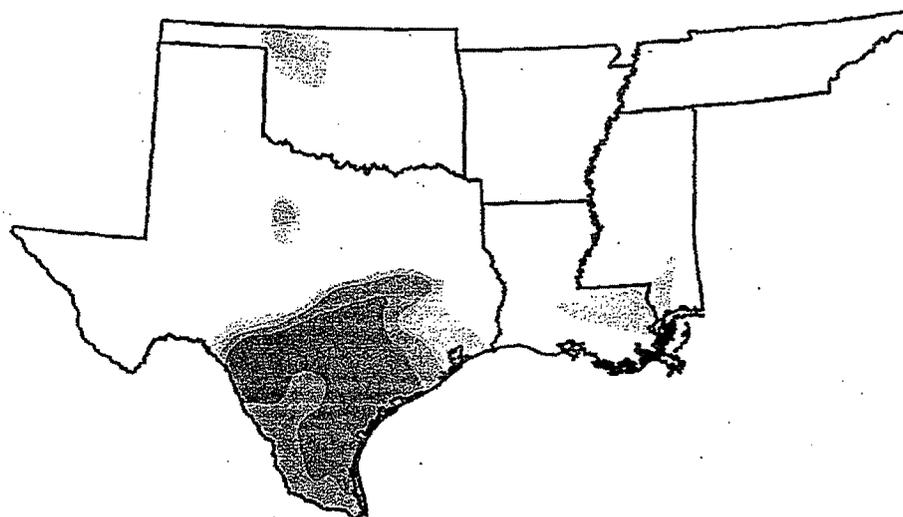
## South

August 11, 2009  
Valid 7 a.m. EST

ENCLOSURE

Drought Conditions (Percent Area)

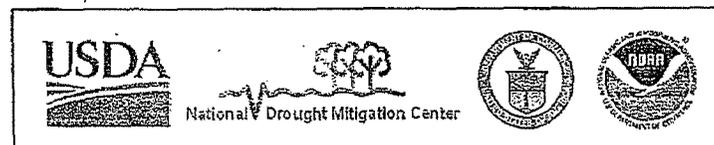
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	63.8	36.2	20.7	15.1	13.4	8.5
Last Week (08/04/2009 map)	63.0	37.0	21.3	15.3	13.4	8.5
3 Months Ago (05/19/2009 map)	64.5	35.5	26.4	18.3	10.3	4.3
Start of Calendar Year (01/06/2009 map)	54.4	45.6	18.0	8.0	4.6	2.1
Start of Water Year (10/07/2008 map)	73.3	26.7	17.3	10.7	2.9	0.0
One Year Ago (08/12/2008 map)	33.9	66.1	40.1	22.8	11.1	2.0



Intensity:

- D0 Abnormally Dry
- D1 Drought - Moderate
- D2 Drought - Severe
- D3 Drought - Extreme
- D4 Drought - Exceptional

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.



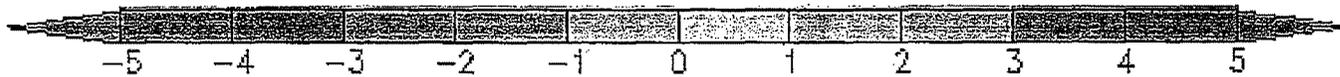
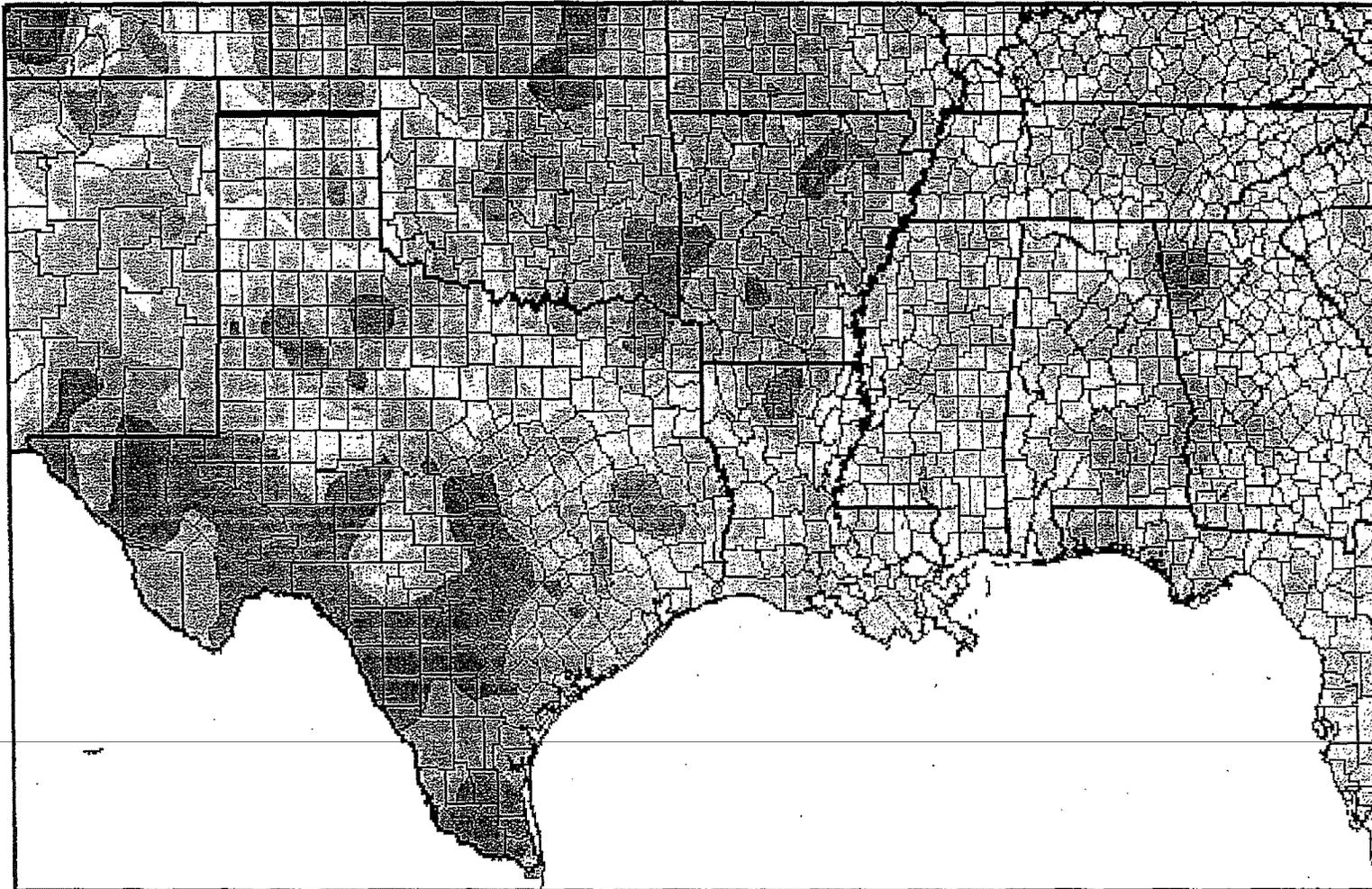
Released Thursday, August 13, 2009

Author: Laura Edwards, Western Regional Climate Center

<http://drought.unl.edu/dm>

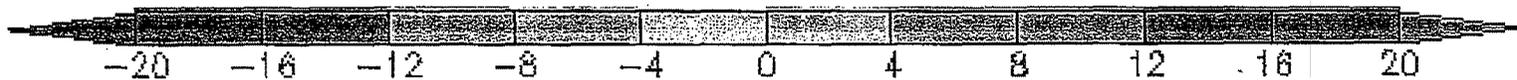
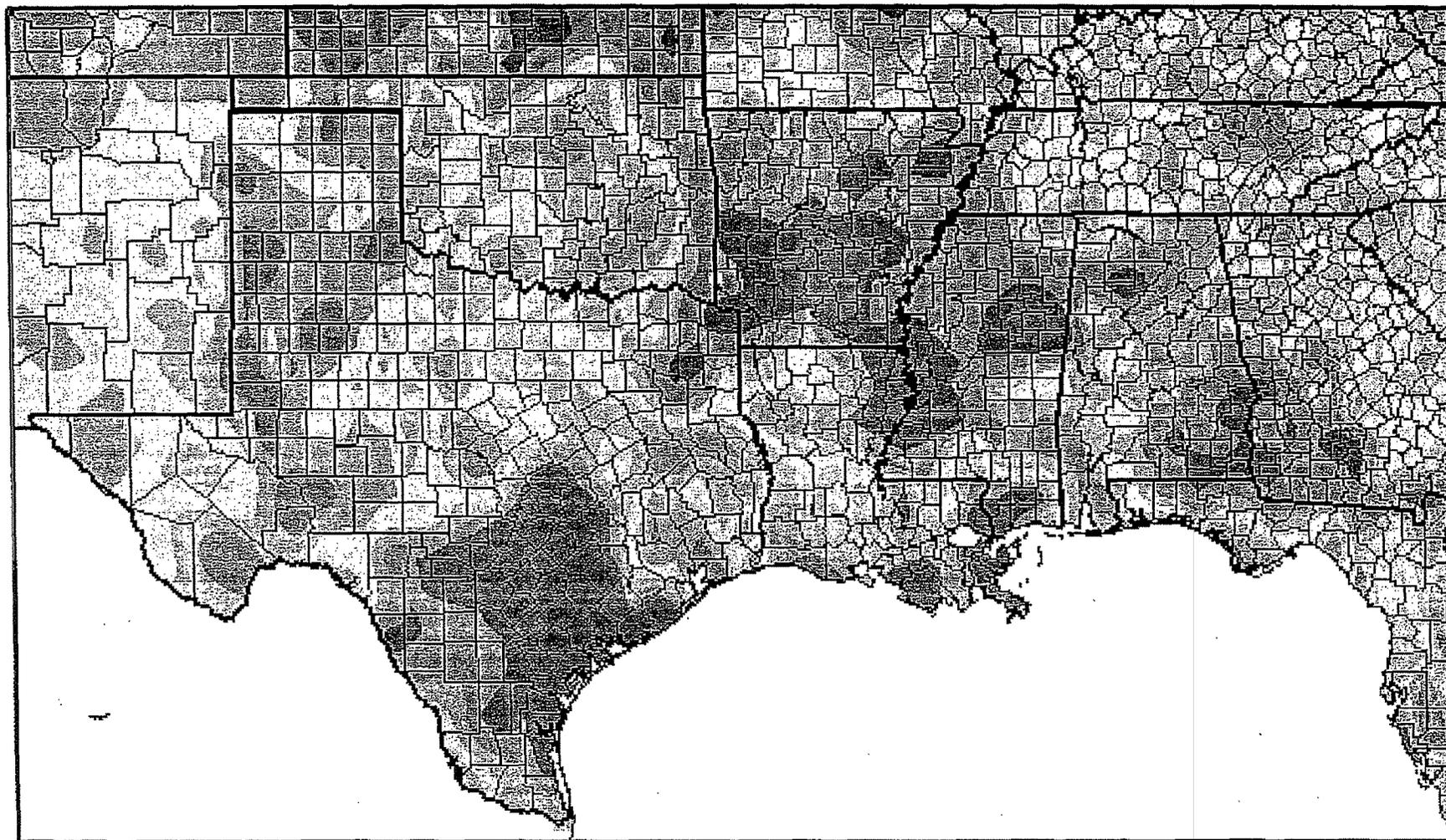
# Departure from Normal Temperatures August 12 – 18, 2009

ENCLOSURE



# Departure from Normal Precipitation August 1, 2008 – July 31, 2009

ENCLOSURE



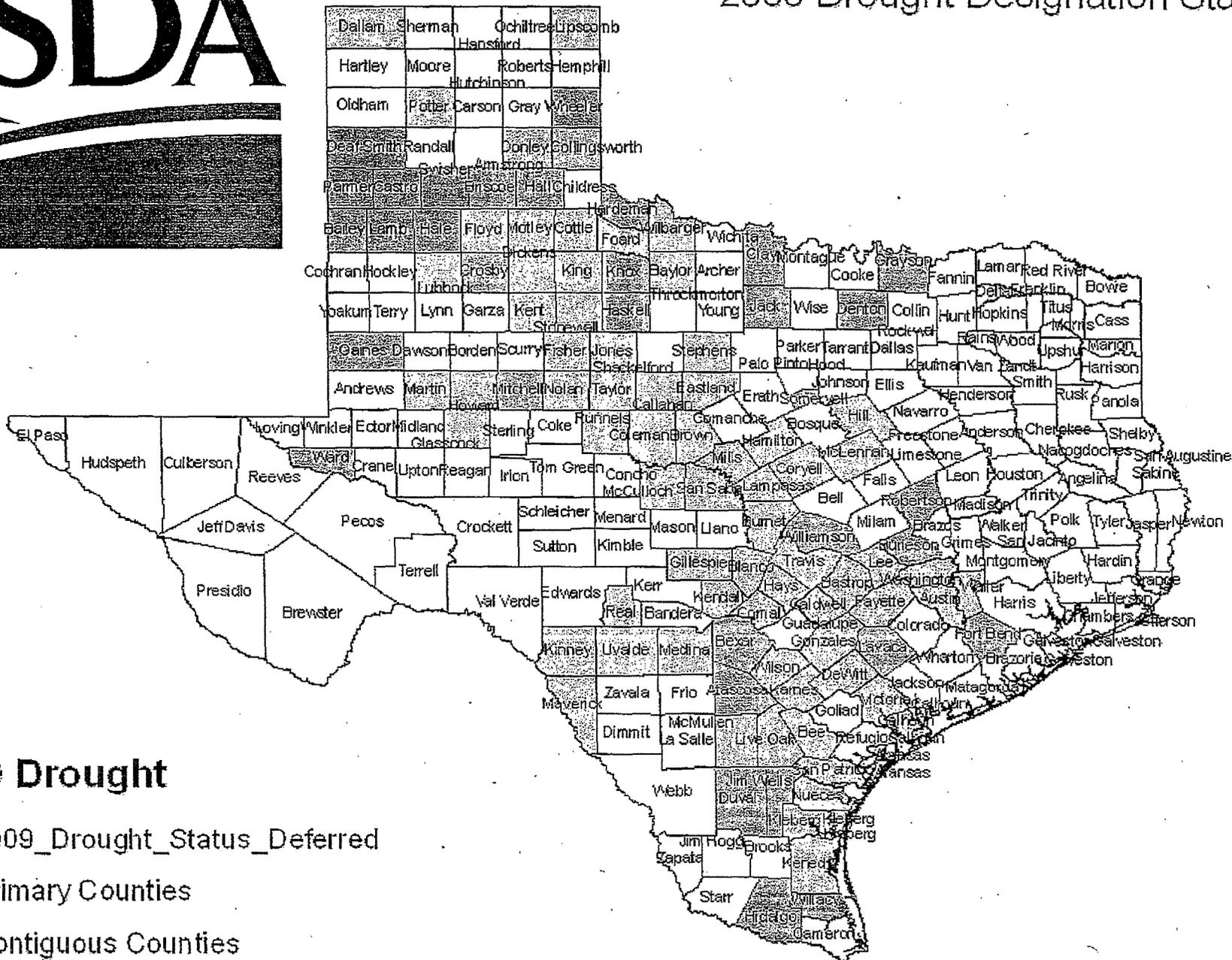
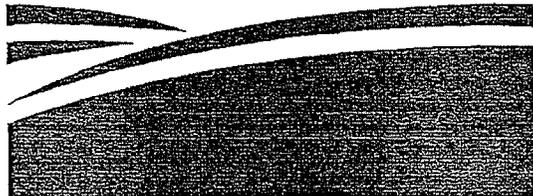
Generated 8/11/2009 at HPRCC using provisional data.

NOAA Regional Climate Centers

# USDA

## 2009 Drought Designation Status

ENCLOSURE



### 2009 Drought

- 2009\_Drought\_Status\_Deferred
- Primary Counties
- Contiguous Counties
- Pending\_Designations2

Item # 6

### Travis County Commissioners Court Agenda Request

Meeting Date: August 25, 2009

I. A. Requestor: Judge Biscoe Phone # 854-9555

B. Specific Agenda Language:

**Approve Proclamation declaring Tuesday, August 25, 2009 as "National Minority Donor Awareness Day."**

C. Sponsor: \_\_\_\_\_  
County Commissioner or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request.


RECEIVED COUNTY JUDGE'S OFFICE 09 AUG -7 PM 3:09

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Department (854-9165)

- A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

- Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

- Contract, Agreement, Travis County Code - Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.

## Travis County Commissioners Court



# Proclamation

**WHEREAS**, Eighteen people die needlessly each day because there are not enough organ donors in this country. One person can save up to eight lives through organ donation and enhance another 50 through tissue donation;

**WHEREAS**, More than half of the 120,000 awaiting a life saving transplant in this country are minorities and more than 9,000 are Texans;

**WHEREAS**, African-Americans, Asians and Hispanics are three times more likely than Whites to suffer from kidney disease and Native Americans are four times more likely than Whites to suffer from diabetes;

**WHEREAS**, Transplants are usually more successful if the organ donor and transplant recipient share the same ethnicity and racial group;

**WHEREAS**, There are no age limits for donors and no major religion in the U.S. is opposed to organ donation; and

**WHEREAS**, No costs directly related to organ, tissue or eye donation are passed on to the donor's family or estate and giving the "Gift of Life" lightens the grief of the donor's own family.

**Now Therefore, Be It Resolved**, that we, the members of the Travis County Commissioners Court, proclaim Tuesday, August 25, 2009 as:

### **"National Minority Donor Awareness Day"**

in Travis County; and encourage all residents of Travis County, especially minorities, to become organ donor by registering at [DonateLifeTexas.org](http://DonateLifeTexas.org).

Signed and entered on the 25<sup>th</sup> day of August, 2009.

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SAMUEL T. BISCOE  
Travis County Judge

---

RON DAVIS  
Commissioner, Pct. 1

---

SARAH ECKHARDT  
Commissioner, Pct. 2

---

KAREN HUBER  
Commissioner, Pct. 3

---

MARGARET J. GÓMEZ  
Commissioner, Pct. 4

7

**BUDGET AMENDMENTS AND TRANSFERS**

**FY 2009**

COUNTY JUDGE'S OFFICE

09 AUG 19 PM 1:40

8/25/2009

**TRANSFERS**

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
T1		001	4510	593	0701	Juvenile Prob.	Reg.Salaries-Permnt Empl		\$ 20,000	1
		001	4526	593	9005	Juvenile Prob.	Transfer to Other Funds	\$ 20,000		



**PLANNING AND BUDGET OFFICE**  
**TRAVIS COUNTY, TEXAS**

---

314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**TO:** Commissioners Court  
**FROM:** Travis R. Gatlin, Sr. Planning and Budget Analyst  
*Travis R. Gatlin*  
**DATE:** August 17, 2009  
**RE:** Request to use Salary Savings to Establish a Cash Reserve in the Truancy Court Fund

The Truancy Court Fund (Fund 054) receives resources from the General Fund through a transfer from Juvenile Probation's General Fund Budget, the City of Austin, and the Austin Independent School District (AISD). The resources from the City of Austin and AISD are received throughout the year, but due to the timing of these payments there are certain times through out the year when the fund has negative cash balance.

Juvenile Probation has worked closely with the County Auditor's Office and Planning and Budget Office (PBO) to resolve this temporary negative cash balance issue. PBO recommended a \$16,000 one-time increase in the budgeted transfer from Juvenile Probation to the Truancy Court Fund in the FY 10 Preliminary Budget. This one-time increase was intended to establish an Unallocated Reserve outside of the department so sufficient cash within the fund would always be available throughout the year. After additional discussions with the Juvenile Probation and the County Auditor's Office, it was agreed to move forward with the proposal in FY 09 to resolve issue this fiscal year.

The department has indentified \$20,000 of temporary salary savings over and above budgeted salary savings to resolve the issue. Operating savings could not be indentified in this amount for the proposal. The \$20,000 one-time increase in the transfer to the Truancy Court Fund is a little larger than the original \$16,000 increase recommended in the FY 10 Preliminary Budget in order to provide a little more cash balance to support future expenditures. The \$20,000 would fall to the ending fund balance of the Truancy Court Fund and will be budgeted next year as an Unallocated Reserve within the fund. The transfer has been anticipated by PBO in the expenditure estimates for FY 09 and will not impact the ending fund balance. If approved, PBO will also remove the \$16,000 one-time increase for FY 10 since the issue will be resolved and document the change as a correction to the FY 10 Preliminary Budget.

PBO recommends the approval of the request in order to resolve the negative cash issue within the Truancy Court Fund.

cc: Judge Darlene Byrne, 126<sup>th</sup> District Court  
Estela Medina, Juvenile Probation  
Barbara Swift, Juvenile Probation  
Sylvia Mendoza, Juvenile Probation  
Nicki Riley, County Auditor's Office  
Rodney Rhoades, PBO  
Leroy Nellis, PBO

Budget Adjustment: 16999

Fyr\_ Budget Type: 2009-Reg

Author: 45 - MILLER, ALAN

Created: 7/20/2009 9:58:43 AM

PBO Category: Transfer

Court Date: Tuesday, Aug 25 2009

Dept: JUVENILE PROBATION

Just: Other

Transfer to establish Cash reserve in Truancy Court

From Account	Acct Desc	Project	Proj Desc	Amount
001-4510-593-0701	REG SALARIES-PERMNT EMPL			20,000
				20,000
To Account		Project		Amount
001-4526-593-9005	TRANSFER TO OTHER FUNDS			20,000
				20,000

Approvals	Dept	Approved By	Date Approved
Originator	45	ALAN MILLER	8/3/2009 11:19:14 AM
DepOffice	45	SYLVIA MENDOZA	8/6/2009 10:37:56 AM

*Alan Miller*  
8/19/09

**Allocated Reserve Status (001-9800-981-9892)**

Amount	Dept Transferred Into	Date	Explanation
\$6,632,457			Beginning Balance
(\$71,830)	Criminal Courts	10/28/08	Permission to continue-Drug Court Program
(\$4,356)	Cons. Pct. 2	11/4/08	3rd Amendment-Village of the Hills Interlocal for Law Enforcement Services
(\$4,620)	Records Management	11/4/08	Budget Line Item Correction
(\$25,000)	TNR	11/18/08	Envision Central Texas
(\$4,821)	TNR	11/25/08	Traffic Citations
(\$59,553)	General Administration	12/2/08	Intergovernmental Relations Coordinator
(\$20,000)	TNR	12/12/08	Legal Costs
(\$226,436)	HHS	12/16/08	Health Public Interlocal with City of Austin
(\$19,593)	CSCD	2/10/09	After-hours Security Services
(\$1,328,530)	TNR	2/24/09	Vehicles Purchase
\$52,730	HHS	3/4/09	Fund new Social Worker in FY 10
(\$25,000)	County Attorney	3/10/09	Outside Counsel
\$43,397	Criminal Courts	4/7/09	Adult Drug Court Grant Reimbursement
(\$20,269)	Facilities	4/21/09	Security Guard
(\$77,724)	Cons. Pct. 2	5/12/09	Security Guard
\$7,393	Various Depts.	5/29/09	Canceled P.O.s
(\$94,219)	General Administration	6/30/09	Appraisal District Fees
(\$186,728)	Juvenile Probation	7/14/09	Pharmaceuticals expense
(\$66,214)	General Administration	7/28/09	Waller Creek Tunnel Project TIF
\$101,500	Sheriff's Office	7/31/09	Move funds from cancel req #448756 to Resv.
\$78,549	Sheriff's Office	8/3/09	Cancel Req #397719 Food Service
(\$34,176)	Medical Examiner	8/4/09	Cadaver Transport Contract
(\$25,000)	Records Management	8/18/09	Postage
<b>\$4,621,957</b>	<b>Current Balance</b>		

**Possible Future Expenses Against Allocated Reserve Previously Identified:**

Amount	Explanation
(\$100,000)	Indigent Attn Costs: County Court at Law #8
(\$300,000)	Indigent Attn Costs: Capital Murder Case Costs
(\$39,900)	Ad Space for November Polling Places
(\$158,125)	Resources for Fail Safe Voting
(\$20,000)	Hazmat
(\$16,000)	Hazmat Equipment Maintenance
(\$55,000)	Postage
(\$80,000)	Records Storage
(\$20,000)	Aviation Software
(\$300,000)	Fuel Price Increase
(\$100,000)	Family Drug Treatment Court
(\$347,110)	Utility Cost Increase
(\$15,000)	Copy Paper
(\$2,650)	Intergovernmental Relations support
(\$300,000)	Indigent Attn Costs: Capital Murder Cases
(\$184,778)	Drug Court
(\$29,302)	Bilingual Supplemental Pay
(\$100,000)	General Fund Subsidy
(\$700,000)	Reserve for Economic Downturn
(\$230,000)	Reserve for Cost Increases

**(\$3,097,865) Total Possible Future Expenses (Earmarks)**

**\$1,524,092 Remaining Allocated Reserve Balance After Possible Future Expenditures**

**Capital Acquisition Resources Account Reserve Status (001-9800-981-9891)**

<b>Amount</b>	<b>Dept Transferred Into</b>	<b>Date</b>	<b>Explanation</b>
\$2,865,553			Beginning Balance
\$67,125	Criminal Courts	10/27/08	Return CAR Funding for CCC#8 - Sound System was funded mid-year FY08
\$4,620	ITS Centralized Comp.Serv	11/4/08	Budget Line Item Correction
(\$28,000)	Facilities	11/18/08	Rebudgeting correction HMS Courthouse HVAC Phase 4 Project
(\$500,000)	Sheriff	2/24/09	Software Purchase
(\$68,000)	Facilities	2/24/09	Repair Chiller at CJC/Gault Bldg.
(\$42,696)	TNR	3/24/09	Mini-Excavator
(\$20,045)	Criminal Courts	4/7/09	IT Equipment
(\$23,900)	Civil Courts	4/7/09	IT Equipment
(\$47,014)	TNR	8/4/09	Replacement Cost for Total Loss Vehicles
<b>\$2,207,643 Current Reserve Balance</b>			

**Possible Future Expenses Against CAR Identified During the FY09 Budget Process:**

<b>Amount</b>	<b>Explanation</b>
(\$95,500)	Failing Vehicles Contingency
(\$30,000)	Aviation Software
<b>(\$125,500) Total Possible Future Expenses (Earmarks)</b>	

**\$2,082,143 Remaining CAR Balance After Possible Future Expenditures**

**Compensation Reserve Status (001-9800-981-9803)**

Amount	Dept Transferred Into	Date	Explanation
\$5,980 (\$1,820)	HRMD	6/16/09	Beginning Balance - Bilingual Pay Pilot Bilingual Testing
<b>\$4,160 Current Reserve Balance</b>			

**Health & Human Services Reserve Status (001-9800-981-9817)**

Amount	Dept Transferred Into	Date	Explanation
\$400,000			Beginning Balance
(\$215,000)	HHS	11/25/08	Workforce Development RFS
(\$22,270)	HHS	3/4/09	Fund new Social Worker in FY09
(\$52,730)	HHS	3/4/09	Fund new Social Worker in FY10
-110,000	HHS	7/28/2009	Workforce Development RFS
<b>\$0 Current Reserve Balance</b>			

**Fuel & Utility Reserve Status (001-9800-981-9819)**

Amount	Dept Transferred Into	Date	Explanation
\$1,108,121			Beginning Balance
<b>\$1,108,121 Current Reserve Balance</b>			

**Planning Reserve Status (001-9800-981-9821)**

Amount	Dept Transferred Into	Date	Explanation
\$700,000 (\$700,000)	PBO	5/12/09	Beginning Balance Analysis & Master Plan Study
<b>\$0 Current Reserve Balance</b>			

**Annualization Reserve Status (001-9800-981-9890)**

Amount	Dept Transferred Into	Date	Explanation
\$2,347,947			Beginning Balance
<b>\$2,347,947 Current Reserve Balance</b>			

**Unallocated Reserve Status (001-9800-981-9898)**

Amount	Dept Transferred Into	Date	Explanation
\$41,384,029			Beginning Balance
(\$1,739,335)	ITS	3/24/09	Software and Hardware
(\$3,050,000)	TNR	3/24/09	HMAC
(\$947,604)	Facilities	3/24/09	Precinct 2
(\$621,862)	Facilities	3/24/09	SMART Building
\$3,050,000	TNR	7/2/09	Reimbursement HMAC Program
<b>\$38,075,228 Current Reserve Balance</b>			

**BEFIT Auditor Reserve Status (001-9800-982-9902)**

Amount	Dept Transferred Into	Date	Explanation
\$621,663			Beginning Balance
(\$1,410)	Auditor	12/17/08	Training Expenses
(\$14,500)	Auditor	12/17/08	Furniture and Training
(\$5,970)	Auditor	1/12/09	Furniture and Printer
(\$4,968)	Auditor	1/12/09	Printer Maintenance & Supplies
(\$6,135)	Auditor	1/27/09	Equip/Supplies for Implementatin
(\$407)	Auditor	1/27/09	Equip/Supplies for Implementatin
(\$275)	Auditor	2/5/09	Equip/Supplies for Implementatin
(\$1,549)	Auditor	2/13/09	Supply Expense
(\$2,522)	Auditor	2/13/09	Supply & Printer Stand
(\$6,391)	Auditor	3/4/09	Printer and Shredder
(\$2,970)	Auditor	3/4/09	Software
(\$4,309)	Auditor	3/4/09	Printer & Shredder Main. & Supp.
(\$485)	Auditor	5/6/09	Supply Expense
(\$1,022)	Auditor	6/30/09	One-time Expense
(\$1,275)	Auditor	7/14/09	Training Expenses
(\$25,777)	Auditor	7/24/09	Personnel Expenses
(16,333)	Auditor	8/12/2009	Personnel Expenses
<b>\$525,365 Current Reserve Balance</b>			

**BEFIT HRMD Reserve Status (001-9800-982-9903)**

Amount	Dept Transferred Into	Date	Explanation
\$82,420			Beginning Balance
<b>\$82,420 Current Reserve Balance</b>			

**BEFIT ITS Reserve Status (001-9800-982-9904)**

Amount	Dept Transferred Into	Date	Explanation
\$81,095			Beginning Balance
(\$63,124)	ITS	2/19/09	Security Analyst FTE
-3371	ITS	6/2/2009	Furniture & Equip
<b>\$14,600 Current Reserve Balance</b>			

**BEFIT Purchasing Reserve Status (001-9800-982-9905)**

Amount	Dept Transferred Into	Date	Explanation
\$214,822			Beginning Balance
(\$56,250)	Purchasing	2/5/09	BEFIT Consultant
(\$4,596)	Purchasing	2/26/09	Furniture Purchase
(\$357)	ITS	4/3/09	Telephone Purchase
(\$39,973)	Purchasing	4/3/09	Purchasing FTE for BEFIT
<b>\$113,646 Current Reserve Balance</b>			

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Please consider the following item for:  
08-25-09

I. A. Request made by: Planning & Budget Office

Review and approve requests regarding grant proposals, applications, contracts, and permissions to continue, and take other appropriate actions:

- a) New grant application to the Governor's Division of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for an additional SWAT Response vehicle in the Sheriff's Department.
- b) New grant application to the Governor's Division of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for hazardous material decontamination equipment in the Emergency Services Department.
- c) New grant application to the Governor's division of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for a maintenance contract on hazardous material detection equipment in the Emergency Services Department.
- d) New grant application to the Governor's Division of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for a maintenance contract for chemical agent detection equipment in the Emergency Services Department.
- e) New grant application to the Governor's Division of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for air monitoring equipment in the Emergency Services Department.
- f) New grant application to the Governor's Office of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for additional training for the Hazmat team in Emergency Services Department.
- g) New grant application to the Governor's Office of Emergency Management through Capital Area Council of Governments (CAPCOG) for the State Homeland Security Program for a variety of expirable and disposal goods for the Hazmat team in the Emergency Services Department.
- h) Grant application to the Department of Labor for Health and Human Services and Veterans Services to continue to receive grant resources for a Stand Down event for homeless veterans to enhance employment and training opportunities or promote self-sustainment.
- i) Approve grant contract with the Office of the Attorney General of Texas for Information and Telecommunications Department to be reimbursed for costs associated with Travis County's continuing participation in the Statewide Automated Victim Notification Service (SAVNS).
- j) Amendment to the grant contract with the Office of Attorney General for Juvenile Probation to promote compliance with Travis County court orders regarding child access and visitation. The amendment extends the grant

term until August 31, 2010, provides resources for FY 10 and adjusts the budget for FY09.

Approved by:

\_\_\_\_\_  
Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

III. Required Authorizations: Please check if applicable:

**Planning and Budget Office (854-9106)**

\_\_\_\_\_ Additional funding for any department or for any purpose

\_\_\_\_\_ Transfer of existing funds within or between any line item budget

\_\_\_\_\_ Grant

**Human Resources Department (854-9165)**

\_\_\_\_\_ A change in your department's personnel (reclassifications, etc.)

**Purchasing Office (854-9700)**

\_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement

**County Attorney's Office (854-9415)**

\_\_\_\_\_ Contract, Agreement, Policy & Procedure

## TRAVIS COUNTY

8/25/2009

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE  
FY 2009

*The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.*

Dept	Grant Title	Grant Period	Grant Amount	Local Funds (Donation)	County Match	FTEs	Notes	Page #	ARRA
<b>Applications</b>									
<b>a</b>	37	FY 2010 State Homeland Security Program - TCSO	10/01/2010 - 11/30/2012	\$368,452.50	\$8,000.00	\$122,817.50	1	19	
<b>b</b>	47	Homeland Security Grant Program - State Homeland Security program	10/1/2010 - 11/30/2012	\$10,125.00		\$3,375.00	1	38	
<b>c</b>	47	Homeland Security Grant Program - State Homeland Security Program	10/1/2010 - 11/30/2012	\$22,500.00		\$7,500.00	1	48	
<b>d</b>	47	Homeland Security Grant Program - State Homeland Security Program	10/1/2010 - 11/30/2012	\$15,675.00		\$5,225.00	1	58	
<b>e</b>	47	Homeland Security Grant Program - State Homeland Security Program	10/1/2010 - 11/30/2012	\$14,985.00		\$4,995.00	1	68	
<b>f</b>	47	Homeland Security Grant Program - State Homeland Security Program	10/1/2010 - 11/30/2012	\$31,050.00		\$10,350.00	1	78	
<b>g</b>	47	Homeland Security Grant Program - State Homeland Security Program	10/1/2010 - 11/30/2012	\$11,250.00		\$3,750.00	1	88	
<b>h</b>	58	Veterans' Employment and Training Service (Stand Down Grant)	10/24/2009 - 10/24/2009	\$7,000.00				98	
<b>Contracts</b>									
<b>i</b>	12	SAVNS Statewide Automated Victim Notification Service	9/1/2009 - 8/31/2010	\$25,817.00			1	120	
<b>j</b>	45	Access and Visitation	9/1/2008 - 8/31/2010	\$47,348.00		\$5,400.00	1	140	

**Notes:**

- 1 PBO recommends approval.
- 2 PBO does not recommend approval
- 3 Please see PBO recommendation for more information

## FY 2009 Grants Summary Report

### Outstanding Grant Applications

*The following is a list of grants for which application has been made and notification of award has not yet been received. American Recovery and Reinvestment Act (ARRA) and Large Multi-year Grants are bold and italicized. Additional details for these grants are summarized on page XXX.*

Dept	Name of Grant	Grant Amount	County Match	Grant Term	FTEs	Cm. Ct. Approval Date
58	<b><i>AmeriCorp</i></b>	\$301,429	\$281,599	8/1/2009 - 7/31/2010	20	10/14/2008
49	Flood Mitigation Assistance Planning Grant	\$30,000	\$10,000	12/1/2008 - 11/30/2009		11/7/2008
47	Emergency Management Performance Grant	\$60,215	\$60,215	10/1/2008 - 9/30/2009		12/16/2008
45	Young Offender Planning Grant	\$300,000		10/1/2009 - 9/30/2010	3	12/16/2008
19	Family Violence Accelerated Prosecution Program	\$98,842	\$53,223	9/1/2009 - 8/31/2010	1.39	1/6/2009
45	Parent Project	\$31,110		9/1/2009 - 8/31/2010		2/24/2009
45	JABG (Local) Juvenile Assessment Center	\$87,047	\$9,672	9/1/2009 - 8/31/2010	1.5	2/24/2009
45	Safe and Drug Free Schools CBT Re-Entry Program	\$14,386		9/1/2009 - 8/31/2010		2/24/2009
45	JJDP Front End Therapeutic Services Program	\$35,000		9/1/2009 - 8/31/2010		3/3/2009
55	BJA Justice and Mental Health Collaboration Program	\$200,000	\$50,000	10/1/2009 - 9/30/2011	2	3/10/2009

45	FY 10 BJA Mental Health Court Collaboration- COPE (Collaborative Opportunities for Positive Change)	\$200,000	\$50,000	10/1/2009 - 9/30/2011	2	3/10/2009
37	<b><i>2009 Byrne Justice Assistance Grant (ARRA)</i></b>	\$495,000		3/1/2009 - 9/30/2012		4/7/2009
45	National School Lunch Program/School Breakfast Program	\$250,000		7/1/2009 - 6/30/2010		4/7/2009
39	<b><i>Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations (ARRA)</i></b>	\$373,517		8/1/2009 - 7/31/2011	6	4/14/2009
55	Second Chance Act: Prisoner Reentry Initiative Grant	\$176,240	\$175,738	10/1/2009 - 9/30/2010	3	4/14/2009
45	<b><i>Travis County Mentoring Project (ARRA)</i></b>	\$498,467		10/1/2009 - 9/31/2013	1.5	4/14/2009
19	Other Victim Assistance Grant (OVAG)	\$99,049		9/1/2009 - 8/31/2011	1	4/14/2009
45	Drug Court/In-Home Family Services Grant	\$175,000		9/1/2009 - 8/31/2010		4/21/2009
45	<b><i>Byrne Memorial Competitive Grant Supporting Problem Solving Courts (ARRA)</i></b>	\$537,459		10/1/2009 - 9/30/2011	3	4/21/2009
24	Drug Diversion Court	\$187,952		9/1/2009 - 8/31/2010	1	4/21/2009
59	Travis County STAR Flight Equipment Enhancement	\$283,926		10/1/2009 - 9/30/2010		4/28/2009
37	State Criminal Alien Assistance Program - SCAAP 09	\$37,368,877		7/1/2007 - 6/30/2008		4/28/2009

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47	Homeland Security Grant for Videoconferencing Network	\$260,686.41		7/1/2009 - 7/1/2011		4/28/2009
23	Victim Coordinator and Liaison Grant	\$78,000		9/1/2009 - 8/31/2011		4/28/2009
39	Travis County Adult Probation DWI Court	\$210,315		9/1/2009 - 8/31/2010	1	4/28/2009
58	<b><i>Parenting in Recovery</i></b>	\$500,000	\$125,000	9/30/2009 - 9/29/2010	1	4/28/2009
22	Family Drug Treatment Court	\$161,568		9/1/2009 - 8/31/2010	2	4/28/2009
45	<b><i>Juvenile Treatment Drug Court Enhancement Grant from OJJDP</i></b>	\$424,979	\$141,667	10/1/2009 - 9/30/2013	2.5	5/5/2009
45	<b><i>Juvenile Treatment Drug Court Enhancement Grant from CSAT</i></b>	\$799,379	\$0	10/1/2009 - 9/30/2013	0	5/5/2009
37	SCATTF - Sheriff's Combined Auto Theft Task Force	\$634,131	\$324,862	9/1/2009 - 8/31/2010	12	5/5/2009
45	National School Lunch Program/School Breakfast Program-annual renewal	\$250,000		7/1/2009 - 6/30/2010		5/12/2009
40	Offender Reentry Program (Short Title: ORP)	\$400,000		10/1/2009 - 9/30/2010	2	5/19/2009
55	<b><i>Travis County Management Strategy for Criminal Justice (ARRA)</i></b>	\$877,234		10/1/2009 - 9/30/2010	4	5/26/2009
49	Onion Creek Greenway - Urban Outdoor Recreation Grant	\$1,000,000	1,000,000	8/21/2008 - 8/20/2011		5/26/2009
37	COPS FY 2009 Technology Program - Firing Range Phase IIa	\$300,000		10/1/2009 - 9/30/2012		5/26/2009
58	<b><i>Community Development Block Grant (ARRA) CDBG-R</i></b>	\$226,300		TBD- 9/30/12		6/2/2009
45	Second Chance Juvenile Mentoring Initiative	\$624,148	\$208,049	10/1/2009 - 9/30/2012	3.1	6/9/2009

55	<i>National Initiatives: Adjudication Program</i>	\$150,000		10/1/2009 - 3/31/2011	1.5	6/16/2009
58	<i>ARRA Texas Weatherization Assistance Program</i>	\$4,498,894		8/1/2009 - 7/31/2011		6/23/2009
14	<i>Energy Efficiency and Conservation Block Grants - Recovery</i>	\$2,207,900		10/2009 - 04/2011		6/23/2009
45	Residential Substance Abuse Treatment Program	\$102,888	\$34,296	10/1/2009 - 9/30/2010	1.58	6/30/2009
37	2009 Byrne Justice Assistance Grant - Non ARRA	\$100,000		6/1/2009 - 9/30/2012		7/14/2009
55	Office of Child Representation	\$180,466	\$492,534	10/1/2009 - 9/30/2010	8	7/21/2009
55	Office of Parent Representation	\$187,455	\$485,545	10/1/2009 - 9/30/2010	8	7/21/2009
49	FY10 HCP Land Acquisition Assistance Grant	\$4,197,463	\$2,798,309	12/1/2009 - 11/31/2012		8/4/2009
24	Drug Diversion Court	\$176,045		9/1/2009 - 8/31/2010	1	8/4/2009
58	RSVP - Texas Department of Aging and Disability Services (TDADS)	\$23,800	\$23,800	9/1/2009 - 8/31/2010		8/11/2009
		<u>\$59,553,571</u>	<u>\$5,972,695</u>		<u>73.07</u>	

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## FY 2009 Grants Approved by Commissioners Court

*The following is a list of grants that have been received by Travis County since October 1, 2008*

*American Recovery and Reinvestment Act (ARRA) and Large Multi-year Grants are bold and italicized. Additional details for these grants are summarized on page XXX.*

Dept	Name of Grant	Grant Amount	County Match	Local Funds (Donation)	Grant Term	FTEs	Cm. Ct. Approval Date
47	Emergency Management Performance Grant	\$67,200	\$67,200				10/7/2008
58	AmeriCorps	\$288,139.00	\$223,358		8/1/2007 - 7/31/2008	16	10/28/2008
45	Juvenile Justice and Delinquency Prevention (JJDP)- Intensive In-Home Family Services Grant	\$24,864.00	\$223,358		9/1/2008 - 8/31/2009		11/4/2008
58	<b><i>Parenting in Recovery</i></b>	\$500,000	\$91,203		9/30/2008 - 9/29/2009	1	11/4/2008
40	OVW FY08 Safe Havens: Supervised Visitation and Safe Exchange Grant Program	\$199,320			10/1/2008 - 9/30/2010		11/4/2008
37	Internal Affairs Software Upgrade	\$50,000			9/1/2008 - 5/31/2009		11/7/2008
37	Office of Community Oriented Policing Program	\$350,738			12/26/2007 - 12/31/2010		11/18/2008
37	State Criminal Alien Assistance Program (SCAAP)	\$1,239,273			7/1/2006 - 6/30/2007		11/18/2008
45	Byrne Memorial ISC Residential Programs	\$103,888			10/1/2008 - 9/30/2009	1	11/25/2008
23	Project Safe Neighborhoods	\$48,518			9/1/2008 - 8/31/2009	0.48	11/25/2008
23	Project Safe Neighborhoods Amendment to FY08	\$51,482			9/1/2007 - 8/31/2010	0.52	11/25/2008
58	Customer Assistance Program Plus 1 Funding	\$100,000			12/1/2008 - 11/30/2009		12/2/2008
58	Keeping the Warmth Program, Conservation & Energy Efficiency Program	\$20,000			12/1/2008- 11/30/2009		12/2/2008

58	Veterans' Employment and Training Service (Stand Down Grant)	\$7,000		11/15/2008 - 11/16/2008		12/9/2008
49	Travis County Flood Protection Planning Grant	\$195,000	\$465,000	3/27/2007 - 1/31/2009		12/16/2008
58	RSVP	\$61,281	\$6,128	10/1/2008 - 9/30/2009	0.5	12/30/2008
58	RSVP - Texas Department of Aging and Disability Services (TDADS)	\$23,800	\$23,800	9/1/2008 - 8/31/2009		12/30/2008
37	Homeland Security Grant Program - Austin Area Fusion Center - TCSO	\$153,955		9/1/2008 - 1/15/2011	1	12/30/2008
23	<b><i>Interlocal Agreement for the Austin/Travis County Family Violence Protection Team</i></b>	\$685,586		10/1/2008 - 9/30/2010	4	1/27/2009
49	Northridge Acres Water Corporation Project	\$250,000		10/18/2005 - 2/28/2009		1/27/2009
24	Formula Grant-Indigent Defense Grants Program	\$429,859		10/1/2008 - 9/30/2009		2/3/2009
37	2008 Byrne Justice Assistance Grant	\$70,002		10/1/2008 - 9/30/2010		2/10/2009
45	Justice and Mental Health Collaboration Program COPE	\$246,662	\$61,666	9/1/2006 - 9/30/2009	1	2/10/2009
45	JABG Juvenile Assessment Center	\$80,889	\$8,988	8/1/2008 - 8/31/2009	1.5	2/10/2009
58	SVCI (Seniors and Volunteers for Childhood Immunization)	\$4,000		10/1/2008 - 9/30/2009	0.25	2/17/2009
58	2008 Comprehensive Energy Assistance Program (CEAP) Amendment 1	\$725,014		1/1/2008 - 12/31/2008		2/17/2009
24	Drug Diversion Court	\$160,041		9/1/2008 - 8/31/2009	1	2/17/2009
22	Drug Court (State) Program	\$98,500		9/1/2008 - 8/31/2009	1	2/17/2009
37	Sheriff's Combined Auto Theft Task Force (SCATTF)	\$66,077		2/1/2009 - 8/31/2009		2/24/2009
58	Oncor Weatherization Project Amendment One	\$32,259		11/1/2008 - 10/31/2009		2/24/2009

49	Del Valle Composting Grant FY09 Regional Solid Waste Grants Program	\$28,653		9/5/2008 - 7/31/2009		3/17/2009
45	Residential Substance Abuse Treatment	\$109,356	\$36,452	10/1/2007 - 9/30/2008	2	3/17/2009
58	2009 Phase 27 Emergency Food and Shelter Program	\$121,773		1/1/2009 - 12/31/2009		3/24/2009
23	Title IV-E Legal Administration	\$1,739,164		9/1/2008 - 9/30/2009		3/24/2009
49	Reimers Urban Outdoor Recreation Grant	1,000,000	\$1,000,000	8/21/2008 - 8/20/2011		3/31/2009
58	Casey Family Programs Community and Family Reintegration Project	\$70,000		3/1/2009 - 1/1/2010		4/7/2009
58	Texas Dept. of Family and Protective Services (DFPS) Community and Family Reintegration Project	\$232,000		10/1/2008 - 8/31/2009		4/14/2009
58	ATCMHMR - Marguerite Casey Foundation Community and Family Reintegration Project	\$89,028		4/1/2009 - 11/30/2010	1	4/28/2009
45	Court Order Parent Education Project (COPE)	\$41,800		11/1/2007 - 9/30/2009	0.5	4/28/2009
17	A Cultural Resources Survey of Rural Properties in Northeast Travis County	\$5,000	\$5,000	10/1/2008 - 9/30/2010		5/5/2009
55	<b>Travis County Mental Health Public Defenders Office</b>	\$250,000	\$375,000	10/1/2009 - 9/30/2010	8	5/5/2009
58	AmeriCorps	\$224,172	\$211,826	8/1/2006 - 7/31/2007	16	5/5/2009
58	AmeriCorps	\$228,120	\$223,358	8/1/2007 - 7/31/2008	16	5/5/2009
22	Drug/Specialty Courts Training Stipends	\$16,200		9/1/2009 - 8/31/2010		5/5/2009
24	Training for Drug Courts	\$8,100		5/1/2009 - 9/30/2009		5/5/2009
39	Drug/Specialty Courts Training Stipend-Travis County Adult Probation DWI	See Note		6/22/2009 - 9/26/2009		5/5/2009

49	Low Income Vehicle Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program Local Initiative Projects Contract with Texas Commission on Environmental Quality	\$816,543.14			5/6/2008 - 8/31/2010		5/26/2009
58	Comprehensive Energy Assistance Program (CEAP)	\$3,098,477			1/1/2009 - 12/31/2009		5/26/2009
45	USDA School Commodities Program	\$12,600			7/1/2009 - 6/30/2010		6/30/2009
58	<b>2009 Phase 27 ARRA Emergency Food and Shelter Program</b>	\$40,554			04/01/2009 - 12/31/2009		7/7/2009
58	AmeriCorps	\$228,040	\$225,977		8/1/2008 - 7/31/2009	16	7/7/2009
37	SCATTF - Sheriff's Combined Auto Theft Task Force	\$634,131	\$324,862		9/1/2009 - 8/31/2010	12	7/14/2009
58	DOE Weatherization Assistance Program	\$169,371			4/1/2009 - 3/31/2010		7/21/2009
58	LIHEAP Weatherization Assistance Program	\$598,300			4/1/2009 - 3/31/2010		7/21/2009
58	Texas Dept. of Family and Protective Services (DFPS) Community and Family Reintegration Project	\$232,000			9/1/2009 - 8/31/2010		7/28/2009
58	SVCI (Seniors and Volunteers for Childhood Immunization)	\$8,845.20			9/1/2008 - 8/31/2009	0.25	7/28/2009
45	Integrated Child Support System Cooperative Agreement	\$154,322			7/1/2008 - 8/31/2009		8/4/2009
<b>49</b>	<b>Local Transportation Project - Advanced Funding Agreement (ARRA)</b>	<b>\$687,047</b>			<b>\$13,741 10/1/2009 - 5/31/2010</b>		<b>8/11/2009</b>
19	Other Victim Assistance Grant (OVAG)	\$99,049			9/1/2009 - 8/31/2011	1	8/11/2009
45	Community Resource Coordinator Contract	\$69,587			9/1/2009 - 8/31/2010	1	8/11/2009
49	Reimers Ranch Recreational Trails	\$100,000	\$54,560		1/2007 - 8/31/2010		8/11/2009

58	2009 Phase 27 Emergency Food and Shelter Program Additional Funding	\$122,573		1/1/2009 - 12/31/2009		8/11/2009
47	Homeland Security Grant Program - State Homeland Security Program	\$34,759		9/1/2008 - 1/15/2011		8/18/2009
58	AmeriCorps	\$298,238	\$281,606	8/1/2009 - 7/31/2010	20	8/18/2009
		<u>\$17,568,152</u>	<u>\$3,304,223</u>	<u>\$13,741</u>		<u>123.00</u>

## FY 2009 Grants Summary Report Amended Grant Applications

Dept	Name of Grant	Original Grant Amount	Amendment Amount	Total Revised	Total FTEs Associated	Cm. Ct. Approval Date
55	Travis County Mental Health Public Defenders Office	\$ 330,776	\$ 44,224		8.00	10/7/2008
40	OVW FY08 Safe Havens: Supervised Visitation and Safe Exchange Grant Program	\$200,000			0.75	2/17/2009
22	Drug Court Program	\$65,665.96			1	2/17/2009

58 Oncor Weatherization  
Project Amendment  
One

\$32,259

2/24/2009

37 SCATTF - Sheriff's  
Combined Auto Theft  
Task Force

\$66,077

2/24/2009

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**Total Outstanding**

\$ 596,442

\$ 142,560

9.75

\* Original Grant Column shows Beginning FY'08 Amount

## FY 2009 Grants Summary Report

### Permission to Continue

Dept	Name of Grant	Original Grant Amount	Original County Match	Continuation Amount Total	Total FTEs	Cm. Ct. Original Approval Date	Cm. Ct. Approval Date for Continuation
22	Drug Court Program	\$84,419.75			1		10/14/2008
24	Drug Diversion Court	\$188,474.00			1		10/21/2008
22	Drug Court Program	\$84,419.75			1		12/16/2008
24	Drug Diversion Court	\$160,041			1		12/16/2008
24	Drug Diversion Court	\$160,041			1		1/21/2009
22	Family Drug Treatment Court Program	\$84,419.75			1		1/21/2009
58	AmeriCorps	\$301,236	\$281,606		20		6/30/2009

22	Drug Court (State) Program	\$98,500		1	8/18/2009
24	Drug Diversion Court	\$176,045		1	8/18/2009
	Total Outstanding	<u>\$1,337,596.25</u>	<u>\$ 281,606</u>	<u>27.00</u>	

## TRAVIS COUNTY FY 09 - FY 13 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT CONTRACTS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program. Applicable grant contracts approved in FY 08 with a FY 09 grant term are also shown below.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

### Grant Contracts approved by Commissioners Court

Dept	Grant Title	FY 09		FY 10		FY 11		FY 12		FY 13	
		Grant Amount	Add. County Impact								
Criminal Justice Planning	Travis County Mental Public Defenders Office. To establish the nation's first stand alone Mental Health Public Defenders Office. Full impact in FY 12 when grant is no longer available.	\$ 375,000	\$ 250,000	\$ 250,000	\$ 375,000	\$ 125,000	\$ 500,000	\$ -	\$ 625,000	\$ -	\$ 625,000
Criminal Justice Planning	Office of Parental Representation. <i>County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. Full impact in FY 12 when grant is no longer available. Impact amounts will be updated to take into account internal reallocations and potential savings.</i>	\$ 300,000	\$ 307,743	\$ 100,000	\$ 102,360	\$ 50,000	\$ 152,360	\$ -	\$ 152,360	\$ -	\$ 152,360
Criminal Justice Planning	Office of Child Representation. <i>County impact is intended to be offset by reductions to Civil Indigent Attorney Fees. FY 11 is last year of grant. Impact amounts will be updated to take into account internal reallocations and potential savings.</i>	\$ 300,000	\$ 301,812	\$ 100,000	\$ 102,358	\$ 50,000	\$ 152,359	\$ -	\$ 152,359	\$ -	\$ 152,359
District Attorney	Interlocal Agreement for the Austin/Travis County Family Violence Protection Team. <i>Includes funding for the District Attorney's Office, County Attorney's Office, Travis County Sheriff's Office, and Constable Pct 5. Grant is coordinated by the City of Austin. It is possible that the responsibility to apply for the Grant may fall to the County for FY 11 and beyond.</i>	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -	\$ 342,793	\$ -
Transportation and Natural Resources	Local Transportation Project - Advanced Funding Agreement (ARRA). ARRA funding to upgrade 4 roads by milling and overlaying roadway. Grant is a one-time grant with the potential for estimated \$13,741 contribution from the Road and Bridge Fund.	\$ -	\$ -	\$ 687,047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	2009 Phase 27 ARRA Emergency Food and Shelter Program. <i>The grant is a one-year one-time grant for emergency utility assistance that does not require a County match or program to continue after termination.</i>	\$ 40,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Americorps. <i>Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.</i>	\$ 288,139	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -	\$ 298,297	\$ -

Health and Human Services	Parenting in Recovery. FY 09 is Year Two of a Potential Five Year Grant. The full impact will occur in FY 13 when grant funding is no longer available.	\$ 500,000	\$ 77,726	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ 500,000	\$ 80,000	\$ -	\$ 580,000
Health and Human Services	Community Development Block Grant ARRA (CDBG-R) Funds to be used for approx 39 water connections for Plainview Estates.	\$ 90,000	\$ -	\$ 136,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health and Human Services	Community Development Block Grant (CDBG). Impact amounts are based on the amounts added for staff added in HHS and County Auditor's Office to support the grant. The Auditor's staff person also supports other large federal grants, but is only listed here for simplification. Actual amounts may vary by year. Assumes grant will continue each year.	\$ 833,133	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908	\$ 866,380	\$ 223,908
		<b>\$ 3,069,619</b>	<b>\$ 1,161,189</b>	<b>\$3,280,817</b>	<b>\$ 883,626</b>	<b>\$ 2,232,470</b>	<b>\$ 1,108,627</b>	<b>\$ 2,007,470</b>	<b>\$ 1,233,627</b>	<b>\$ 1,507,470</b>	<b>\$ 1,733,627</b>

County Impact includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.

SUMMARY OF APPROVED CONTRACTS AND APPLICATIONS

Combined Totals (Approved Applications Pending Notification + Approved Contracts)	FY 09		FY 10		FY 11		FY 12		FY 13	
	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact	Grant Amount	Add. County Impact
Approved Applications Pending Notification (Potential Impact)	\$ 394,252	\$ -	\$3,087,119	\$ -	\$2,822,236	\$ 266,957	\$ 578,665	\$ 266,957	\$ 371,903	\$ 314,405
Approved Contracts	\$ 3,069,619	\$ 1,161,189	\$3,280,817	\$ 883,626	\$ 2,232,470	\$ 1,108,627	\$ 2,007,470	\$ 1,233,627	\$ 1,507,470	\$ 1,733,627
<b>Combined Totals</b>	<b>\$ 3,463,871</b>	<b>\$ 1,161,189</b>	<b>\$6,367,936</b>	<b>\$ 883,626</b>	<b>\$ 5,054,706</b>	<b>\$ 1,375,584</b>	<b>\$ 2,586,135</b>	<b>\$ 1,500,584</b>	<b>\$ 1,879,373</b>	<b>\$ 2,048,032</b>

## TRAVIS COUNTY FY 09 -FY 13 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT APPLICATIONS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

### Outstanding Grant Applications

Dept	Grant Title	FY 09		FY 10		FY 11		FY 12		FY 13	
		Grant Amount	Add. County Impact								
Community Supervision and Corrections	Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations. (ARRA) Grant will supplement department's state funding to help keep all current probation officer positions. This one-time funding goes to the State and there is no County obligation or impact. Full amount of grant is believed to be spent in FY 10.	\$ -	\$ -	\$ 373,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Criminal Justice Planning	Travis County Information Management Strategy for Criminal Justice (ARRA). Includes technology funding for (Constables, Records Management, Adult Probation, Juvenile Probation, Court Administration and Manor Police Department).	\$ -	\$ -	\$ 877,234	\$ -	\$ -	\$ 26,432	\$ -	\$ 26,432	\$ -	\$ 26,432
Criminal Justice Planning	National Initiatives:Adjudication Program (ARRA) This grant is for 18 months of funding for an attorney and caseworker in the Mental Health Public Defender's Office. Travis County would be expected to continue this program after grant funding has ended.	\$ -	\$ -	\$ 150,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$150,000	\$ -	\$ -
Facilities Management	Energy Efficiency and Conservation Block Grant (ARRA).For Retrofit of the Travis County Executive Office Building HVAC System. One-time grant and includes a \$1.2 million County contribution in FY 10 to complete project.		\$ -	\$2,207,900	\$ 1,292,000		\$ -		\$ -		\$ -
Health and Human Services	ARRA Texas Weatherization Assistance Program. Provide weatherization services to low income households		\$ -	\$2,249,447	TBD	\$2,249,447	TBD		\$ -		\$ -
Juvenile Probation	Juvenile Treatment Drug Court Enhancement Grant from OJJDP. Includes 2 Grant FTE and may require a \$82,865 County contribution in FY 13 and the full impact of \$130,350 in FY 14. Dept has stated they would seek alternative funding sources and would only request General Fund dollars if other funding was unavailable.	\$ -	\$ -	\$ 122,222	\$ -	\$ 125,470	\$ -	\$ 130,350	\$ -	\$ 46,937	\$ 47,448

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TRAVIS COUNTY FY 09 -FY 13 PLANNING TOOL FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) AND LARGE MULTI-YEAR GRANT APPLICATIONS

The potential impact in future years to the County is shown for planning purposes only. County funding determinations will be made annually by the Commissioners Court based on the availability funding and progress of the program.

Future year amounts are estimated if not known and impact amounts may be reduced if additional Non-County funding is identified. Amounts shown in a particular year may not represent the actual grant term allocation since terms may overlap the County's Fiscal Year.

**Outstanding Grant Applications**

Dept	Grant Title	FY 09		FY 10		FY 11		FY 12		FY 13	
		Grant Amount	Add. County Impact								
Juvenile Probation	Juvenile Treatment Drug Court Enhancement Grant from CSAT. <i>Application must be submitted each year. Resources for treatment services and staff training. Full impact potential in FY 14. Dept has stated they would seek alternative funding sources and would only request General Fund dollars if other funding was unavailable.</i>	\$ -	\$ -	\$ 199,820	\$ -	\$ 199,820	\$ -	\$ 199,766	\$ -	\$ 199,970	\$ -
Juvenile Probation	Travis County Mentoring Project (ARRA) Grant would end in FY13. Dept has stated they would seek alternative funding sources for FY 14 and beyond and would only request General Fund dollars if other funding was unavailable.	\$ -	\$ -	\$ 124,923	\$ -	\$ 123,749	\$ -	\$ 124,799	\$ -	\$ 124,996	\$ -
Juvenile Probation	Byrne Memorial Competitive Grant Supporting Problem Solving Courts (ARRA) Grant would end in FY11. Dept has stated they would seek alternative funding sources and would only request General Fund dollars if other funding was unavailable.	\$ 270,502	\$ -	\$ 266,957	\$ -	\$ -	\$266,957	\$ -	\$266,957	\$ -	\$ 266,957
Travis County Sheriff's Office	2009 Byrne Justice Assistance Grant (ARRA). <i>One-time grant for one-time capital purchases. Does not require a County match or program to continue after grant term ends on 9/30/12.</i>	\$ 123,750	\$ -	\$ 123,750	\$ -	\$ 123,750	\$ -	\$ 123,750	\$ -	\$ -	\$ -
		\$394,252	\$0	\$3,087,119	\$0	\$2,822,236	\$266,957	\$578,665	\$266,957	\$371,903	\$314,405

**County Impact includes the grant match amount that is not internally funded or costs that required a budget increase and the amount that may be required by the County upon termination of the grant. This amount does not include all costs related to the administration of the grant that are incurred by the County. Existing grants with approved contracts for the current year with pending applications for the following year are shown only on the contracts sheet to avoid duplication.**

### GRANT SUMMARY SHEET

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

Department/Division:	Travis County Sheriff's Office
Contact Person/Title:	Michael Hemby - Planning Manager
Phone Number:	854-4924

Grant Title:	FY 2010 State Homeland Security Program - TCSO		
Grant Period:	From:	10/1/2010	To: 11/30/2012
Grantor:	Texas Division of Emergency Management		

Check One:	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:						0
Operating:			8,000			
Capital Equipment:		357,720.75		119,240.25		476,961
Indirect Costs:		10,731.75		3,577.25		14,309
Total:	0	368,452.50	8,000	122,817.50	0	491,270
FTEs:	0.00					0.00

Auditor's Office Review: <input checked="" type="checkbox"/>	Staff Initials: <u>NS</u>
Auditor's Office Comments:	
County Attorney's Office Contract Review: <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures	Yes					Yes
Ensure safety of responders	Yes					Yes
<b>Measures For Grant</b>						
Increased Response Capacity	Yes					
Outcome Impact Description	Will allow for LE response in CBRNE environment.					
Increased Regional Response	Yes					
Outcome Impact Description	Will allow for regional SWAT response.					
Increased Local Response	Yes					
Outcome Impact Description	Will double current SWAT response capacity.					

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". It is the intention of the Sheriff's Department to internally fund the match if needed and will work with PBO if they are not able to do so. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This funding will provide for an additional SWAT response vehicle that is capable of providing a law enforcement response in a CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) environment. This vehicle will ensure the health and safety of the occupants of the vehicle in such an environment. This increased capacity will support the regional LE CBRNE response plans by having appropriate equipment staged on the three corridor counties, Williamson, Travis and Hays. This regional response is designed to not only ensure a uniform response to high-risk matters, but also allows for the support of smaller jurisdictions that lack such a response capacity. Currently, TCSO has one early 1970's military surplus vehicle that is unable to fully support a CBRNE response. While it is a useful component for SWAT, and will continue to serve in such a capacity, it cannot support the law enforcement mission of supporting and working with the Regional CBRNE teams that have been established in the CAPCOG region.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

The Travis County Sheriff's office will maintain and support this equipment. If funded we will request that the vehicle be placed into the normal county fleet for purposes of routine fuel and maintenance. We will work with PBO over the next two budget cycles to ensure funding is available for such purposes should the grant be awarded. TCSO will provide staff and management of this project including all purchasing and reporting requirements.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal TCSO funds would be identified to provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Based on this information, the matching funds again could be up to \$122,817.50. The estimated \$8,000 fuel and maintenance costs for TNR would be transferred from TCSO internal budget funds, but we have not counted as part of our grant as we do not have guidance on that matter at this time. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

Should TCSO internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

Yes, this is included at the maximum 3% allowed by the grant for Management and Administration.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

If funded, this equipment would continue in use until the expiration of the usable lifespan of the equipment. At such time this matter would be discussed in the normal budget review process.

6. If this is a new program, please provide information why the County should expand into this area.

Travis County has participated in the regional CBRNE teams for several years. In FY 2009, the law enforcement component was added in support of these established teams. This equipment is to support the mission of those teams and the LE function.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This equipment will be utilized in daily LE SWAT operations. While it will not increase the number of responses locally, it does afford increased capacity to respond should multiple responses be required. Currently, SWAT capacity is limited to the one armored response vehicle within the TCSO fleet. This addition would double that capacity, again for multiple responses or increased response to a single incident.



JAMES N. SYLVESTER  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

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Austin, Texas 78767  
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PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

**MEMORANDUM**

**To:** Judge Sam Biscoe  
Commissioner Ron Davis  
Commissioner Sarah Eckhart  
Commissioner Karen Huber  
Commissioner Margaret Gomez

**From:** Michael G Hemby 783, Planning Manager 

**Date:** August 13, 2009

**Subject:** FY 2010 State Homeland Security Grant Program Application  
CBRNE/Tactical Vehicle

Attached is an initial grant application for equipment through the State Homeland Security Grant Program. Upon your approval, this grant will be submitted through the Capital Area Council of Governments and is part of an ongoing process to enhance regional preparedness to respond to large scale/combined law enforcement incidents.

This funding will provide for Tactical Response Vehicle which will be an additional SWAT response tool that is capable of providing a law enforcement response in a CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) environment. This vehicle will ensure the health and safety of the occupants of the vehicle in such an environment. This increased capacity will support the regional LE CBRNE response plans by having appropriate equipment staged in the three corridor counties, Williamson, Travis and Hays. This regional response is designed to not only ensure a uniform response to high-risk matters, but also allows for the support of smaller jurisdictions that lack such a response capacity. Currently, TCSO has one early 1970's military surplus vehicle that is unable to fully support a CBRNE response. While it is a useful component for SWAT, and will continue to serve in such a capacity, it cannot support the law enforcement mission of supporting and working with the Regional CBRNE teams that have been established in the CAPCOG region.

This project is consistent with the tactical law enforcement (LE) component which was added to the existing CAPCOG CBRNE Strike Teams in 2007. The LE component was

designed to provide force protection for CBRNE/Fire/EMS personnel in a CBRNE environment. These teams have received training and continue to receive advanced tactical training in conducting tactical operations in hot zones including responding to improvised explosive devices (IED's), terrorist incidents, rescuing/evacuating victims, securing crime scenes, and coordinating an all-hazards response with fire, EMS and Haz-Mat first responders.

It is unclear at this point in the grant process whether local match funds will be required, however should a local match be necessary, the TCSO will fund such within the existing Law Enforcement budget. In grant training seminars held by CAPCOG, it has been discussed that these funds may also be in-kind matches. Guidance will come in the next few months. Additionally, this grant submission includes the maximum allowed Management & Administration fees of 3% which is in compliance with direction given under the county budget rules and grant procedures.

The grant also includes an inflationary rate of 8% since we do not anticipate the actual award of these funds to come until late 2010 or early 2011. This is just an estimate for a vehicle meeting the specifications of the regional teams as the current GSA contract expires in 2012.

The total grant request is for \$ 491,270.32 which includes the 3% M&A cost as well as the 8% inflationary rate.

We have also advised TNR Fleet management of this application. Fortunately these types of vehicles have a much longer life span than a regular vehicle. Most manufacturers advise that we could anticipate at least a twenty year usable life for the vehicle. TCSO is also committed to providing for the proper fuel and maintenance funds to TNR should the award be accepted. But we would request at that time that the vehicle be added to the regular fleet to provide for proper upkeep and maintenance necessary to keep it operational at all times and ensure the maximum lifespan is achieved.

We are requesting the Commissioners Court approve this grant application for funding in support of the regional CBRNE initiative. This is the first stage in the review process of this application. At this time we do not have an anticipated award date from the COG. If you have questions, please don't hesitate to contact me at 854-9746.

Thank you each in advance for your attention to this matter and your continued commitment to not only providing effective law enforcement services to the citizens of Travis County but to ongoing commitment to our regional partners as well.

Cc: Pete Baldwin, Emergency Management Coordinator  
Nisha Sharma, County Auditor's Office  
Jim Connolly, County Attorney's Office  
Bill Derryberry, PBO



## Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

<b>Applicant/Jurisdiction:</b>	Travis County Sheriff's Office	
<b>Point of Contact:</b>	Phyllis Clair	
<b>Title:</b>	Law Enforcement Bureau Major	
<b>Phone:</b>	512-854-9746	
<b>Email:</b>	phyllis.clair@co.travis.tx.us	

### 1. Project Name

Travis County Sheriff's Office -CRBNE Tactical Response Vehicle

### 2. Needs to be addressed by this project (Why is this project needed?)

An identified need for the CBRNE Tactical LE Strike Teams within the COG is CBRNE Special Purpose Rescue and Incident Response Vehicles. Within Travis County, only one agency (Austin PD SWAT) has a reliable, quality, special purpose rescue and incident response vehicle. If this vehicle is down for maintenance or is deployed on a mission, safety of the Travis County Sheriff's Office SWAT team will be impacted if TCSO SWAT has to respond to an incident, warranting the use of such vehicle. Since 2002, TCSO SWAT has responded to 225 missions. Of those 225 missions, 204 of them warranted the use of an armored vehicle. This type of special purpose vehicle is critical for safely moving equipment and trained personnel in response to a WMD/Mass causality incident. These vehicles offer protection for responding personnel against explosions or projectiles, especially situations involving IED's or other explosive devices.

Agencies participating in the CBRNE Tactical LE Strike Teams include the Travis County Sheriff's Office SWAT Team, the Hays County SWAT Team (joint team between the San Marcos Police Department and Hays County Sheriff's Office), the Austin Police Department SWAT Team, the Williamson County Sheriff's Office SWAT Team and the Round Rock Police Department SWAT Team.

These agencies not only participate in the CBRNE Tactical Strike Teams, but they are also the Tactical "backbone" of the CAPCOG area. Commanders from the five SWAT Teams meet regularly to share information, plan exercises, debrief operations, and network. These teams routinely train together and share assets when necessary or requested. The teams rely on each other for mutual aid and cover calls for each other when requested. The teams are strategically located from the south part of the COG to the north part of the COG, up and down the IH-35 corridor.

This project is consistent with the tactical law enforcement (LE) component which was added to the existing CAPCOG CBRNE Strike Teams in 2007. The LE component was designed to provide force protection for WMD/Fire/EMS personnel in a WMD environment. These teams have received training and continue to receive advanced tactical training in conducting tactical operations in hot zones including responding to improvised explosive devices (IED's), terrorist incidents, rescuing/evacuating WMD victims, securing crime scenes, and coordinating an all-hazards response with fire, EMS and Haz-

Mat first responders.

**3. Project Description** *(How will the needs be met?)*

This vehicle will be a Regional asset capable of responding anywhere within the 10 county region. It will strengthen the ability to respond to any CBRNE event for all first responders. A regional asset such as the Special Purpose Rescue vehicle will enhance existing collaboration capabilities between the participating SWAT Teams (San Marcos/Hays, Travis, Austin, Williamson and Round Rock) through mutual aid missions. Additionally, the vehicle is necessary for any type of significant Regional response to a major crisis or criminal act such as a terrorist strike.

The acquisition of a CBRNE Special Purpose Rescue and Incident Response Vehicle will enable the LE Strike Teams to operate more safely and effectively. Specifically, the vehicles are designed to offer blast and projectile protection to not only Tactical LE Officers, but Fire, EMS, and Haz-Mat personnel as well. Additionally, the vehicle is designed to protect and evacuate citizens from danger areas including CBRN hot zones. The blast protection offered by the hardened vehicles enable the LE Strike Teams to operate in potentially explosive environments such as those involving IED's.

The specific vehicle requested is the Lenco B.E.A.R. or similar design. The vehicle is a commercially serviceable four-wheel drive vehicle set upon a Freightliner chassis. This type of vehicle has a 20-25 year useful life expectancy under expected use and conditions. The vehicle's power and design are such that it can effectively respond to virtually any location in any weather or climate. The engine and crew compartment has armor protection for the protection of personnel inside the vehicle. Other features are run-flat tires that are pneumatic, but have a built-in polymer tire on the rim to enable the vehicle to continue to respond even in case of puncture. All windows on the vehicle are glass-clad polycarbonate, with the explosion and projectile resistant capabilities. Lenco is a sole-source supplier for these armored vehicles.

The vehicle is an open box design, with room in the cargo compartments for up to 24 fully equipped tactical team members, with the additional driver's compartment and the Commander's seat. There is a roof mounted rescue hatch with an emergency portal accessible from inside the cargo compartment to the roof, which also offers projectile protection, and railed, in case deployment from a height is necessary to resolve an incident. There is a Thermal Image and Color Camera inside the cargo area to assist with difficult rescue or tactical operations. Additionally, a vehicle Integrated Explosive Gas Detection system and a Radiation Detection System is included on the vehicle for CBRNE and terrorist events. The vehicle will also have inter-operable communication equipment enabling Regional response capabilities.

**4. New or Existing project?**

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

The Tactical LE Strike Teams have all agreed on the priority for funding for 2010 CAPCOG funding as it relates to LE. All five agencies support the proposal for the Travis County Sheriff's Office to be funded to purchase one CBRNE Special Purpose Rescue and Incident Response Vehicle (central part of the COG).

This request expands the capabilities of the existing CBRNE Tactical LE Strike Team and enables the CAPCOG Tactical LE Strike Teams to come up to standards set by FEMA's NIMS Integration Center for

typing SWAT teams/personnel. These assets are needed within the COG to safely respond to non-terrorist/CBRNE events such as barricaded subjects, hostage situations and in-progress mass casualty homicide situations.

Additionally, these Special Purpose vehicles enable LE Strike Teams to safely and effectively rescue civilians who are in harms way. Current vehicles used by the LE Strike Teams (except for Austin PD SWAT) do not offer the space or protection necessary to evacuate more than a handful of citizens at a time. The vehicle requested through this project is designed and constructed to be hardened in order to provide blast protection against IED's and other explosives, while being large enough to carry numerous citizens and/or police, fire, EMS, or Haz-Mat personnel.

**5. Regional Impact** (Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)

The Tactical LE Strike Teams are responsible for responding throughout the Region in conjunction with the CBRNE Strike Team. Additionally, the individual teams which comprise the Tactical LE Strike Teams also respond regionally when requested via mutual aid. The FY2010 funding request will enable a CBRNE Special Purpose Rescue and Incident Response vehicle to be strategically positioned in the central part of the COG (Travis County). The teams can easily travel east or west throughout the COG and have deployable resources on station quickly when requested.

Additionally, this project falls within the priorities for FY2010 Homeland Security Program funding set forth by the State of Texas. These include:

- 2. Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities;
- 3. Strengthen Information Sharing and Collaboration Capabilities

This project also specifically addresses Investment Strategies set forth by the Homeland Security Task Force. These include:

- 1. Regional Planning and Response
- 3. Sustaining and Enhancing CBRNE Prevention and Response Capabilities

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

This is a single component item that is part of a phased overall regional project.

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

The asset (vehicle) will be stored within Travis County by the Travis County Sheriff's Office. Routine maintenance and repairs will be conducted by the Travis County Vehicle Maintenance Facility. These type of vehicles typically comes standard with a 2 year Bumper to Bumper Limited Warranty on it's Chassis

and a 3 year Parts Warranty. Warranty work will be done by a local heavy truck and equipment dealers. Travis County will be responsible for the communications equipment in the vehicle as well as fuel costs associated with operating the vehicle. There are no upgrades anticipated with this asset, however any future upgrade requests will be handled through the Travis County budgeting process. Travis County Fleet Management fuel and maintenance costs are calculated using the average \$8,000 per year. These maintenance costs will be the responsibility of Travis County.

**8. Local Matching Funds** *(It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)*

If matching funds are required, the Travis County Sheriff's Office will have to acquire these funds through the regular budgeting process or through a reallocation of internal funds.

**9. Budget** *(Include as much detail as possible):*  
*The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")*

*Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.*

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
2009 Lenco B.E.A.R. Special Purpose Rescue and Incident Response Vehicle	Equipment	1	476961.48	\$476,961.48
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
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	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (If applicable, not to exceed 3%)				\$14,308.84
<b>Total</b> <i>(Right click \$ field. Select "Update Field.")</i>				<b>\$491,270.32</b>

**10. Is this project part of a multi-jurisdiction project?** *(Check box if "Yes.")*

*If "Yes," list the other participating jurisdictions.*

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<b>Jurisdiction</b>

**11. Disciplines Involved In the Project** *(Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):*

<b>Discipline</b>	<b>Percentage of Project \$</b>
Agriculture	0.00%
Law Enforcement	80.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	5.00%
Fire Service	10.00%
Hazardous Materials	5.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Check box if letters of support are attached.

## Instructions Capital Area Council of Governments Grant Project Worksheet—FY 2010

### **Applicant organization/jurisdiction and Point of Contact**

Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.

#### **1. Project Name**

Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.

#### **2. Needs to be addressed by this project**

Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.

#### **3. Project Description**

Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.

#### **4. New or Existing Project and Notes**

Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.

#### **5. Regional Impact**

Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?

#### **6. Project Scalability and Notes**

Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.

#### **7. Project Sustainability and Notes**

Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.

#### **8. Local Matching Funds**

Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.

#### **9. Budget**

Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.

#### **10. Multi-jurisdiction Project**

Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.

#### **11. Disciplines Involved in the Project**

Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.

### **Signatures**

Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.

### **Letters of Support**

Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.



Serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties

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## Upcoming Events

### CAPCOG Accepting Request For Projects For Homeland Security Grant Program

Thursday, August 06, 2009

The Capital Area Council of Governments (CAPCOG) is accepting requests for projects to be funded through the FY 2010 Homeland Security Grant Program (HSGP). This includes the FY 2010 Citizen Corps Program (CCP).

#### Project Submittal

Projects must be submitted on the Capital Area Council of Governments Grant Project Worksheet-FY 2010 form and must be signed by county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. **Grant Project Worksheets must be received by CAPCOG no later than 5:00 p.m. on Friday, August 28, 2009.** Projects submitted after this date will not be considered. Facsimile or scanned submissions will be accepted if followed by an original copy within one week. Project Worksheets should be submitted to:

Capital Area Council of Governments

Attention: Ed Schaefer, Director, Homeland Security

6800 Burleson Road, Building 310 Suite 165

Austin, Texas 78744

Email: [Ed Schaefer](mailto:Ed.Schaefer@capcog.org)

Fax: (512) 916-6177

Phone: (512) 916-6026

#### Grant Process and Guidance

Potential applicants should familiarize themselves with the attached Capital Area Council of Governments FY 2010 Homeland Security Program Regional Grant Process for details concerning eligibility, program priorities and the process for determining which projects will be funded.

[Grant Project Worksheet-FY 2010 form](#)

[FY 2010 Homeland Security Program Regional Grant Process](#)

Any questions about this program should be addressed to:

[Ed Schaefer](#), Director, Homeland Security

512-916-6026

or

[Robin Wiatrek](#), Assistant Director, Homeland Security

512-916-6014

### CAPCOG Divisions

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**Capital Area Council of Governments  
FY 2010 Homeland Security Program  
Regional Grant Process**

**General Information**

Texas uses a regional approach to the State Homeland Security Grant Program, providing an allocation through each Council of Governments (COG) for regional and local projects, subject to approval by the state. The allocation to the Capital Area Council of Governments includes amounts for the State Homeland Security Program (SHSP), the Citizen Corps Program (CCP), and the Metropolitan Medical Response System (MMRS). Specific use of SHSP and CCP funds is approved by the CAPCOG Executive Committee, and awarded by the state to the selected local and regional projects. For MMRS funds, projects are developed through a Steering Committee of the eligible jurisdiction (in CAPCOG, the only jurisdiction eligible for MMRS funds is the City of Austin).

It is possible that matching funds or in-kind services may be required to be eligible for FY2010 HSGP funding. This requirement could total 20%-25% of the grant award. Applicants should identify possible sources of these matching funds as part of the project worksheet development process. When submitting project worksheets, applicants will be required to affirm that they understand this potential matching requirement. Applicants will have until the date of the final allocation to identify the required matching funds.

**UASI Designation.** The cities of Austin and Round Rock and areas within Williamson, Travis, and Hays counties are also eligible for Urban Area Security Initiative (UASI) grants. UASI grants are awarded directly to the designated urban areas, and not included in the regional allocation.

**Program Requirements.** The program requirements vary between the grants. The State Homeland Security Program (SHSP) is a core assistance program that provides funds to build capabilities at the State and local levels and to implement the goals and objectives included in State Homeland Security Strategies and initiatives in the State Preparedness Report. Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, or response to, and recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

*Law Enforcement Activities.* It is anticipated that the FY2009 requirement that at least 25 percent of the regional allocation for State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI) programs must be spent on law enforcement activities will be continued in FY2010.

*Preparedness Planning.* It is anticipated that the FY2009 requirement that at least 25 percent of the four homeland security programs—SHSP, UASI, MMRS, and Citizen Corps Program—must be collectively allocated to the Strengthening Preparedness Planning Priority noted below through planning, training and exercise activities will be continued in FY2010.

Potential grant sub-recipients should review and be familiar with the Texas Grant Guide when proposing projects for a given grant year. The designated State Administrative Agency (SAA) for administering the Homeland Security Grant Program in Texas is the Governor's Division of Emergency Management (to be renamed Texas Division of Emergency Management, effective September 1, 2009).

### **Homeland Security Program Priorities**

Each grant year, the U.S. Department of Homeland Security sets priorities for grants under the Homeland Security programs. Based upon these criteria, the State of Texas has indicated that the following priorities from FY 2009 will continue to be used for FY 2010 HSGP funding:

1. Strengthen Planning and Citizen Preparedness Capabilities;
2. Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities;
3. Strengthen Information Sharing and Collaboration Capabilities; and
4. Strengthen Medical Surge and Mass Prophylaxis.

It is anticipated that the FY 2009 state and federal requirements that at least 25% of the regional allocation address the federal priority, "Strengthening Preparedness Planning, Training, and Exercises" will be continued for FY 2010. This is in addition to the requirement that 25% of funding be used for Law Enforcement activities.

Homeland security activities in the Capital Area Homeland Security Program are also guided by the goals and regional implementation strategies as identified in the current Capital Area Regional Strategic Implementation Plan and the CAPCOG Long Term Interoperability Plan.

### **Identifying Projects for Grants**

**Eligibility.** State of Texas guidelines state that potential sub-recipients for FY 2010 SHSP grant funds are incorporated municipalities, counties, federally recognized Indian tribes, and the regional councils of governments (CAPCOG). School districts, transit authorities, ports, hospital districts, and river authorities *may* be eligible if CAPCOG, a city or county grant recipient, a UASI, or the State Director of Homeland Security determines such funding meets preparedness needs for the region. To ensure

coordination, projects should be submitted through the appropriate jurisdiction (city or county).

Any city, county, or federally recognized Indian tribe must have completed the following in order to be eligible for FY 2010 State Homeland Security Grant Program funds:

- Emergency Management Plan—the jurisdiction must have credit from the Governor's Division of Emergency Management (GDEM) for an Emergency Operations Plan at a minimum of the Intermediate level.
- NIMS compliance—the jurisdiction must have adopted NIMS policies and have met and reported NIMCAST requirements online by the federally-mandated deadline, September 30, 2009.
- Texas Regional Response Network (TRRN)—the jurisdiction must be participating in the TRRN and have entered any deployable assets costing more than \$5,000 that were funded through the Homeland Security Grant Program and must complete the certification form required by the state.

**Submittal of Project Worksheets.** Project worksheets will be distributed by CAPCOG staff in July, 2009, and must be submitted to CAPCOG staff by 5:00 p.m. on August 28, 2009. Projects submitted after this deadline will not be considered. Through this process, CAPCOG intends for local jurisdictions to have approximately two months to complete the information and submit their projects. This should allow time for the jurisdiction to have the project worksheet approved by its governing body if required by local policies and procedures. A certifying official of the potential sub-recipient must sign the Grant Project Worksheet for submittal. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. Because of the regional focus of the homeland security program, local jurisdictions are encouraged to work through their respective emergency management coordinators when suggesting or seeking funding for a particular project. A jurisdiction may attach letters of support for a project to the project worksheet if desired. Such letters must be limited to two (2) pages and must clearly identify the organization that is supporting the project.

**Review and Recommendation for Funding.** CAPCOG staff will review worksheets for completeness and for project eligibility. This will include verification of a sub-recipient's eligibility to receive SHSP funds as well as whether the expenditures proposed are allowable under federal regulations and guidelines.

**Committee Consideration.** Project worksheets will be submitted to the committees of the Homeland Security Task Force to be discussed and prioritized.

Projects will be prioritized based upon criteria as set out by each committee, which may include such considerations as:

- Compatibility with regional goals and approach
- Role or importance to regional response planning
- Immediacy of need
- Cost effectiveness

- Enhancement of existing systems or capabilities
- Ability to sustain the project after the grant funding expires
- Ability to meet state priorities
- Additional criteria as determined by a committee

Applicants for grant funds will be informed and invited to the committee meetings when the project proposals are to be discussed.

**Prioritization of Projects.** Chairs of the Homeland Security Task Force committees will meet jointly with the Strategic Directions Committee in early October, 2009 to review and prioritize all projects proposed and eligible for funding.

**Drafting of Investment Justifications.** CAPCOG staff will review the prioritized list of projects and group them according to their relation to state and federal homeland security priorities and investment strategies. If specific federal and state priorities and strategies have not been announced, the FY2009 priorities and strategies will be used as the basis for this grouping. Using forms provided by the state, CAPCOG staff will draft Investment Justifications (IJs) for FY2010.

The Investment Justifications and the prioritized project list will be submitted to the Homeland Security Task Force at its November 5, 2009, meeting for review. Following its review, the HSTF will recommend a final list of IJs to the Executive Committee for approval. At the same meeting, the HSTF will recommend the preliminary prioritization of projects for approval by the Executive Committee at its November 11, 2009 meeting. All projects submitted will continue to be listed throughout the process, regardless of how many are funded.

**Final Project Allocation.** The SAA is expected to provide CAPCOG with a target allocation amount in December, 2009. The final allocation is expected in July, 2010. Upon receipt of the final allocation, IJs for the region will be revised to reflect the regional allocation. These revised IJs and their associated projects will be reviewed at a joint meeting of the HSTF Strategic Directions Committee and the HSTF committee chairs. Applicants will be required to present their plan for meeting matching funds requirement at that time. If matching funds have not been identified, the project will be removed from consideration prior to final approval. If the elimination of one or more projects makes additional funds available, additional projects will be selected for funding. This selection will be based upon the previously-approved priorities and the IJs will be adjusted accordingly.

Following this meeting, a revised recommendation will be made to the HSTF which will, in turn, review the recommendation, make revisions as needed, and forward to the CAPCOG Executive Committee for approval.

Projects approved for funding will be submitted by CAPCOG staff to the State Administrative Agency for approval. Once approved, the SAA will send sub-recipient agreements directly to the jurisdictions for signature.

## **Performance Period and Closeout**

**Responsibilities.** Sub-recipients of SHSP grant funds are responsible for meeting grant deadlines, ordering required equipment, reporting online or to data calls as required by the state, complying with audits, maintaining records, and all other sub-recipient requirements as specified in the agreement with the state. In addition to regional planning and grant administration duties as required by the state, CAPCOG staff members provide support to the sub-recipients to include informing them of state and federal guidance and deadlines, assisting with eligibility requirements, assisting with online reporting, providing liaison with the SAA, compiling information from or for data calls, supporting the Homeland Security Task Force and committees, and coordinating among projects and/or among jurisdictions involved in a project.

The performance period for SHSP is officially two years, with purchases allowed for FY 2010 from October 1, 2010 to November 30, 2012. Invoicing and contract closeout must be completed by February 28, 2013.

**Reporting on Grant Progress.** Sub-recipients will report on grant progress to the SAA and CAPCOG each quarter of the performance period (January, April, July, October).

**Unused Funds.** At any point during the performance period, the sub-recipient may request to use funds for another project. This may occur whether these funds remain from costs savings in an initial project or whether needs have changed and the initial project is unnecessary or of a lower priority. Using grant funds for another purpose other than the project initially awarded will require approval of the Homeland Security Task Force and the CAPCOG Executive Committee.

Sub-recipients will report on unused funds to CAPCOG six months prior to the close of the performance period (July of the 2<sup>nd</sup> year). The Homeland Security Task Force may reallocate unused funds to other projects in the region.

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**Timeline**

<b>Item</b>	<b>Target Dates/Deadlines</b>
SAA develops list of priorities	June, 2009 (Proposed)
Project Worksheets released to jurisdictions	Thursday, 7/2/2009
Project Worksheet workshop	Tuesday, 7/7/2009
Jurisdictions prepare Project Worksheets	Monday, 7/6/2009-Friday, 8/28/2009
Project Worksheets due to CAPCOG	Friday, 8/28/2009, 5:00 p.m.
HSTF committees prioritize projects	Tuesday, 9/1/2009-Friday, 10/2/2009
SDC-Committee Chairs meet-Pre-IJ	Wednesday, 10/7/2009
SAA releases target allocation	October, 2010-December, 2010 (Proposed)
HSTF recommends IJs	Thursday, 11/5/2009
Executive Committee approves IJs	Wednesday, 11/11/2009
IJs due to SAA	Monday, 11/16/2009 (Proposed)
DHS/SAA releases final grant guidance	March, 2010 (Proposed)
Jurisdiction budget process	March, 2010-September, 2010
SDC-Committee Chairs meet-Final review	July, 2010 or August, 2010
HSTF recommends projects-Final	Thursday, 8/5/2010 or Thursday, 9/2/2010
SAA releases final award	August, 2010 (Proposed)
Executive Committee approves projects	Wednesday, 8/11/2010 or Wednesday, 9/8/2010
Performance period	10/1/2010-2/28/2013
County Fiscal Year begins	Friday, 10/1/2010

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*Approved by the Capital Area Council of Governments Executive Committee July 8, 2009*

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Travis County Office of Emergency Management
<b>Contact Person/Title:</b>	Pete Baldwin/Emergency Management Coordinator
<b>Phone Number:</b>	974-0472

<b>Grant Title:</b>	Homeland Security Grant Program - State Homeland Security Program		
<b>Grant Period:</b>	<b>From:</b>	10/1/2010	<b>To:</b> 11/30/2012
<b>Grantor:</b>	Governor's Division of Emergency Management		

<b>Check One:</b>	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:		10,125		3,375		13,500
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	0	10,125	0	3,375	0	13,500
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
Measures For Grant						
Purchase of emergency decontamination conveyor belt system.	Yes					Yes
Outcome Impact Description	Allow for safer and more effective decontamination of non-ambulatory victims of hazardous materials exposure.					
Outcome Impact Description						

<b>Outcome Impact Description</b>						

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table dexcribes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This grant is to provide for the purchase of a conveyor belt system to aid in the decontamination of victims of a hazardous materials incident. The Travis County Hazmat Team is tasked with responding to hazmat calls throughout the 10 county Capital Area Council of Government (CAPCOG) region. The conveyor belt system would allow for increased ease in the cleaning and decontamination of non-amblatory victims of these incident.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

There is minimal maintenance associated with the conveyor belt system and is a one time purchase.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our abiltiy to provide matching funds, and the County must affirm in the application and indiate the source of the matching funds. Based on this information, the matching funds again could be up to \$1,125<sup>3,875</sup>. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the

proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

This is a one time purchase.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748 , AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

## MEMORANDUM

*Medical Examiner  
Dr. David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.



# Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

<b>Applicant/Jurisdiction:</b>	Travis County - TC Hazmat Team	
<b>Point of Contact:</b>	Walter Groman	
<b>Title:</b>	District Chief	
<b>Phone:</b>	512-750-9045	
<b>Email:</b>	wgroman@westlakfd.org	

## 1. Project Name

Purchase patient conveyor belt systems for non-ambulatory contaminated patients.

## 2. Needs to be addressed by this project *(Why is this project needed?)*

Hazardous materials events that require the decontamination of non-ambulatory patients pose unique equipment challenges. Responders need a way to safely and effectively move back-board-bound victims through a multiple stage decon process. We need a litter conveyor system.

## 3. Project Description *(How will the needs be met?)*

The system consists of multiple conveyor tables to be arranged in a manner that would allow a boarded patient to be slid across the rollers moving from the gross decon area, through technical decon, and towards a waiting transport unit.

## 4. New or Existing project?

- New project  
 Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)  
 Emergency (Describe circumstances in "Notes" field.)

### Notes

## 5. Regional Impact *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)*

The regional hazmat teams were built around interoperability and compatibility. When the responder community discovers a new technology that makes our operations safer and more effective, we are committed to buying the same products and training to the same standards and operating in the same manner. One team, Williamson County, has been the early adopters and have shown us the improvements this combo suit offers. This purchase will continue the growth, improvement, and evolution of the Travis County Hazmat Team. This positively impacts the regions ability to handle non-

ambulatory victims in need of decontamination. These systems will also be used in the admitting hospital's pre-admittance decon protocols.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

There are minimal maintenance costs associated with the implementation of this program, any incidental expenses to be borne by the receive entity.

**8. Local Matching Funds** (It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
12 foot of connveyor	Equipment	9	1500	\$13,500.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				\$ 0.00

44

**Total** (Right click \$ field. Select "Update Field.")

**\$13,500.00**

**10. Is this project part of a multi-jurisdiction project?** (Check box if "Yes.")

If "Yes," list the other participating jurisdictions.

Jurisdiction

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

Discipline	Percentage of Project \$
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Check box if letters of support are attached.

## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2010

#### **Applicant organization /jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment. "). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

#### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

#### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

Department/Division:	Travis County Office of Emergency Management
Contact Person/Title:	Pete Baldwin/Emergency Management Coordinator
Phone Number:	974-0472

Grant Title:	Homeland Security Grant Program - State Homeland Security Program		
Grant Period:	From:	10/1/2010	To: 11/30/12
Grantor:	Governor's Division of Emergency Management		

Check One:	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:		22,500		7,500		30,000
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	0	22,500	0	7,500	0	30,000
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
<b>Measures For Grant</b>						
Purchase hazmat equipment maintenance programs	Yes					Yes
Outcome Impact Description	Continuation of maintaining Travis County Hazmat Team's detection equipment.					
Outcome Impact Description						

Outcome Impact Description	
----------------------------	--

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This grant is to provide for the purchase of a maintenance contract for hazardous materials detection equipment used by the the Travis County Hazmat Team. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained maintenance agreements for it.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Based on this information, the matching funds again could be up to \$7,500. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If

(2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**

P.O.Box 1748, AUSTIN, TEXAS 78767

(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

*Medical Examiner  
Dr. David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

## MEMORANDUM

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.



# Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

**Applicant/Jurisdiction:**

Travis County Hazmat Team/Travis County

**Point of Contact:**

Pete Baldwin

**Title:**

Emergency Management Coordinator

**Phone:**

512-974-0472

**Email:**

pete.baldwin@ci.austin.tx.us

**1. Project Name**

Hazmat Equipment Maintenance Agreement

**2. Needs to be addressed by this project** (*Why is this project needed?*)

The Travis County Hazmat Team has multiple pieces of equipment that are used on hazardout materials calls to add in the deterring of evacuation areas, safe zones, and hot zones. Due to the sensitivity of the sensors, routine maintenance is required to ensure that the equipment is always working properly.

**3. Project Description** (*How will the needs be met?*)

The funding of the maintenance agreement will allow the Travis County Hazmat Team to continue functioning as a regional hazmat team. The monitoring equipment will allow the first responders to know what material they are dealing with along with the concentrations at hand; allowing for a safer working environment.

**4. New or Existing project?**

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

Travis County Office of Emergency Management has funded the maintenance of equipment for the Travis County Hazmat Team through both Homeland Security grant funds and departmental operating budget.

**5. Regional Impact** (*Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?*)

The Travis County Hazmat Team constitutes 1 of 4 hazmat teams within the 10 county Capital Area Council of Governments (CAPCOG). Along with Austin Fire Department, Williamson County Hazmat, and Hays County Hazmat, the Travis County Hazmat Team is responsible for responding anywhere with then

CAPCOG region. Because the Travis County Hazmat Team functions as a regional asset, all 4 teams try to maintain the same equipment and level of preparedness.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

The project is a maintenance program for existing equipment. The County will continue to maintain the equipment purchased for the Travis County Hazmat team through Homeland Security grant funds.

**8. Local Matching Funds** (It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
1 Year Maintenance Agreement with Safeware Inc.	Equipment	1	30000	\$30,000.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00

54

	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				
<b>Total (Right click \$ field. Select "Update Field.")</b>				<b>\$30,000.00</b>

**10. Is this project part of a multi-jurisdiction project? (Check box if "Yes.")**

If "Yes," list the other participating jurisdictions.

Jurisdiction

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

Discipline	Percentage of Project \$
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Check box if letters of support are attached.

## Instructions Capital Area Council of Governments Grant Project Worksheet—FY 2010

### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

**GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

Department/Division:	Travis County Office of Emergency Management
Contact Person/Title:	Pete Baldwin/Emergency Management Coordinator
Phone Number:	974-0472

Grant Title:	Homeland Security Grant Program - State Homeland Security Program		
Grant Period:	From:	10/1/2010	To: 11/30/2012
Grantor:	Governor's Division of Emergency Management		

Check One:	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
Type of Payment:	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:		15,675		5,225		20,900
Capital Equipment:						0
Indirect Costs:						0
Total:	0	15,675	0	5,225	0	20,900
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures Applicable Depart. Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
<b>Measures For Grant</b>						
Purchase hazmat equipment maintenance programs	Yes					Yes
Outcome Impact Description	Continuation of maintaining Travis County Hazmat Team's detection equipment.					
Outcome Impact Description						

Outcome Impact Description	
----------------------------	--

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This grant is to provide for the purchase of a maintenance contract for Smith's Detection equipment carried by the Travis County Hazmat Team. Travis County purchased the detection equipment for the Travis County Hazmat Team and has maintained maintenance agreements for it. The equipment is only supported by Smith's Detection and in order to keep all the apparatus up to date it has to be under this warranty.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Travis County Office of Emergency Management has provided the maintenance contracts for the detection equipment since its purchase and will continue to do so.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Based on this information, the matching funds again could be up to \$5,225. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

Travis County OEM is currently seeking renewal funds for the next cycle and is committed to the project for the future.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748 , AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

*Medical Examiner  
Dr. David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

## MEMORANDUM

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.



## Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

<b>Applicant/Jurisdiction:</b>	Travis County Hazmat Team/Travis County	
<b>Point of Contact:</b>	Pete Baldwin	
<b>Title:</b>	Emergency Management Coordinator	
<b>Phone:</b>	512-974-0472	
<b>Email:</b>	pete.baldwin@ci.austin.tx.us	

### 1. Project Name

Smith's Detection Partnership Program

### 2. Needs to be addressed by this project *(Why is this project needed?)*

The Travis County Hazmat team has 4 pieces of equipment, 2 HazMatIDs and 2 GasIDs, that are used in the determination of unknown chemical agents. In order to ensure that the the equipment is performing properly it require routine maintenance and periodical updates to onboard electronic library of known chemical agents. Currently this maintenance and library support is only offered by Smith's Detection.

### 3. Project Description *(How will the needs be met?)*

Purchasing Smith's Detection Partnership Program will allow the Travis County Hazmat Team to continue to use the 4 Smith's Detection devices to determine chemical hazards onscene.

### 4. New or Existing project?

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

#### Notes

A 1 year Partnership Program agreement is being purchased using 2008 Homeland Security grant funds. The 2010 funds will be used to fund another year of service through Smith's Detection.

### 5. Regional Impact *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)*

The Travis County Hazmat Team constitutes 1 of 4 hazmat teams within the 10 county Capital Area Council of Governments (CAPCOG). Along with Austin Fire Department, Williamson County Hazmat, and Hays County Hazmat, the Travis County Hazmat Team is responsible for responding anywhere with then CAPCOG region. Because the Travis County Hazmat Team functions as a regional asset, all 4 teams try to maintain the same equipment and level of preparedness.

**6. Project Scalability** *(Explain whether this project is being done as a single component or in phases)*

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

**7. Project Sustainability** *(Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)*

The project is a maintenance program for existing equipment. The County will continue to maintain the equipment purchased for the Travis County Hazmat team through Homeland Security grant funds.

**8. Local Matching Funds** *(It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)*

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** *(Include as much detail as possible):*

*The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")*

*Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.*

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
Smith's Detection Partnership Program	Equipment	4	5225	\$20,900.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00

64

	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				
<b>Total</b> (Right click \$ field. Select "Update Field.")				<b>\$20,900.00</b>

**10. Is this project part of a multi-jurisdiction project?** (Check box if "Yes.")

If "Yes," list the other participating jurisdictions.

<b>Jurisdiction</b>

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

<b>Discipline</b>	<b>Percentage of Project \$</b>
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

65

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Check box if letters of support are attached.

66

## Instructions

# Capital Area Council of Governments Grant Project Worksheet—FY 2010

### **Applicant organization /jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Travis County Office of Emergency Management
<b>Contact Person/Title:</b>	Pete Baldwin/Emergency Management Coordinator
<b>Phone Number:</b>	974-0472

<b>Grant Title:</b>	Homeland Security Grant Program - State Homeland Security Program		
<b>Grant Period:</b>	<b>From:</b>	10/1/2010	<b>To:</b> 11/30/2012
<b>Grantor:</b>	Governor's Division of Emergency Management		

<b>Check One:</b>	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:		14,985		4,995		19,980
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	0	14,985	0	4,995	0	19,980
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
Measures For Grant						
Purchase of air monitoring equipment with wireless communications capabilities.	Yes					Yes
Outcome Impact Description	Air monitors that have the ability to relay data back to a command post will great improve the safety of those responding to the incident. Current monitors have to be read by responders and relayed over radio back to the command post.					

<b>Outcome Impact Description</b>						
<b>Outcome Impact Description</b>						

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This grant is to provide for the purchase of a 4 Multi Rae airmonitors and their accompanying modems to allow for wireless data transmission. The Travis County Hazmat Team is tasked with responding to hazmat calls throughout the 10 county Captial Area Council of Government (CAPCOG) region. The monitors would allow for a safer environment for the responders.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

The monitors will be used to replace current equipment and be placed on the maintenance contract in their place.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our abiltiy to provide matching funds, and the County must affirm in the application and indiate the source of the matching funds. Based on this information, the matching funds again could be up to \$4,995. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the

proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

This is a one time purchase.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748, AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

*Medical Examiner  
Dr. David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

## MEMORANDUM

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.



# Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

**Applicant/Jurisdiction:**

**Point of Contact:**

**Title:**

**Phone:**

**Email:**

**1. Project Name**

**2. Needs to be addressed by this project** *(Why is this project needed?)*

Hazardous Materials events require the continuous monitoring of the of the enviroment. This project will allow the science officers and command staff to continuously monitor the air monitoring sensors. Currently, our monitors must be read by the entry team members through their level A suits. In many situations, it is very hard for the members to reliably read the monitors through the viewing panel of the suits. These wireless monitors will continuously transmit the readings to the command post, thus increasing the safety of the entry team members as well the whole emergency scene. Air monitoring is one of the most vital tasks that a Hazmat Team can do, this will determine how the team will proceed with the incident in a safe manner for both the team and the public.

**3. Project Description** *(How will the needs be met?)*

This project will allow the team to update 7 year old monitoring equipment and enhance the safety of the entry team as well as the whole emergency response team.

**4. New or Existing project?**

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

**5. Regional Impact** *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)*

This project will allow the monitoring equipment to interchange and work the other regional teams. Currently, the other teams multi rae monitors transmit wireless. This will add this capability to our

teams equipment which would interface with the other Regional Hazmat Teams.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

This purchase should serve the team for the next 6-8 years.

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

Current monitoring equipment will be traded in and these monitors would be added to current maintenance programs.

**8. Local Matching Funds** (It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
Multi Rae upgrade	Equipment	4	\$2,695	\$10,780.00
Rae Link 3 modems	Equipment	4	2,300	\$9,200.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				

**Total** (Right click \$ field. Select "Update Field.")

**\$19,980.00**

74

**10. Is this project part of a multi-jurisdiction project? (Check box if "Yes.")**

*If "Yes," list the other participating jurisdictions.*

<u>Jurisdiction</u>

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

<b>Discipline</b>	<b>Percentage of Project \$</b>
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

---

Project Manager

---

Date

Check box if letters of support are attached.

## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2010

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

#### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

#### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Travis County Office of Emergency Management
<b>Contact Person/Title:</b>	Pete Baldwin/Emergency Management Coordinator
<b>Phone Number:</b>	974-0472

<b>Grant Title:</b>	Homeland Security Grant Program - State Homeland Security Program		
<b>Grant Period:</b>	From: 10/1/2010	To:	11/30/2012
<b>Grantor:</b>	Governor's Division of Emergency Management		

<b>Check One:</b>	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:		31,050		10,350		41,400
Capital Equipment:						0
Indirect Costs:						0
Total:	0	31,050	0	10,350	0	41,400
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
<b>Measures For Grant</b>						
Purchase hazmat training	Yes					Yes
Outcome Impact Description	Obtaining new training for hazardous materials training for the Travis County Hazmat Team will allow for better response capabilities along with increased safety for the responders.					
Outcome Impact Description						

Outcome Impact Description	
----------------------------	--

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The training would allow for the Travis County Hazmat Team to be better prepared to respond to hazardous material call they happen to make.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Travis County Office of Emergency Management has supported the Travis County Hazmat Team since its inception.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Based on this information, the matching funds again could be up to \$10,350. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

We are only proposing to purchase the two classes at this time.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748 , AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

*Medical Examiner  
Dr. David Dolinak*

## MEMORANDUM

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

*STAR Flight  
Casey Ping, Program Manager*

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.



# Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

<b>Applicant/Jurisdiction:</b>	Travis County	
<b>Point of Contact:</b>	Butch Miller	
<b>Title:</b>	Assistant Chief Pflugerville Fire Department	
<b>Phone:</b>	512-989-4523/512-740-2687	
<b>Email:</b>	bmiller@pflugervillefire.com	

## 1. Project Name

Regional Hazardous Materials Training

## 2. Needs to be addressed by this project *(Why is this project needed?)*

The Travis County Haz Mat Team needs to acquire outside training to improve operating capabilities.

## 3. Project Description *(How will the needs be met?)*

By acquiring funding we will enter into an agreement with HazMat 6s. This company provides training worldwide. This project will provide classes and evaluations of our operating capabilities for the Travis County and the CAPCOG regional hazmat cooperators

## 4. New or Existing project?

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

### Notes

Here is a description of the training we are seeking to acquire. The training will be open to any of the 10 county CAPCOG Haz Mat responders that would like to participate. To improve our overall capabilities and response preparedness this type of specialized training will be needed. As the mission of the Haz Mat response changes so does the need to obtain higher levels of training. HazMat 6s is a leading edge trainer for HazMat responders to improve capabilities of handling Haz Mat incidents, CBRNE incidents and Terrorist incidents in an effective and safe manner. As the mission of the Haz Mat team has evolved so has our need to acquire a wider range of knowledge and experience.

## 5. Regional Impact *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)*

This project will allow the Travis County HazMat team to schedule two classes to obtain higher levels of training and team evaluation. Surrounding HazMat responders from the CAPCOG region will also be

invite to and have seats reserved for their participation in these training evolutions. These classes will improve our regional interoperability and develop our ability to work together to mitigate any incident that we are called to respond to. The regional has not had this type of outside training in many years. This training will provide an opportunity to receive an outside look at our abilities to respond to, worktogether and provide feedback for improveemnts for all agencies participating.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

Description of Project

This five-day class is designed to address issues with non-currency and generate an integrated team. Participants are expected to be:

- \* HazMat Technicians
- \* Command Staff
- \* Jurisdiction Planning Staff

Class curricula is very heavy on full-simulation scenarios, typically with 6 full scenarios over the course of the week. Participants are expected to be not only current HazMat Technicians, but the same Command Staff that would be present at a real incident. This class is intended to train response teams as a whole, not just the Technicians. Emphasis is placed on Technician survival, civilian casualty reduction, and evaluating appropriateness of response.

Students are initially placed into simple HazMat scenarios; a full debrief is presented with still and video photography at the conclusion of the scenario. Instructors note problem areas and present a lecture segment that addresses solutions or refines technique. Then, the next scenario is built to focus on these skills. Scenarios are designed to be as realistic as possible and usually contain instructors acting as victims.

HazMat Technicians receive certificates of concurrent training. Command Staff will receive certification as HazMat Incident Commanders and non-technicians receive certification as HazMat Operational or Awareness, depending on participation levels in the class.

Compliant with NFPA 472, 473, OSHA 29 CFR 1910.120, EPA/HMTUSA 40 CFR 311.

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

**8. Local Matching Funds** (It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

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Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
HazMat Traing	Training	2	20,700.	\$41,400.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				
<b>Total</b> (Right click \$ field. Select "Update Field.")				<b>\$41,400.00</b>

**10. Is this project part of a multi-jurisdiction project?** (Check box if "Yes.")

If "Yes," list the other participating jurisdictions.

Jurisdiction

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

Discipline	Percentage of Project \$
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%



Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

Check box if letters of support are attached.

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## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2010

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

#### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

#### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*

## GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Travis County Office of Emergency Management
<b>Contact Person/Title:</b>	Pete Baldwin/Emergency Management Coordinator
<b>Phone Number:</b>	974-0472

<b>Grant Title:</b>	Homeland Security Grant Program - State Homeland Security Program		
<b>Grant Period:</b>	<b>From:</b>	10/1/2010	<b>To:</b> 11/30/2012
<b>Grantor:</b>	Governor's Division of Emergency Management		

<b>Check One:</b>	New: <input checked="" type="checkbox"/>	Continuation: <input type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	TOTAL
Personnel:						0
Operating:		11,250		3,750		15,000
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	0	11,250	0	3,750	0	15,000
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input type="checkbox"/>	Staff Initials: _____

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/31/09	9/30/09	
Applicable Depart. Measures						
Measures For Grant						
Purchase disposable items for the Travis County Hazmat Team	Yes					Yes
Outcome Impact Description	The Travis County Hazmat Team stores a wide variety of expirable and disposable goods on the trailers that enable them to effectively respond to hazardous materials calls. These goods have to be frequently restocked.					

<b>Outcome Impact Description</b>						
<b>Outcome Impact Description</b>						

**PBO Recommendation:**

PBO recommends approval of this grant application. At this time we do not know if this grant will require a match or at what percentage it will be required. The number in the above table describes the "worse case scenario". Should Emergency Services not be able to internally fund the match they will work with PBO to find funding options. Please see note below for additional details.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

The Travis County Hazmat Team is required to have a large amount of disposable and expirable goods on the trailers in order to effectively and safely respond to hazardous materials calls. These goods have to be routinely replaced either after use or the expiration of the shelf life. This grant would allow for this.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

Travis County Office of Emergency Management has supported the Travis County Hazmat Team since its inception.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

Section 8 of the grant guidelines advise that "It is likely that matching funds- non-federal may be required for FY2010. This match could be 20-25% of the award". At the grant training provided by CAPCOG we were advised that grant matching requirements have not been finalized at this time. Any matching funds that might be required would be reviewed and internal operating funds would be identified to possibly provide such a match.

The application states that the grant may be contingent upon our ability to provide matching funds, and the County must affirm in the application and indicate the source of the matching funds. Based on this information, the matching funds again could be up to \$3,750. Again, the application does not speak to the use of in-kind match so a "worst case scenario" of cash match has been utilized.

If the guidance for matching funds comes in time for the FY11 budget process, that option will be reviewed. Should internal funds not be available, the matter would be brought before the Commissioners' Court for consideration of whether other funds would be available or prudent to utilize for this purpose.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If

(2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

This grant should allow for the team to be supported for another two years.

6. If this is a new program, please provide information why the County should expand into this area.

This is not a new program.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

This program will allow Travis County to continue to support the Travis County Hazmat Team as it has done in the past.



# EMERGENCY SERVICES

**DANNY HOBBY, EXECUTIVE MANAGER**  
P.O.Box 1748 , AUSTIN, TEXAS 78767  
(512) 854-4416, FAX (512) 854-4786

*Emergency Management  
Pete Baldwin, Emergency Mgmt.  
Coordinator*

*Fire Marshal  
Herschel Lee*

*Medical Examiner  
Dr .David Dolinak*

*STAR Flight  
Casey Ping, Program Manager*

## MEMORANDUM

**To:** Travis County Commissioners Court

**Through:** Danny Hobby, Executive Manager, Emergency Services

**From:** Pete Baldwin, Emergency Management Coordinator

**Date:** August 14, 2009

**Subject:** Applications for 2010 Homeland Security Grant Program

The applications that have been presented to you for consideration are for the 2010 Homeland Security Grant Program (HSGP) that is administered through the Capital Area Planning Council of Governments (CAPCOG). The application requires the Chief Elected Official's signature.

The 2010 application has a slight variation from previous ones in that it recognizes that the actual award may require matching funds. While we are not certain about the match requirement or the amount and kind of match, it was felt that its possibility should be addressed in the application so there would not be any surprises if it actually comes about in the 2010 awards. The actual awards would not be made until FY11 so if a match is required it could be addressed in the FY11 budget process. The option is always available to the jurisdiction to not accept the awards if matching funds are not available. It is also understood not all of the applications will be funded due to the limited amount of grant funds made available to CAPCOG and that they are in competition with other jurisdictions in the CAPCOG region. The Court will have the final say on whether or not to accept any of the proposals that are awarded.

Please feel free to contact me if you should have any questions.

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# Capital Area Council of Governments Grant Project Worksheet—FY 2010

*NOTE: This worksheet is saved and protected as a form; areas are navigated by tabbing from one text field to the next. To tab back to a previous field, press Shift + Tab. The boxes for text fields will expand if necessary as you type.*

**Applicant/Jurisdiction:**

**Point of Contact:**

**Title:**

**Phone:**

**Email:**

**1. Project Name**

**2. Needs to be addressed by this project** *(Why is this project needed?)*

The Travis County Hazmat team has ongoing equipment replacement and upgrade needs. Currently there is very little if any funding to provide restocking of basic equipment, acquiring upgrades of equipment and purchasing other equipment as needed.

**3. Project Description** *(How will the needs be met?)*

If funded, the money will be used and accounted for in the purchasing of equipment and supplies for the Travis County HazMat team. The funding will provide the team with the ability to maintain the four trailers we are responsible for. Expenditures will be managed through the CAFCA association HazMat committee.

**4. New or Existing project?**

- New project
- Existing project (Describe how this is an enhancement, expansion, addition, etc. of an existing project in "Notes" field.)
- Emergency (Describe circumstances in "Notes" field.)

**Notes**

There is a definite need for the team to be able to restock and resupply equipment and goods after an incident and/or training.

**5. Regional Impact** *(Identify the investment strategies addressed by the project. How does this project enhance regional preparedness?)*

Funding this project will enable the regional team to be prepared and ready for any incident. It will give the team the ability to obtain small or large supplies in an organized and efficient manner. I cannot at this time describe what equipment or supplies will be obtained. We have difficulty in keeping our readiness at all times.

**6. Project Scalability** (Explain whether this project is being done as a single component or in phases)

- One-time project
- Phased project (Describe previous funding in "Notes" field.)

**Notes:**

Monies have been received to put the team in service and obtain maintenance contracts for highly specialized equipment. This will enable the team to take care of the little things in a timely manner

**7. Project Sustainability** (Explain your jurisdiction's plan for sustaining this project—maintenance, upgrades, calibration, etc.)

The funding would be used on an as needed basis.

**8. Local Matching Funds** (It is likely that matching funds—non-federal—may be required for FY2010. This match could be 20%-25% of the award. Check the box to affirm that your jurisdiction understands that this grant may be contingent upon your ability to provide matching funds, and, to the extent possible, indicate the source of these matching funds in the box below.)

Matching funds, if required, would come from Travis County Office of Emergency Management's operating budget.

**9. Budget** (Include as much detail as possible):

The expenditure categories are Equipment, Planning, Organization, Training, and Exercises. These may be chosen from the drop-down list (the default is "Equipment.")

Management and Administration (M&A) Limits – a maximum of up to 3% of project funds requested may be retained and used solely for the management and administration purposes associated with the grant.

Item	Category (Select from list)	Quantity	Unit cost	Total (Calculated)
Supplies and equipment	Equipment	1	15000	\$15,000.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
	Equipment			\$ 0.00
M&A (if applicable, not to exceed 3%)				
<b>Total</b> (Right click \$ field. Select "Update Field.")				<b>\$15,000.00</b>

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**10. Is this project part of a multi-jurisdiction project? (Check box if "Yes.")**

*If "Yes," list the other participating jurisdictions.*

Jurisdiction

**11. Disciplines Involved in the Project** (Please indicate the percentage of funds expected to be allocated in each discipline. Use all disciplines that apply):

Discipline	Percentage of Project \$
Agriculture	0.00%
Law Enforcement	0.00%
Emergency Medical Services - Non-Fire Based	0.00%
Emergency Medical Services - Fire Based	0.00%
Fire Service	0.00%
Hazardous Materials	100.00%
Public Works	0.00%
Public Safety Communications	0.00%
Health Care	0.00%
Emergency Management Agency	0.00%
Public Health	0.00%
Governmental Administrative	0.00%
Cyber Security	0.00%
Not for Profit/Non-Profit	0.00%
Regional Transit System	0.00%

**Signature of Authorizing Chief Official**

This signature certifies that the requestor understands the requirements, procedures, and deliverables, **including any requirement for matching funds**, coinciding with this request for funding and has the authority to represent the governing body of this organization.

\_\_\_\_\_  
Authorizing Chief Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Signature of Project Manager**

The following person is authorized to receive direction, manage work performed, complete and sign required reports, and otherwise act on behalf of the jurisdiction for this project.

as

---

Project Manager

---

Date

Check box if letters of support are attached.

## Instructions

### Capital Area Council of Governments Grant Project Worksheet—FY 2010

#### **Applicant organization/jurisdiction and Point of Contact**

*Enter the name of the applicant. Enter name of the Point of Contact, or person completing the worksheet, and appropriate contact information.*

#### **1. Project Name**

*Please provide a unique name that will easily identify the project. Begin the name with your jurisdiction's name.*

#### **2. Needs to be addressed by this project**

*Explain the benefit(s) to be gained by this project. Be concise but comprehensive. This should justify the expenditure of funds.*

#### **3. Project Description**

*Describe the scope of this project. Relate project activities to the identified needs—outline the expected achievements or mitigation if implemented, and/or potential negative impacts that will occur if the project is not implemented. For Citizen Corps, strike teams, etc., please indicate the number of members.*

#### **4. New or Existing Project and Notes**

*Please identify whether this is a new or existing project, and if the project is intended to address an emergency need. If new, a brief summary of the entire program should be provided in the Notes field. Why and how the project is an emergency should also be explained in the Notes field, if applicable.*

#### **5. Regional Impact**

*Describe the benefit to the region as a result of this project. Does it facilitate regional response, interoperable communications, enhance mutual aid capabilities, bring jurisdictions to similar equipment standards, etc.?*

#### **6. Project Scalability and Notes**

*Please identify whether this is a one-time project, or may be part of a phased project. If applicable, a brief summary of other phases of the project should be provided in the Notes field.*

#### **7. Project Sustainability and Notes**

*Explain how your jurisdiction will ensure that this project continues to provide value after the initial expenditure of funds. This includes maintenance, upgrades, calibration of equipment, training, etc.*

#### **8. Local Matching Funds**

*Grantees may be required to provide cash or in-kind match for FY 2010 in the 20% to 25% range. Please provide a brief summary of how your jurisdiction will leverage local operating funds or other sources of funding or support to the project to meet this requirement. Check the box to indicate that you are aware that matching funds may be required.*

#### **9. Budget**

*Enter proposed budget info to the extent that it is available. Be conservative in your estimates but do not overstate anticipated costs. Select the expenditure category from the drop-down list (The default is "Equipment."). The totals for each line and for the project are calculated. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to calculate the totals.*

#### **10. Multi-jurisdiction Project**

*Check the box if this project is part of a multi-jurisdiction project and list the other participating jurisdictions in the space provide. Each of the participating jurisdictions must complete a separate project worksheet if they are to receive funding.*

#### **11. Disciplines Involved in the Project**

*Allocate the total budget across any and all disciplines that will be involved in the project, i.e., law enforcement, EMS, general government, etc. When all costs are entered, right-click on the \$ field (bottom right) and select "Update Field" to total the costs.*

#### **Signatures**

*Signature of the authorizing chief official is required before the project is submitted to CAPCOG. This can be the county judge, mayor, city manager, chief executive officer or someone authorized to do so by one of the above. The project manager and the contact for the project worksheet may be the same individual.*

#### **Letters of Support**

*Letters from organizations supporting the project may be attached to this form. Letters must be no more than two (2) pages in length and clearly identify the organization that is supporting the project.*



h

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Travis County Health and Human Services and Veterans Service
<b>Contact Person:</b>	John C. Bradshaw
<b>Title:</b>	Contract Specialist
<b>Phone Number:</b>	854-4277

<b>Grant Title:</b>	Veterans' Employment and Training Service (Stand Down Grant)		
<b>Grant Period:</b>	<b>From:</b>	10/24/2009	<b>To:</b> 10/24/2009
<b>Grantor:</b>	Department of Labor		

<b>Check One:</b>	New: <input type="checkbox"/>	Continuation: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input type="checkbox"/>	Ongoing Award: <input checked="" type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	
<b>American Recovery and Reinvestment Act (ARRA) Grant</b>		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:	7,000		0			7,000
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	7,000	0	0	0	0	7,000
FTEs:	0					0

Performance Measures Applicable Depart. Measures*	Projected FY 10 Measure	Progress To Date:				Projected FY 11 Measure
		12/31/09	3/31/10	6/31/10	9/30/10	
Veteran contacts	15,075					15,075
Measures For Grant						
Number of veteran's served	150					150

<b>Auditor's Office Approval:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>EH</u>
<b>County Attorney's Office Approval:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>MG</u>

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**PBO Recommendation:**

Health and Human Services and Veterans Services (HHS & VS) is requesting Commissioners Court approval of an application to the Department of Labor in order to continue to receive grant resources to assist the department in hosting a Stand Down event for homeless veterans. The event is scheduled for October 24, 2009 at Veterans of Foreign Wars (VFW) Post 856 at 400 East Alpine near the intersection of South Congress and Ben White. The activities of the event enhance employment and training opportunities or promote self-sustainment for homeless veterans. The grant totals \$7,000 and no County match is required.

PBO recommends Commissioner Court approval of this request.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

Grant funds will be used to host a Stand Down for homeless veterans. This is a community event where a variety of services and referrals for services are provided to homeless veterans. The services provided at a Stand Down are often the catalyst that enables homeless veterans to get back into mainstream society. Stand Down activities must enhance employment and training opportunities or promote self-sustainment for homeless veterans. Typical services include temporary shelter, showers, haircuts, meals, clothing, health screenings, immunizations, legal services, benefits information, employment and training opportunities, etc. This grant enhances existing Veterans Service programs.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

None.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The grant does not require a cash or in-kind match.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

The current indirect cost rate assigned to TCHHSVS by the consultant Maximus is .4477%. At this rate, the administrative cost would be \$3,134. The \$7,000 federal grant will be used to buy supplies for homeless veterans. There is not enough money elsewhere in the Veterans Service budget to makeup the shortfall that would occur if administrative costs were charged to the grant.

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

Yes.

6. If this is a new program, please provide information why the County should expand into this area.

NA

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

Helping veterans is the core mission of Veterans Service. This grant will fund outreach services for homeless veterans.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
Executive Manager  
(512) 854-4100  
Fax (512) 854-4115**

**DATE:** August 4, 2009  
**TO:** Members of the Commissioners Court  
**FROM:**   
Sherri E. Fleming, Executive Manager  
Travis County Health and Human Services and Veterans Service  
**SUBJECT:** Veterans Service Stand Down Grant Application

**Proposed Motion:**

Consider and take appropriate action to approve a \$7,000 grant application by Veterans Service to the Department of Labor for funds to help homeless veterans.

**Summary and Staff Recommendation:**

Grant funds will be used to host a Stand Down event for homeless veterans on October 24. This event will offer a variety of services and referrals for homeless veterans. Stand Down activities must enhance employment and training opportunities or promote self-sustainment for homeless veterans. Typical services include temporary shelter, showers, haircuts, meals, clothing, health screenings, immunizations, legal services, benefits information, employment and training opportunities, etc. Travis County will use the grant funds to purchase backpacks and clothing items.

TCHHSVS staff recommends approving this application.

**Budgetary and Fiscal Impact:**

The grant application is for \$7,000. Travis County is not required to provide a cash or in-kind match.

**Issues and Opportunities:**

The services provided at a Stand Down event are often the catalyst that enables homeless veterans to get back into mainstream society.

**Background:**

The FY'09 grant allowed 139 homeless veterans to receive backpacks and clothing items at a Stand Down event held on November 15, 2008.

Cc: Olie Pope, Director, Travis County Veterans Service  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Ellen Heath, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Rodney Rhoades, Executive Manager, Planning and Budget Office  
Travis Gatlin, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Rebecca Gardner, Assistant Purchasing Agent, Travis County Purchasing Office

**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)

STAND DOWN GRANT**3. Date Received:****4. Applicant Identifier:**

TRAVIS COUNTY USA

**5a. Federal Entity Identifier:**TRAVIS COUNTY - ~~TRAVIS COUNTY~~ <sup>THROUGH TRAVIS COUNTY</sup> VETERANS SERVICE OFFICE**\*5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:**\*a. Legal Name: TRAVIS COUNTY - ~~TRAVIS COUNTY~~ <sup>THROUGH TRAVIS COUNTY</sup> VETERANS SERVICE OFFICE

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

74-6000192

\*c. Organizational DUNS:

827154852

**d. Address:**\*Street 1: 100 N. Interregional Suite 2400

Street 2: \_\_\_\_\_

\*City: AustinCounty: Travis\*State: Texas

Province: \_\_\_\_\_

\*Country: USA\*Zip / Postal Code 78701**e. Organizational Unit:**

Department Name:

Health and Human Services

Division Name:

Travis County Veterans Services

**f. Name and contact information of person to be contacted on matters involving this application:**Prefix: Mr. \*First Name: OLIEMiddle Name: L.\*Last Name: POPESuffix: JRTitle: DIRECTOR

Organizational Affiliation:

VETERANS SERVICE OFFICE

\*Telephone Number: 512-854-9340

Fax Number: 512-854-4453

\*Email: olie.pope@co.travis.tx.us

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

Veterans Services

**\*10 Name of Federal Agency:**

U. S. Department of Labor

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\*12 Funding Opportunity Number:**

17-805

\*Title:

VA STAND DOWN

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Austin, Texas Travis County USA

**\*15. Descriptive Title of Applicant's Project:**

To promote housing services along with outreach services for homeless veterans in Austin, Texas and Travis County.

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 25th		*b. Program/Project: VA STAND DOWN
<b>17. Proposed Project:</b>		
*a. Start Date: 10-24-2009		*b. End Date: 10-24-2009
<b>18. Estimated Funding (\$):</b>		
*a. Federal	7000	
*b. Applicant	0	
*c. State	0	
*d. Local	0	
*e. Other	0	
*f. Program Income	0	
*g. TOTAL	7000	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____ <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: HONORABLE	*First Name: SAM	
Middle Name: T.		
*Last Name: BISCOE		
Suffix:		
*Title: TRAVIS COUNTY JUDGE		
*Telephone Number: Veterans Service Office - 512-854-9340		Fax Number: 412-854-4453
* Email: olie.pope@co.travis.tx.us		
*Signature of Authorized Representative: <i>BY:</i>		*Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

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**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. VETS	17-805	\$ 0.00	\$ 0.00	\$ 7,000.00	\$ 0.00	\$ 7,000.00
2.						
3.						
4.						
5. Totals		\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	0.00	0.00	0.00	0.00	0.00
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Program Income	\$	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Veterans Employment and Training	0.00	0.00	0.00	\$ 0.00
9.				\$
10.				\$
11.				\$
12. Total (SUM OF LINES 8-11)	0.00	0.00	0.00	\$ 0.00

**SECTION D - FORECASTED CASH NEEDS**

13. Federal	Total for 1 <sup>st</sup> Year	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
	\$ 7,000.00	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00
14. Non-Federal	0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 7,000.00	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Veterans Employment and Training	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: 0	22. Indirect Charges: 0
23. Remarks:	

Authorized for Local Reproduction

Program Narrative for Stand Down Grant Request.(FON 17-805)  
From: Travis County Veterans Service Office, Austin, TX.

Requesting support for local Stand Down event that will be conducted on October 24, 2009 in Austin, Texas for one(1) day. The Stand Down will address the needs of approximately 150 homeless veterans in Travis County; this event held in a local community where homeless Veterans are provided with a wide variety of social services. Services provided at the Stand Down event will include showers, haircuts, meals, drinking water, clothing, sleeping bags, supplying hygiene care kits, reading glasses, medical examinations, immunizations, legal advice, veterans benefit information, training program information, employment services, and referral to various supportive services. The critical services provided at a Stand Down event are often the catalyst that enables homeless veterans to return to mainstream society. The funds provided by the U.S. Department of Labor will be providing 150 3 pack cotton socks, 3 pack cotton t-shirts, 3 pack cotton underwear, 150 backpack and 150 pairs of walking tennis shoes one each. The distribution of the items noted above will be for homeless veterans only and not for the general homeless population

Your assistance for the Stand Down will be greatly appreciated.

Budget Narrative  
October 24, 2009  
VA Stand Down

Budget Narrative of VA Stand Down Expenses by category:

This request will not have any Personnel Expenses.

1. The Stand Down will provide approximately **150 Back Packs** for **150 Homeless Veterans** for a total cost of **\$19.95** each x **150 units** for a total of funds needed of **\$2992.50**.
2. **456 (38 dz)** t-shirts different sizes at cost of **\$23.27** each dozen for a total cost of **\$884.26**.
3. **456 (38 dz)** underwear at cost of **\$15.10** each dozen for a total cost of **\$573.80**.
4. **456 (38 dz)** pairs of socks at a cost of **\$9.54** each dozen for a total cost of **\$362.52**.
5. **150 units** of walking tennis shoes at a cost of **\$14.50** each unit for a total cost of **\$2175.00**.
6. The Total costs for the VA Stand Down **\$6988.08; \$11.92** will be used in case of unforeseen expenses for a total Budget of **\$7000.00** as requested by the Travis County Veterans services.
7. The items listed above will be distributed to homeless veterans only and not to the general homeless population.

# SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 02/28/09

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:** Travis County Veterans Service Office

**Applicant's DUNS Number:** 827154852

**Federal Program:** Department of Labor **CFDA Number:** 17-805

1. Has the applicant ever received a grant or contract from the Federal government?

X - Yes       No

2. Is the applicant a faith-based organization?

Yes       X - No

3. Is the applicant a secular organization?

Yes       X - No

4. Does the applicant have 501(c)(3) status?

Yes       X - No

5. Is the applicant a local affiliate of a national organization?

Yes       X - No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer       15-50  
 4-5       51-100  
 6-14       X - over 100

7. What is the size of the applicant's annual budget?

(Check only one box.)  
 Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 X - \$5,000,000 or more

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CERTIFICATIONS AND ASSURANCES

ASSURANCES AND CERTIFICATIONS SIGNATURE PAGE

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

- A. Certification Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace,
- B. Certification of Release of Information
- C. Assurances - Non-Construction Programs
- D. Applicant is not a 501(c)(4) organization

APPLICANT NAME and LEGAL ADDRESS:

Travis County through Travis County Veteran's Service  
100 N. IH 35  
Suite #2400  
Austin, Texas 78701

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instruction shall be kept on file by the applicant.

BU:  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  
SAMUEL T. BISCOE

TITLE: Travis County  
Judge

APPLICANT ORGANIZATION: Travis County

DATE SUBMITTED:

Please Note: This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

## ASSURANCES: NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance or personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all applicable Federal statutes. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964, (P.L. 88-352), (42 U.S.C. 2000d-2000d-6), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688), which prohibits discrimination on the basis of sex and blindness; (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of disability; (d) the Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, which prohibits discrimination on the basis of age; and (e) the requirements of any other nondiscrimination statute(s) which may apply to the application.
6. Will comply, if applicable, with insurance purchase requirements of 42 U.S.C. 4012a that requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance.
7. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347; (b) Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); and (c) the Clean Air Act of 1955, (42 U.S.C. Chapter 85, 7401 et seq.).
8. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, (16 U.S.C. 470f), and the Service Award Act of 1974 (16 U.S.C. 469a-1).
9. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, (31 U.S.C. 7501-75).

## CERTIFICATIONS: NON-CONSTRUCTION PROGRAMS

The certifications below are executed with the signing of the certification signature page and submission with the grant application or modification package.

### CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

- Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; and this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL A Disclosure Form to Report Lobbying, in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for each such failure.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS  
INSTRUCTIONS FOR CERTIFICATION--PRIMARY COVERED TRANSACTIONS**

1. By signing and submitting the certification signature page, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-

Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### **CERTIFICATIONS REGARDING DRUG-FREE/TOBACCO-FREE WORKPLACE REQUIREMENTS**

1. By signing and/or submitting the certification signature page, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees that are individuals, Alternate II applies.

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- Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; and this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL A Disclosure Form to Report Lobbying, in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for each such failure.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS  
INSTRUCTIONS FOR CERTIFICATION--PRIMARY COVERED TRANSACTIONS**

1. By signing and submitting the certification signature page, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4: debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-

- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- (f) Taking one of the following actions within 30 calendar days of receiving notice under paragraph (d)(2) with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

### **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C--Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the certification signature page (Enclosure VI. D.) with this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all sub-grantees shall certify accordingly.

### **CERTIFICATION OF RELEASE OF INFORMATION**

Each grantee must indicate the Federal Share of the grant and the percentage of the grant financed by the Federal share. In this regard, the Certificate for Release of Information is cited below for this purpose. The submission of a signed application containing a copy of this Certification for Release of Information shall constitute the necessary certification.

The grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the grant project or program, the grantee shall clearly state (1) the percentage of the total cost of the program or project which will be or is being financed with Federal money, and (2) the dollar amount of Federal funds for the project or program; except when, the project or program is competitive.

**Equal Employment  
Opportunity Certification**  
Excerpt From 41 CFR §60-1.4(b)

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

**Department of Veterans Affairs**  
OMB Control No. 2502-0029  
(exp. 7/31/2009)

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: **Provided, however,** That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work:

**Provided,** That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally-assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed

Firm Name and Address  
**TRAVIS COUNTY THROUGH  
 TRAVIS COUNTY VETERANS SERVICE  
 100 N. INTERREGIONAL, STE 2400  
 AUSTIN, TX 78701**

By: **SAMUEL T. BISCOE**  
 Title: **TRAVIS County JUDGE**

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upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### Excerpt from HUD Regulations

##### 200.410 Definition of term "applicant".

- (a) In multifamily housing transactions where controls over the mortgagor are exercised by the Commissioner either through the ownership of corporate stock or under the provisions of a regulatory agreement, the term "applicant" as used in this subpart shall mean the mortgagor.
- (b) In transactions other than those specified in paragraph(a) of this section, the term "applicant" as used in this subpart shall mean the builder, dealer or contractor performing the construction, repair or rehabilitation work for the mortgagor or other borrower.

##### 200.420 Equal Opportunity Clause to be included in contracts and subcontracts.

- (a) The following equal opportunity clause shall be included in each contract and subcontract which is not exempt:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

- (2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard race, creed, color, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

- (4) The contractor will comply with all provisions of Executive Order 10925 of March 6 1961, as amended, and of the regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

- (5) The contractor will furnish all information and reports required by Executive Order 10925 of March 6, 1961, as amended, and by the regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by HUD and the Committee for purposes of investigation to ascertain compliance with such regulations, and orders.

- (6) In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of the said regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked provided in the said Executive Order or by regulations, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

- (7) The contractor will include the provisions of Paragraphs(1) through (7) in every subcontract or purchase order unless exempted by regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to Section 303 of Executive Order 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders as HUD may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by HUD, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (b) Except in subcontracts for the performance of construction work at the site of construction, the clause is not required to be inserted in subcontracts below the second tier. Subcontracts may incorporate by referenced to the equal opportunity clause.

##### 200.425 Modification in and exemptions from the regulations in this subpart.

- (a) The following transactions and contracts are exempt from the regulations in this subpart:

- (1) Loans, mortgages, contracts and subcontracts not exceeding \$10,000.

- (2) Contract and subcontracts not exceeding \$100,000 for standard commercial supplies or raw material;

- (3) Contracts and subcontracts under which work is to be or has been performed outside the United States and where no recruitment of workers within the United States is involved. To the extent that work pursuant to such contracts is done within the United States, the equal opportunity clause shall be applicable;

- (4) Contracts for the sale of Government property where no appreciable amount of work is involved; and

- (5) Contracts and subcontracts for an indefinite quantity which are not to extend for more than one year if the purchaser determines that the amounts to be ordered under any such contract or subcontract are not reasonably expected to exceed \$100,000 in the case of contracts or subcontracts for standard commercial supplies and raw materials, or \$10,000 in the case of all other contracts and subcontracts.

### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Information and Telecommunications Department
<b>Contact Person/Title:</b>	Sandra Gottner/Project Manager
<b>Phone Number:</b>	854-4836

<b>Grant Title:</b>	SAVNS Statewide Automated Victim Notification Service		
<b>Grant Period:</b>	From: 9/1/2009	To: 8/31/2010	
<b>Grantor:</b>	Attorney General of Texas		

<b>Check One:</b>	New: <input type="checkbox"/>	Continuation: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	<i>County Match</i>	In-Kind	<b>TOTAL</b>
Personnel:						0
Operating:	25,817					25,817
Capital Equipment:						0
Indirect Costs:						0
<b>Total:</b>	25,817	0	0	0	0	25,817
FTEs:						0.00

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>Ellen Heath</u>
<b>Auditor's Office Comments:</b> approve	
<b>County Attorney's Office Contract Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>Barbara Wilson</u>

Performance Measures	Projected FY 09 Measure	Progress To Date:				Projected FY 10 Measure
		12/31/08	3/31/09	6/30/09	9/30/09	
Applicable Depart. Measures						
Provide Access for Victims	Yes					Yes
Measures For Grant						
Provide Offender Data to Appriss via Data Load	Every 15 minutes	Yes	Yes	Yes	Yes	Every 15 minutes
Victim Registrations	1278	327	311	320 (est)	320 (est)	1200
Victim Notifications	1901	589	484	414 (est)	414 (est)	1800
Offender Inquiries	2,888,708	798,931	709,277	690,500 (est)	690,000 (est)	2,780,000

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**PBO Recommendation:**

PBO recommends approval of this grant contract. This is a continuation of an ongoing program that Travis County has been conducting for numerous years.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This grant will provide for the reimbursement of costs associated with Travis County's continuing participation in the Statewide Automated Victim Notification Service (SAVNS). This system, similar to the current VINE system will allow for victims to access information as well as receive automatic notification of a change in the status of an offender.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

The department is committed to providing access to inmate data to the state through the contract vendor for access to victims. Current indication is that withstanding any revision to the funding provided to the state, the program will continue.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

No matching funds are required as the county is only seeking reimbursement of costs associated with vendor fees.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

N/A

5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

There is no formal commitment required of the County to continue this grant.

6. If this is a new program, please provide information why the County should expand into this area.

Continuing program

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

Currently offender information and notification is provided through the VINE system which Travis County, and several other counties, piloted throughout the state. With the success of these programs the decision was made to provide statewide participation under the new system. This will allow a victim to access an all-inclusive system from one toll-free number rather than having only partial coverage from participating counties, all with different ways to access the information.



ATTORNEY GENERAL OF TEXAS  
GREG ABBOTT

May 18, 2009

The Honorable Samuel Biscoe  
Travis County Judge  
314 West 11th Street, Suite 520  
Austin, Texas 78701

Dear Judge Biscoe:

On behalf of the Attorney General, we are pleased to provide Travis County with an opportunity to continue participating in the Texas statewide Victim Information and Notification Everyday (VINE) system beginning on September 1, 2009 and ending on August 31, 2010. The program provides an invaluable safety net for crime victims and a useful tool for criminal justice and victim service professionals.

Judge, it is important for you to be aware of the County's duties and responsibilities described in the *Maintenance Grant Contract*. Please refer specifically to the following sections:

- Section 3 - **COUNTY'S CONTRACTUAL SERVICES**
- Section 8 - **TERMINATION** and Subsection 8.1 - **Termination for Convenience**  
If you determine Travis County will not continue participation during Fiscal Year 2010, it is necessary for you to advise this office and Appriss, in writing by **June 30, 2009**, of your intention to withdraw.
- **Exhibits A and B** attached to the Texas SAVNS Maintenance Grant Contract

Enclosed you will find the following documents:

Three (3) original copies of the Fiscal Year 2010 Texas SAVNS Maintenance Grant Contract.

**All three enclosed contract documents must be signed by you (in blue ink if possible) and returned to us in a complete package to: Mr. Chris Gersbach, Office of the Attorney General (OAG), 300 West 15<sup>th</sup> Street – MC:004, Austin, Texas 78711.** The documents must arrive no later than **June 30, 2009**. Upon approval by the OAG, an executed copy of the contract will be returned along with forms and instructions on the proper invoicing process.

Appriss, the certified Texas VINE vendor will be sending you three original Renewal Notice Agreements for Fiscal Year 2010. Please return one signed original Services Agreement to Appriss, keep a signed original for your records, and send the third signed original to this office under separate cover.

Thank you for your on-going support of Texas SAVNS/VINE. If you have any questions, please contact Mr. Chris Gersbach at 512-936-1653 or by e-mail at [chris.gersbach@oag.state.tx.us](mailto:chris.gersbach@oag.state.tx.us).

Sincerely,

Debra F. Owens, Director  
Grants Administration Division

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**SAVNS MAINTENANCE GRANT CONTRACT BETWEEN  
THE OFFICE OF THE ATTORNEY GENERAL  
AND TRAVIS COUNTY  
FOR THE STATE FISCAL YEAR 2010**

**OAG Contract No. 1012939**

**THIS GRANT CONTRACT** is executed between the Office of the Attorney General of Texas (OAG) and Travis County (COUNTY). The Office of the Attorney General and COUNTY may be referred to in this contract individually as a "Party" and collectively as the "Parties."

**SECTION 1. PURPOSE OF THE CONTRACT**

The purpose of the OAG SAVNS grant program is to maintain Texas counties in a statewide system that will provide relevant offender release information, notification of relevant court settings or events, promote public safety and support the rights of victims of crime. To accomplish the public purpose, the OAG will reimburse COUNTY for certain cost incurred in the implementation and operation of its portion of the statewide crime victim notification service ("SAVNS"). To ensure a standard statewide service to all interested counties, including COUNTY, the OAG will reimburse COUNTY for eligible expenses related to services delivered to COUNTY by the vendor certified by the OAG to provide certain services to the COUNTY.

A Request for Proposals (RFP) for Statewide Automated Victim Services was published November 28, 2005. After an evaluation of proposals, the OAG identified and certified a single vendor to provide statewide automated victim services. The certification is stated in that certain document dated January 13, 2006, as renewed until August 31, 2009, by document dated June 25, 2007, and entitled: Vendor Certification for the Statewide Automated Victim Notification Service. This document is hereinafter referred to as the "Certification" and is expressly incorporated herein by reference. The vendor certified to provide the services is Appriss, Inc., a Kentucky corporation authorized to do business in Texas ("Certified Vendor").

**SECTION 2. SERVICE PERIOD (TERM) OF THE CONTRACT**

**2.1 Service Period (Term).** The Service Period (Term) of this contract shall commence on the later of September 1, 2009 or the date of the signature by the OAG executing this contract, (being the date shown on this contract as the date executed by OAG); and unless terminated earlier as provided by another provision of this contract, this contract will terminate August 31, 2010.

**2.2 Option to Extend Service Period (Term).** This contract may be extended for an additional Service Period (Term) by a written amendment executed with the same formalities as this contract. Extending the Service Period (Term) does not increase the contract amount. Any increase in the contract amount must also be by written amendment executed with the same formalities as this contract.

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### SECTION 3 COUNTY'S CONTRACTUAL SERVICES

**3.1. County Services Agreement.** COUNTY will execute a "County Services Agreement," a contractual agreement, with the Certified Vendor to provide services consistent with the Certification document. The County Services Agreement will include terms and conditions that are intended to provide the COUNTY such rights and remedies as are necessary to ensure the delivery of the services from the Certified Vendor in accordance with the Scope of Services as stated in this contract and the Certification document.

For the convenience of COUNTY, a template services agreement will be made available to COUNTY. The OAG is not acting as an attorney for the COUNTY, therefore the COUNTY is advised to have attorneys of its choice to review and modify the template services agreement to protect the interest of the COUNTY and to ensure that the appropriate level of services will be delivered.

**3.2 County Maintenance Plan.** COUNTY agrees to maintain the services in a manner consistent with the "County Maintenance Plan." The COUNTY will establish and maintain a COUNTY Maintenance Plan that at a minimum is designed to:

- 3.2.1. Make available offender information that is timely, accurate and relevant to support the victim notification services;
- 3.2.2. Verify the Certified Vendor's performance according to County Services Agreement;
- 3.2.3. Satisfactorily discharge COUNTY obligations as described in the County Services Agreement; and
- 3.2.4. Identify and dedicate COUNTY staff, resources and equipment necessary to maintain the services in the County Services Agreement.

**3.3 County Service Levels.** In addition to other service levels that COUNTY may impose, COUNTY will inspect, monitor and verify the performances required of the Certified Vendor. COUNTY will inspect, monitor and verify the performances required of the Certified Vendor as provided in the COUNTY Services Agreement as well as this contract. In particular, COUNTY will:

- 3.3.1. Execute a COUNTY Services Agreement Renewal Notice with the Certified Vendor, for the Service Period (Term) that coincides with the Service Period (Term) of this contract.
- 3.3.2. Verify that the COUNTY input data (the jail and court data elements used by the SAVNS system) is entered accurately and in a timely basis. The standard to define whether the data is timely and accurate should be determined by the County Auditor or the person in the COUNTY who assumes these independent responsibilities if other than the Auditor.
- 3.3.3. Establish a COUNTY VINE log for the purpose of recording all problems noted with the system; to whom the problem was referred, and when the problem was resolved.
- 3.3.4. Provide periodic written reports (forms provided by OAG) describing COUNTY monitoring, findings, usage, problems and observations as requested by the OAG.
- 3.3.5. Allow on-site monitoring visits to be conducted by OAG or its authorized

representative.

The County Judge may delegate the responsibility for assuring these activities are accurately reported to the County Auditor or the person in the COUNTY who assumes these independent responsibilities if other than the Auditor.

**3.4 Cooperation with Statewide Stakeholders.** COUNTY will reasonably cooperate with and participate in Statewide Stakeholders meetings and efforts to monitor and improve the SAVNS services on a statewide basis. COUNTY may reasonably agree to designate third-parties to assist the OAG, COUNTY and the other Statewide Stakeholders, in the overall monitoring, inspection and verification of the Certified Vendor’s performances.

**3.5 Support of Statewide Deliverables.** COUNTY will reasonable cooperate with the OAG in implementing the Statewide deliverables. The “Statewide Deliverables” describe the services and structure of the victim notification system on a statewide basis. The OAG may update or modify the Statewide Deliverables from time to time, with the appropriate input from the Statewide Stakeholders Committee. The Statewide Deliverables are incorporated herein by reference. To the extent the Statewide Deliverables are relevant to this SAVNS Maintenance contract, the Statewide Deliverables, include, but are not limited to, the following:

- S-01 Service Specification
- S-02 Questionnaire Template
- S-03 Statewide Implementation Plan
- S-04 Stakeholder Communication Plan
- S-05 Call Center Infrastructure
- S-06 County Implementation Plan Template
- S-07 Web Sites(s)
- S-08 Statewide Promotions Package
- S-09 Internal Test Guide
- S-10 Statewide Implementation Status Reports
- S-11 Service Level Standards
- S-12 Service Performance Reports
  
- V-01 Vendor Certification

**3.5 County Deliverables.** The “County Deliverables” reflect the Statewide Deliverables, as customized to meet the specific needs of COUNTY. The County Deliverables, both general and as customized, are incorporated herein by reference. COUNTY implements the County Deliverables through the County Services Agreement. To the extent the County Deliverables are relevant to this SAVNS Maintenance contract, the County Deliverables include, but are not limited to, the following:

- C-02 County Implementation Plan
- C-03 County Infrastructure
- C-04 Application Interface
- C-05 Customer Verification Plan
- C-06 County Support Document
- C-07 County Promotions Package
- C-08 Production Notice
- C-09 County Web Access

**3.6 Data Extract.** To the extent permitted by law, COUNTY agrees to provide the OAG with a copy of data transmitted by COUNTY to the Certified Vendor. COUNTY authorizes the Certified Vendor to directly provide such data to the OAG. The Parties agree that this data may be used to monitor COUNTY performance and the Certified Vendor's performance. This data may be used for such other purposes allowed by law. The data will be provided in such electronic format (including, but not limited to, an XML extract) as requested by the OAG.

**3.7 Scope of Services.** For the purpose of this contract, the requirements, duties and obligations contained in Section 3 of this contract are collectively referred to as the "Scope of Services". As a condition of reimbursement, COUNTY agrees to faithfully, timely and in a good-and-workman-like manner implement and maintain the services in compliance with the Scope of Services. COUNTY shall bear full and sole responsibility for the integrity of the fiscal and programmatic management of its SAVNS program.

#### **SECTION 4 REQUIRED REPORTS**

**4.1 Required Reports; Form of Reports; Filings with OAG.** COUNTY shall forward to the OAG, the applicable reports on forms as specified by the OAG. COUNTY shall establish procedures to ensure that it files each document or form required by the OAG in an accurate and timely manner. Unless filing dates are given herein, all other reports and other documents that COUNTY is required to forward to the OAG shall be promptly forwarded. From time to time, the OAG may require additional reports or statistical information from COUNTY.

**4.2 Audit Reports and Other Documents.** COUNTY shall submit to the OAG two (2) bound copies of any and all applicable audit reports, management letters, and management responses. Such reports, letters, and responses must be submitted on or before whichever of the following dates occurs first:

- a. Thirty (30) days after the issuance of the audit report; or
- b. Within nine (9) months after the end of the audited fiscal year for that COUNTY whose fiscal year begins on or after October 1.

**4.3 Cooperation.** COUNTY shall cooperate fully in any social studies, fiscal or programmatic monitoring, auditing, evaluating, and other reviews pertaining to services rendered by Certified Vendor which may be conducted by the OAG or its designees.

#### **SECTION 5 FINANCIAL MATTERS AND REIMBURSEMENTS**

**5.1 Exhibit A – Allowable Expenditure Amount.** COUNTY shall immediately review the allowable expenditures as shown on Exhibit A

**5.2 Time Period and Form of Invoice.** The OAG's liability to pay and the COUNTY's ability to seek reimbursement will be in (1) time-period of up to 12-months period of time. Upon submission and approval of the COUNTY's request for reimbursement, the COUNTY will receive up to the full amount of "Total Grant Funds Available" as noted in Exhibit A. The payments made to COUNTY shall not exceed its actual and allowable allocable costs to provide the services under this contract. The OAG is under no obligation to reimburse COUNTY if supporting documentation is not provided on a timely basis.

Complete invoice submission instructions are described in the Texas VINE Program Request Procedures for

FY 2010 Maintenance Expenses packet. The form of any invoice for reimbursement of expenses submitted under this section must comply with such invoicing requirements and such detail and supporting documentation that the OAG may from time to time require. The OAG may from time to time require different or additional supporting documentation. OAG will provide written notice of any changes to its requirements under this Contract.

The COUNTY shall submit its claims for reimbursement to the OAG within twenty (20) calendar days following the end of the month that a reimbursable expenditure was incurred. The COUNTY may submit a make-up claim as a final close-out invoice not later than the earlier of (1) forty-five (45) calendar days after termination; or (2) forty-five (45) calendar days after the end of a state fiscal biennium.

**5.3 Reimbursable Cost; Generally** Upon evidence of satisfactory compliance with the terms and conditions of this contract, the OAG will reimburse COUNTY, subject to the limitation of liability in Exhibit A, for such actual, reasonable and necessary amounts expended in the performance of this contract. Only those costs allowable under applicable cost principles are eligible for reimbursement under this contract. The COUNTY acknowledges that it is a sub-recipient of state funds and/or federal funds. Therefore, the following cost principles, audit requirements, and administrative requirements shall apply if state funds are involved; (if federal funds are involved, there are additional requirements and attached exhibits):

<u>Cost Principles</u>	<u>Administrative Requirements</u>	<u>Audit Requirements</u>
OMB A-87 as modified by UGMS	OMB A-102 as modified by UGMS	OMB A-133 as modified by UGMS
Uniform Grant Management Standards (UGMS) pursuant to Texas Government Code Chapter 783	Uniform Grant Management Standards (UGMS) pursuant to Texas Government Code Chapter 783	Texas State Single Audit Circular

For purposes of this contract, the COUNTY shall comply with the applicable OMB Circulars with the following modifications: All references to "Federal Grantor Agency(ies)" shall be expanded to read "Federal or State Grant Agency(ies)." All references to "Federal Grant Funds" or "Federal Assistance" shall be expanded to read "Federal and State Assistance;" "Federal Law" shall be expanded to read "Federal or State Law;" and all references to "Federal Government" shall be expanded to read "Federal or State Government," as applicable.

To be eligible for reimbursement under this contract, a cost must have been incurred or obligated by the COUNTY within the applicable contract period prior to claiming reimbursement from the OAG. Costs incurred by the last day of the applicable contract term must be liquidated no later than 30 calendar days after the end of the applicable contract period. Before incurring any out-of-state travel expenses, the COUNTY must obtain prior written authorization for that travel from the OAG.

If the COUNTY expends \$500,000 or more in state or federal financial assistance during its fiscal year, it shall arrange for a Single Audit of that fiscal year. The audit must be conducted by an independent auditor and must be in accordance with the applicable government auditing standards, the Texas State Single Audit Circular and the UGMS published by the Governor's Office of Budget and Planning. For the purposes of this contract, the audit provisions of OMB Circular A-133 shall apply to county contracting entities. If the COUNTY is expending less than \$500,000 in total state or federal financial assistance during its fiscal year, it shall arrange for an annual independent financial audit in accordance with generally accepted government auditing standards of that fiscal year.

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**5.4 No Supplanting.** COUNTY will not supplant [use funds from this contract to replace or substitute existing funding from other sources that also supports the activities that are the subject of this contract] but rather shall use funds from this contract to supplement existing funds. COUNTY shall use the funds from this contract to increase state or local funds currently available for a particular activity. COUNTY will make a good faith effort to maintain its current level of support. COUNTY may be required to submit documentation substantiating that a reduction in local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this contract.

**5.5 Direct Deposit.** The COUNTY may make a written request to the OAG to be placed on Direct Deposit status by completing and submitting to the OAG the State Comptroller's Direct Deposit Authorization Form. After the direct deposit request is approved by the OAG and the setup is completed on the Texas Identification Number System by the State Comptroller's Office, payment will be remitted by direct deposit and the OAG will discontinue providing the COUNTY with copies of reimbursement vouchers.

**5.6 Excess Payments; Refund; Setoff.** Payment under this contract will not foreclose the right of the OAG to recover excessive or unallowable payments from the COUNTY. The COUNTY shall refund to the OAG within thirty (30) calendar days from date of the OAG's request to repay the OAG any funds the COUNTY claimed and received from the OAG for the reimbursement of costs which are subsequently determined by the OAG to be ineligible for reimbursement.

The OAG will have the right to withhold all or part of any future payments to the COUNTY to offset any reimbursement made to the COUNTY for any excessive or ineligible expenditures not yet refunded to the OAG by COUNTY. The OAG may withhold reimbursement(s) from either this contract or an expired contract between the parties with the same funding source, in amounts necessary to fulfill the repayment obligations of the COUNTY.

**5.7 Limited Pre-Reimbursement Funding to COUNTY.** In lieu of the reimbursement processes addressed above, the OAG, may, at its sole discretion, provide limited pre-reimbursement funding for reimbursable expenses to COUNTY. This limited funding is not preferred and may be allowed upon submission of the following written documentation supporting the request:

- a. A fully executed County Services Agreement Renewal Notice with the Certified Vendor for the time period covered by the pre-reimbursement funding request;
- b. An invoice from the Certified Vendor which includes the dates covered under the Standard Maintenance Phase;
- c. A completed OAG form titled Verification of Continuing Production;
- d. An invoice to the OAG that complies with the requirements of the OAG Template Invoice; and
- e. A written justification explaining the need for pre-reimbursement funding.

The COUNTY should submit an invoice to the OAG no sooner than forty-five (45) days and no later than thirty (30) days before the COUNTY'S obligation to pay matures. The OAG will not provide pre-reimbursement funds any sooner than thirty (30) calendar days prior to the payment becoming due and payable under the COUNTY Service Contract.

**5.8 Purchase of Equipment; Maintenance and Repair; Title upon Termination.** COUNTY shall follow UGMS or any other applicable OMB Circulars, with regard to usage of the contract funds to acquire equipment. COUNTY shall not give any security interest, lien or otherwise encumber any item of equipment purchased with contract funds. COUNTY shall permanently identify all equipment purchased under this

contract by appropriate tags or labels affixed to the equipment and to maintain a current inventory of all equipment or assets, which is available to the OAG at all times upon request.

COUNTY will administer a program of maintenance, repair, and protection of equipment or assets under this contract so as to ensure the full availability and usefulness of such equipment or assets. In the event COUNTY is indemnified, reimbursed, or otherwise compensated for any loss of, destruction of, or damage to the assets provided under this contract, it shall use the proceeds to repair or replace said equipment or assets.

To the extent that the OAG reimburses COUNTY for its purchase of equipment and supplies with funds from this contract, COUNTY agrees that upon termination of the contract, title to or ownership of all such purchased equipment and supplies, at the sole option of the OAG, shall remain with the OAG.

**5.9 Grant Contract Not Entitlement or Right.** COUNTY understands and agrees that reimbursement from grant funds is not an entitlement or right and that it may not be reimbursed for such actual, reasonable and necessary amounts and costs incurred or expenses paid unless the COUNTY strictly complies with all terms, conditions, and provisions of this contract.

## **SECTION 6. OBLIGATIONS OF THE OFFICE OF THE ATTORNEY GENERAL**

**6.1 Reimbursable Amount and Limitation of Liability.** Those provisions of this contract are contained in the attached Exhibit A. The OAG is not obligated to reimburse expenses that are incurred prior to the commencement of this contract or after the termination of this contract.

The parties stipulate and agree that any act, action or representation by either party, their agents or employee that purports to increase the liability of the OAG is void, without first executing a written amendment to this contract specifically amending this provision. The parties acknowledge and agree that nothing in this contract will be interpreted to create an obligation or liability in excess of the funds currently stated in this contract.

**6.2 Funding Limitation.** The parties stipulate and agree that funding for this contract is subject to the actual receipt of grant funds (state and/or federal) appropriated to the OAG and such funds are sufficient to satisfy all of OAG's duties, responsibilities, obligations, liability, and for reimbursement of all expenses, if any, as set forth in this contract or arising out of any performance pursuant to this contract. The parties further stipulate and agree that the grant funds, if any, received from the OAG are limited by the term of each state biennium and by specific appropriation authority to the OAG for the Purpose of this contract.

## **SECTION 7. SUBMISSION OF INFORMATION TO THE OAG**

The OAG will designate methods for submission of information to the OAG by COUNTY. The OAG may require submission of information via facsimile or in an electronic format, including via the internet and/or a web-based data collection method. Unless otherwise indicated by the OAG in writing, the submission of information to the OAG will be by hard-copy to the addresses listed as follows:

**7.1 Information, Excluding Invoices.** All correspondence, reports or notices, except invoices, must be submitted to:

Grants Management  
Office of the Attorney General  
Grants Administration Division, Mail Code 004  
Post Office Box 12548  
Austin, Texas 78711-2548

**7.2 Invoices.** All invoices must be submitted to:

Grants Financial Management  
Office of the Attorney General  
Grants Administration Division, Mail Code 004  
Post Office Box 12548  
Austin, Texas 78711-2548

## **SECTION 8. TERMINATION**

**8.1 Termination for Convenience.** Either Party may, in its sole discretion, terminate this contract in whole or in part, without recourse, liability or penalty, upon thirty (30) calendar days notice to other party.

**8.2 Termination for Cause** In the event that COUNTY fails to perform or comply with an obligation of the terms, conditions and provisions of this contract, the OAG may, upon written notice of the breach to COUNTY, immediately terminate all or any part of this contract. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this contract.

**8.3 Rights Upon Termination or Expiration.** Upon termination or expiration of this contract, the OAG will not reimburse COUNTY, if after the notice of termination or expiration of this contract, the COUNTY thereafter receives services from the Certified Vendor.

If the COUNTY terminates for convenience under Section 8.1, or if the OAG terminates under Section 8.2 before the purpose of this contract is accomplished, then the OAG may require the COUNTY to refund all or some of the grant funds paid under this contract.

The following terms and conditions survive the termination or expiration of this contract: Section 3.6 - Data Extract; Section 4 - Required Reports; Sections 5.2, 5.3, 5.4, 5.6 and 5.8 – Financial Matters and Reimbursements; Section 6 – Reimbursable Amount and Limitation of Liability; Section 9 - Records Retention and Access; Audit Requirements; Sections 11.1, 11.2, 11.6 and 11.7 – Special Terms and Conditions, Section 12 – Construction of Contract and Amendments.

Upon the OAG request, the COUNTY shall deliver to the OAG all work product, deliverables, equipment, all files, records, reports, data, intellectual property license or right and other documents obtained, used, prepared or otherwise developed by COUNTY in the performance of the scope of work authorized by this contract shall vest in the OAG, and upon request of the OAG shall be delivered to the OAG within thirty (30) business days after expiration or termination. The OAG is granted the unrestricted right to use, copy, modify, prepare derivative works, publish and distribute, at no additional cost to the OAG, in any manner the OAG deems appropriate in its sole discretion, any component of the work product or other deliverable made the subject of this contract.

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**8.4 Notice to Certified Vendor.** Any termination of this contract will also be forwarded by the terminating party to the Certified Vendor.

**SECTION 9. RECORDS RETENTION AND ACCESS; AUDIT RIGHTS.**

**9.1 Duty to Maintain Records.** COUNTY shall maintain adequate records to support its charges, procedures, and performances to OAG for all work related to this Contract. COUNTY also shall maintain such records as are deemed necessary by the OAG, OAG's auditor, the OAG and auditors of the State of Texas, the United States, or such other persons or entities designated by the OAG, to ensure proper accounting for all costs and performances related to this contract.

**9.2 Records Retention** COUNTY shall maintain and retain for a period of four (4) years after the submission of the final expenditure report, or until full and final resolution of all audit or litigation matters which arise after the expiration of the four (4) year period after the submission of the final expenditure report, whichever time period is longer, such records as are necessary to fully disclose the extent of services provided under this contract, including but not limited to any daily activity reports and time distribution and attendance records, and other records that may show the basis of the charges made or performances delivered.

**9.3 Audit Trails.** COUNTY shall maintain appropriate audit trails to provide accountability for updates to mission critical information, charges, procedures, and performances. Audit trails maintained by COUNTY will, at a minimum, identify the supporting documentation prepared by COUNTY to permit an audit of the system by tracing the activities of individuals through the system. COUNTY's automated systems must provide the means whereby authorized personnel have the ability to audit and to verify contractually required performances and to establish individual accountability for any action that can potentially cause access to, generation of, or modification of confidential information. COUNTY agrees that COUNTY's failure to maintain adequate audit trails and corresponding documentation shall create a presumption that the services or performances were not performed.

**9.4 Access.** COUNTY shall grant access to and make available copies of all data extracts described in Section 3.6, as well as all paper and electronic records, books, documents, accounting procedures, practices, and any other items relevant to the performance of this contract and the operation and management of COUNTY to the OAG, the State of Texas, the United States, or such other persons or entities designated by OAG for the purposes of inspecting, auditing, or copying such items. All records, books, documents, accounting procedures, practices, and any other items, in whatever form or media, relevant to the performance of this contract shall be subject to examination or audit in accordance with all contract performances and duties, all applicable state and federal laws, regulations or directives, by the OAG, the State of Texas, the United States, or such other persons or entities designated by OAG. COUNTY will direct any contractor to discharge COUNTY's obligations to likewise permit access to, inspection of, and reproduction of all books and records of the subcontractor(s) that pertain to this contract.

COUNTY shall provide physical access, without prior notice, and shall direct any contractor and subcontractor to likewise grant physical access to all program delivery sites to representatives of the State of Texas and/or the OAG and its designees.

**9.5 Location.** Any audit of documents listed in Section 9.4 shall be conducted at the COUNTY's principal place of business and/or the location(s) of the COUNTY's operations during the COUNTY's normal business hours and at the OAG's expense. COUNTY shall provide to OAG and such auditors and inspectors

as OAG may designate in writing, on COUNTY's premises (or if the audit is being performed of a subcontractor, the subcontractor's premises if necessary) space, office furnishings (including lockable cabinets), telephone and facsimile services, utilities and office-related equipment and duplicating services as OAG or such auditors and inspectors may reasonably require to perform the audits described in this Section 9.

**9.6 Reimbursement.** If an audit or examination reveals that COUNTY's invoices for the audited period are not accurate, COUNTY shall promptly reimburse OAG for the amount of any overcharge, unallowable or excessive amount.

**9.7 Reports.** COUNTY shall provide to OAG periodic status reports in accordance with OAG's audit procedures regarding COUNTY's resolution of any audit-related compliance activity for which COUNTY is responsible.

## **SECTION 10. GENERAL TERMS AND CONDITIONS**

**10.1 Federal and State Laws, Rules and Regulations, Directives, Guidelines, OMBs, UGMA, UGMS, and Other Relevant Authorities.** COUNTY agrees to comply with all applicable federal and state laws, rules and regulations, directives, guidelines, OMB circulars, or any other authorities relevant to the performance of COUNTY under this contract, including any authorities relating to programmatic, financial, accounting auditing and/or funding. COUNTY agrees to comply with applicable laws, executive orders, regulations and policies as well as the Uniform Grant Management Act of 1981 (UGMA), Texas Government Code, Chapter, 783, as amended, and UGMS, as amended by revised federal circulars incorporated in UGMS by the Governor's Budget and Planning Office. COUNTY also shall comply with all applicable federal and state assurances and certifications contained in UGMS, Part III, State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart A, §14, State Assurances.

**10.2 Licenses, Certifications and other Authorizations.** COUNTY agrees that it has obtained all licenses, certifications, permits and authorizations necessary to perform the responsibilities of this contract and currently is in good standing with all regulatory agencies that regulate any or all aspects of COUNTY's business or operations. COUNTY agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinance, state, or federal laws.

**10.3 Certifications and Assurances.** Exhibit B, attached hereto and incorporated herein, and is applicable to this contract. COUNTY agrees to strictly comply with the requirements and obligation described in Exhibit B.

**10.4 Conflicts of Interest; Disclosure of Conflicts.** COUNTY has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of the OAG, at any time during the negotiation of this contract or in connection with this contract, except as allowed under relevant state or federal law. COUNTY will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. COUNTY will operate with complete independence and objectivity without actual, potential or apparent conflict of interest with respect to their performance under this contract. COUNTY must disclose, in writing, within fifteen (15) calendar days of discovery, any existing or potential conflicts of interest relative to their performance under this contract.

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## **SECTION 11 SPECIAL TERMS AND CONDITIONS**

**11.1 Independent Contractor Status; Indemnity and Hold Harmless Agreement.** COUNTY expressly agrees that it is an independent contractor and under no circumstances shall any owners, incorporators, officers, directors, employees, or volunteers of COUNTY be considered a state employee, agent, servant, joint venturer, joint enterpriser or partner of the OAG or the State of Texas. COUNTY agrees to take such steps as may be necessary to ensure that each contractor of COUNTY will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, joint enterpriser or partner of OAG.

All persons furnished, used, retained, or hired by or on behalf of COUNTY or any of their contractors shall be considered to be solely the employees or agents of COUNTY or the contractors. COUNTY shall be responsible for ensuring that there is payment of any and all appropriate payments, such as unemployment, workers compensation, social security, any benefit available to a state employee as a state employee, and other payroll taxes for such persons, including any related assessments or contributions required by law.

To the extent allowed by law, COUNTY or contractors are responsible for all types of claims whatsoever due to the actions or performance under this contract, including, but not limited to, the use of automobiles or other transportation, taken by its owners, incorporators, officers, directors, employees, volunteers or any third parties and, to the extent allowed by the Texas Constitution without prior encumbrance, COUNTY and/or contractors will indemnify and hold harmless the OAG and/or the State of Texas from and against any and all claims arising out of their actions or performance under this contract. To the extent allowed by the Texas Constitution without prior encumbrance,, COUNTY agrees to indemnify and hold harmless the OAG and/or the State of Texas from any and all liability, actions, claims, demands, or suits, and all related costs, attorney fees, and expenses, that arise from or are occasioned by the negligence, misconduct, or wrongful act or omission of the COUNTY, its employees, representatives, agents, or subcontractors in their performance under this contract.

**11.2 Publicity; Intellectual Property.** It is expressly agreed that COUNTY may not name the OAG in general or the Attorney General of the State of Texas specifically, in any publication, promotion, marketing, media release, public service announcement, or any other type of communication by COUNTY (nor may COUNTY authorize anyone else to do so), without the express written consent of the OAG. The OAG expressly consents to the use of its name to comply with County obligations under the Texas Open Meetings Act and the Texas Public Information Act.

COUNTY understands and agrees that where funds obtained under this contract may be used to produce original books, manuals, films, or other original material and intellectual property, COUNTY may copyright such material subject to the royalty-free, non-exclusive, and irrevocable license which is hereby reserved by the OAG and COUNTY hereby grants to the OAG or the state (or federal government, if federal funds are expended in this grant) government. The OAG is granted the unrestricted right to use, copy, modify, prepare derivative works, publish and distribute, at no additional cost to the OAG, in any manner the OAG deems appropriate in its sole discretion, any component of such intellectual property made the subject of this contract.

**11.3 No Solicitation or Receipt of Funds on Behalf of OAG.** It is expressly agreed that any solicitation for or receipt of funds of any type by COUNTY is for the sole benefit of COUNTY and is not a solicitation for or receipt of funds on behalf of the OAG or the Attorney General of the State of Texas. No official, employee, representative or agent of COUNTY has the authority to approve any amendment under this Contract unless that specific authority is expressly granted by the Travis County Commissioners Court.

**11.4 No Subcontracting or Assignment Without Prior Written Approval of OAG.** COUNTY may not subcontract or assign any of its rights or duties under this contract without the prior written approval of the OAG. It is within the OAG's sole discretion to approve any subcontracting or assignment.

**11.5 No Grants to Certain Organizations.** Consistent with the OAG's Appropriation, Rider 12, in H.B. No. 1, Article I, Strategy C.1.2, Victims Assistance, 80th Leg. Reg. Sess. (2007), COUNTY confirms that by executing this contract that it does not make contributions to campaigns for elective office or endorse candidates.

**11.6 No Waiver of Sovereign Immunity.** To the extent allowed by law, the Parties agree that no provision of this contract is in any way intended to constitute a waiver by the OAG or the State of Texas of any immunities from suit or from liability that the OAG or the State of Texas may have by operation of law.

**11.7 Governing Law; Venue.** This contract is made and entered into in the State of Texas. This contract and all disputes arising out of or relating thereto shall be governed by the laws of the State of Texas, without regard to any otherwise applicable conflict of law rules or requirements.

Except where state law establishes mandatory venue, and to the extent allowed by law, COUNTY agrees that any action, suit, litigation or other proceeding (collectively "litigation") arising out of or in any way relating to this contract shall be commenced exclusively in the Travis County District Court or the United States District Court in the Western District, Austin Division, and to the extent allowed by law, hereby irrevocably and unconditionally consent to the exclusive jurisdiction of those courts for the purpose of prosecuting and/or defending such litigation. To the extent allowed by law, COUNTY hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that COUNTY is not personally subject to the jurisdiction of the above-named courts, the suit, action or proceeding is brought in an inconvenient forum and/or the venue is improper.

## **SECTION 12 CONSTRUCTION OF CONTRACT AND AMENDMENTS**

**12.1 Construction of Contract.** The provisions of Section 1 are intended to be a general introduction to this contract. To the extent the terms and conditions of this contract do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this contract.

**12.2 Entire Agreement, including Exhibits A and B and Incorporated Documents.** This contract, including Exhibits A and B, and any other documents incorporated by reference, reflects the entire agreement between the Parties with respect to the subject matter therein described, and there are no other representations (verbal or written), directives, guidance, assistance, understandings or agreements between the Parties relative to such subject matter. Exhibit A and B are attached and incorporated herein. By executing this contract, COUNTY agrees to strictly comply with the requirements and obligations of this contract, including Exhibits A and B and any other documents incorporated by reference.

**12.3 Amendment.** This contract shall not be modified or amended in any way except in writing, signed by an authorized person of the Parties for that express purpose. Any properly executed modifications or amendments of this contract shall be binding upon the Parties and it presumed to be supported by adequate consideration. Any attempted modification or amendment of this contract that does not comply with this Section will be deemed voidable at the sole option of the OAG. . No official, employee, representative or

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agent of COUNTY has the authority to approve any amendment under this Contract unless that specific authority is expressly granted by the Travis County Commissioners Court.

**12.4 Partial Invalidity; Non-waiver.** If any term or provision of this contract is found to be illegal or unenforceable, such construction shall not affect the legality or validity of any of its other provisions. The illegal or invalid provision shall be deemed severable and stricken from the contract as if it had never been incorporated herein, but all other provisions shall continue in full force and effect. The failure of any Party to insist upon strict performance of any of the terms or conditions herein, irrespective of the length of time of such failure, shall not be a waiver of that party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this contract shall constitute a consent or waiver to or of any breach or default in the performance of the same or any other obligation of this contract.

**12.5 Counterparts.** This contract may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**12.6 Official Capacity.** The Parties stipulate and agree that the signatories hereto are signing, executing and performing this contract only in their official capacity.

**Office of the Attorney General of Texas**

**Travis County, Texas**

\_\_\_\_\_  
**Attorney General or designee**

\_\_\_\_\_  
**Judge Samuel Biscoe**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**EXHIBIT A**

**SAVNS MAINTENANCE GRANT CONTRACT BETWEEN  
THE OFFICE OF THE ATTORNEY GENERAL  
AND TRAVIS COUNTY  
FOR THE STATE FISCAL YEAR 2010**

OAG Contract No. 1012939

**Population Size: Large**

The OAG will reimburse COUNTY for allowable SAVNS expenditures as follows:

<b>Event</b>	<b>Cost for Jail</b>	<b>Cost for Courts</b>	<b>Maximum Number of Months</b>	<b>Total Grant Funds Available</b>
<b>Standard Maintenance Phase</b>	\$25,817	\$ 0	12	\$25,817

**Service Period (Term).** The Service Period (Term) of this contract is stated in Section 2.1 of the Contract.

The maximum number of months is provided above. If this contract does not commence before September 1, 2009, then the portion of any partial month thereafter will be a prorated amount of the monthly amount as determined by the OAG. The OAG is not obligated to pay for services prior to the commencement or after the termination of this contract.

**Limitation of Liability of the OAG.** The parties stipulate and agree that the total liability of the OAG to COUNTY for any type of liability directly or indirectly arising out of this contract and in consideration of COUNTY'S full, satisfactory and timely performance of all its duties, responsibilities, obligations, liability, and for reimbursement by the OAG to the COUNTY for expenses, if any, as set forth in this contract or arising out of any performance herein shall not exceed:

TWENTY-FIVE THOUSAND EIGHT HUNDRED SEVENTEEN and NO/100 (\$25,817)

**EXHIBIT B**

**SAVNS MAINTENANCE GRANT CONTRACT BETWEEN  
THE OFFICE OF THE ATTORNEY GENERAL  
AND TRAVIS COUNTY  
FOR THE STATE FISCAL YEAR 2010**

**OAG Contract No. 1012939**

**The Uniform Grant Management Standards ("UGMS"), Part III, Section \_\_\_\_\_.14;  
Promulgated by the Office of the Governor, State of Texas,  
Establish the following assurances applicable to recipients of state grant funds:**

- (1) COUNTY must comply with Texas Government Code, Chapter 573, Vernon's 1994, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
- (2) COUNTY must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, Vernon's 1994, unless otherwise expressly prohibited by law.
- (3) COUNTY must comply with Texas Government Code, Chapter 551, Vernon's 1994, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
- (4) COUNTY must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
- (5) No health and human services agency or public safety or law enforcement agency may contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
- (6) COUNTY that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.
- (7) When incorporated into a grant award or contract, the standard assurances become terms or conditions for receipt of grant funds. COUNTY shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

8) COUNTY must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. COUNTY shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) COUNTY will comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(10) COUNTY, as applicable, will comply, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.

(11) COUNTY, as applicable, will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(12) COUNTY will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

(13) COUNTY will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

(14) COUNTY, as applicable, will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO 11738).

(15) COUNTY, as applicable, will comply with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102 (a) requires the purchase of flood

insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

(16) COUNTY, as applicable, will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(17) COUNTY, as applicable, will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

(18) COUNTY, as applicable, will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

(19) COUNTY, as applicable, will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

(20) COUNTY, as applicable, will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

(21) COUNTY, as applicable, will comply with Public Law 103-277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

(22) COUNTY, as applicable, will comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(23) COUNTY, as applicable, will comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing this program.

(24) COUNTY, as a signatory party to the grant contract, must certify that they are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

(25) COUNTY must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

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### GRANT SUMMARY SHEET

<b>Check One:</b>	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>

<b>Department/Division:</b>	Juvenile Probation/ Domestic Relations Office
<b>Contact Person/Title:</b>	Alan Miller
<b>Phone Number:</b>	Financial Analyst (512) 854-5628

<b>Grant Title:</b>	Access and Visitation		
<b>Grant Period:</b>	From:	9/1/08	To: 8/31/10
<b>Grantor:</b>	Office of the Attorney General		
<b>American Recovery and Reinvestment Act (ARRA) Grant</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	

<b>Check One:</b>	New: <input type="checkbox"/>	Continuation: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
<b>Check One:</b>	One-Time Award: <input checked="" type="checkbox"/>	Ongoing Award: <input type="checkbox"/>	
<b>Type of Payment:</b>	Advance: <input type="checkbox"/>	Reimbursement: <input checked="" type="checkbox"/>	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	TOTAL
Personnel:			\$0	\$5,400		\$5,400
Operating:	\$47,348					\$47,348
Capital Equipment:						
Indirect Costs:						
<b>Total:</b>	\$47,348	0	\$0	\$5,400	0	\$52,748
FTEs:	0					0

<b>Auditor's Office Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>DB</u>
<b>Auditor's Office Comments:</b>	
<b>County Attorney's Office Contract Review:</b> <input checked="" type="checkbox"/>	Staff Initials: <u>JC</u>

Performance Measures	Projected FY 10 Measure	Progress To Date:				Projected FY 11 Measure
		12/31/09	3/31/10	6/31/10	9/30/10	
Applicable Dept. Measures						
Orientation Sessions (hours)	84					84
Individuals Attending Orientation	125					125
Parent Education (hours)	216					216
Group Attendance	996					996
Joint Case Planning Meetings	65					65
Families Referred to Counseling	17					17
Counseling Sessions Attended	204					204
Measures For Grant						

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Orientation Sessions (hours)	84					84
Individuals Attending Orientation	125					125
Parent Education (hours)	216					216
Group Attendance	996					996
Joint Case Planning Meetings	65					65
Families Referred to Counseling	17					17
Counseling Sessions Attended	204					204

**PBO Recommendation:**

Juvenile Probation is requesting Commissioners Court approval of an amendment to the grant contract with the Office of the Attorney General for the Access and Visitation Grant. The purpose of this program is to promote compliance with Travis County court orders regarding child access and visitation. The amendment extends the grant term until August 31, 2010 and provides an additional \$26,924 for FY 10 and deobligates \$6,500 of unspent FY 09 funds.

The grant requires a cash match that is met through existing resources.

PBO recommends approval of this request.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing program?

This contract amendment is to continue the existing Access and Visitation grant program for FY 10 as well as to deobligate \$6,500 from the FY 09 Grant Award.

The grant funds the on-going Cooperative Parenting Program, which promotes compliance with Travis County court orders regarding child access and visitation. This grant supports contracted services for counseling at LifeWorks and program operating expenses. This grant funds the instructor for the Cooperative Parenting Classes, attended by both applicants to DRO for visitation enforcement and by parents in family litigation ordered by the Travis County District Courts.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

There are no long term funds County Funds associated with this grant.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The grant requires a 10% match. To meet this requirement, \$2,700 has been included for as the County's match and will be covered by utilizing the salary of the part time visitation attorney.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

Indirect costs are not allowed under this grant

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5. County Commitment to the Program Upon Discontinuation of Grant by Grantor: Will the program discontinue upon discontinuance of the grant funding? (Yes/No) If No: What is the proposed funding mechanism: (1) Request additional funding (2) Use departmental resources. If (2) is answered, provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

It is not anticipated that this program will discontinue. In the event the grant program were to terminate, the Department intends to request subsequent year continuation funding for this program through other proposals submitted to the Federal and State government, as well as private foundations. As previously presented to the Court, the County will have the opportunity to consider investment in the project as well as other areas of Domestic Relations Office.

6. If this is a new program, please provide information why the County should expand into this area.

Not applicable

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

Grant-funded contractors provide client assistance in the Access and Visitation program that cannot be provided at Domestic Relations because of conflicts of interest. These services included instruction of the Cooperative Parenting Program classes and family and individual counseling. The number of children who have access to both parents increases every year with every successful visitation case resolved, this has the corresponding benefit of generally reducing conflict and increasing the regularity of child support payments.



# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA  
Chief Juvenile Probation Officer

09 AUG 14 PM 1:53

TRAVIS COUNTY  
PLANNING & BUDGET OFFICE

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES
DOMESTIC RELATIONS OFFICE
JUVENILE JUSTICE
ALTERNATIVE EDUCATION PROGRAM

TO: Travis Gatlin, PBO  
Senior Budget Analyst

FROM: *Estela P. Medina*  
Estela P. Medina  
Chief Juvenile Probation Officer

THROUGH: *Alan Miller*  
Alan Miller  
Financial Analyst

SUBJECT: FY09/10 Access and Visitation Contract Amendment #1

DATE: August 13, 2009

Juvenile Probation Domestic Relation's Office is requesting approval of Amendment #1 to the FY 2009/2010 Access and Visitation Grant Contract. This Amendment extends the term of the existing contract through August 31, 2010. The Grant Amendment also deobligates \$6,500 in funds that will not be spent in FY 2009 and allocates \$26,924 for FY 2010.

The grant funds the on-going Cooperative Parenting Program, which promotes compliance with Travis County court orders regarding child access and visitation. This grant supports contracted services with LifeWorks for counseling. This allows parents in the visitation enforcement program another option for optimal co-parenting. This grant funds the instructors for the Cooperative Parenting Classes, attended by both applicants to DRO for visitation enforcement and by parents in family litigation ordered by the Travis County District Courts.

Please review this item and place it on the **August 25 2009** Commissioner's Court Agenda for their consideration and signature. If you have any questions, please give me a call at ext. 4-5628.

Thank you in advance for your attention to this request.

CC: Cecelia Burke  
Scott Doyal  
Judy Branham  
Jim Connolly  
Dede Bell  
Sylvia Mendoza



**AMENDMENT NO. 1**  
**TO THE**  
**CONTRACT BETWEEN THE**  
**OFFICE OF THE ATTORNEY GENERAL OF TEXAS**  
**AND THE**  
**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**

**OAG CONTRACT NO. 09-C0000**

WHEREAS the Office of the Attorney General of the State of Texas ("OAG") entered into a contract, OAG Contract No. 09-C0000 ("Contract"), with the Travis County Juvenile Probation Department ("Contractor") for the Access and Visitation Program, effective September 1, 2008; and

WHEREAS the OAG and the Contractor wish to extend the Contract and amend Section 4 in order to amend the FY09 budget and establish the FY10 budget, and adopt performance indicators for the extended term;

IT IS UNDERSTOOD AND AGREED AS FOLLOWS:

Section 2.2 reads as follows:

Contract shall automatically expire on August 31, 2009. Based on satisfactory performance by the Contractor and compliance with all terms and conditions of this Contract, the OAG, at its discretion, may extend the expiration date of this Contract to any date up to August 31, 2010. No commitment of funds is permitted prior to the first day or subsequent to the last day of the term of this Contract.

*Therefore, In accordance with Section 2.2, the OAG wishes to extend the expiration date of this Contract to August 31, 2010.*

*In order for the OAG to revise the maximum liability section, Article 4, Section 4.1 is amended to read as follows (new language is underlined and removed language is struck through):*

Section 4.1 Maximum Liability

Under no event shall this Contract exceed \$47,348 ~~\$26,124~~, unless amended pursuant to Article 7.

*Section 4.2 includes the following language:*

The initial term for this Contract may be extended, by the OAG, from 12 months to 24 months, if the Contractor meets the requirements of this Contract, as determined by the OAG, and if sufficient funds are available. If the Contract is extended to beyond 12 months, funds shall be allocated by Fiscal Year.

*In order for the OAG to revise the FY09 budget in order to de-obligate funds the FY09 Attachment C is replaced with the FY09 Attachment C, attached to this amendment and Article 4, Section 4.2.1 is amended, effective August 1, 2009, to read as follows (new language is underlined and removed language is struck through):*

4.2.1 Table 1. Fiscal Year 2009 (September 1, 2008 through August 31, 2009), see Attachment C for Detailed Program Budget

Category	Amount
Salary	\$0
Fringe	0
Training and In-State Travel	<u>0</u> <del>800</del>
Supplies	184
Contractual	<u>20,100</u> <del>25,000</del>
Other	140
<b>Total</b>	<b><u>20,424</u> <del>26,924</del></b>

*In order to establish the FY10 budget, Article 4, Section 4.2.2. is amended to read as follows (new language is underlined and removed language is struck through):*

4.2.2 Table 2. Fiscal Year 2010 (September 1, 2009 through August 31, 2010)

Category	Amount
Salary	\$0
Fringe	0
Training and In-State Travel	<u>1,600</u> <del>800</del>
Supplies	184
Contractual	25,000
Other	140
<b>Total</b>	<b><u>26,924</u> <del>26,124</del></b>

*In order for the OAG to provide specific performance indicator and budget information for the extended term, FY10 Detailed Program Budget and FY10 Performance Indicator Report attached to this amendment are made a part of the contract and expressly included therein as Attachments E and F, effective August 1, 2009.*

By the signing of this amendment, the parties hereto understand and agree that this amendment is hereby made a part of the Contract, as though the amendment were set forth word-for-word therein.

**The Contract in all other respects is ratified and confirmed.**

**OFFICE OF THE ATTORNEY GENERAL**

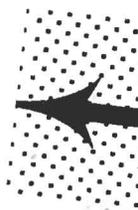
**TRAVIS COUNTY JUVENILE  
PROBATION DEPARTMENT**

\_\_\_\_\_  
Alicia G. Key  
Deputy Attorney General for Child Support

\_\_\_\_\_  
Honorable Samuel T. Biscoe  
County Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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Child Support Division  
Family Initiatives

Performance Indicator Report  
Access and Visitation  
FY10

Grants Administration Division  
Att. F

Organization Name:	OAG Contract #
Travis County	09-C0000

Performance Indicator(s)	Annual Target	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Cumulative Achievement	Percent Target Reached
New Customer Inquiries	2,600													0	0%
Orientation Sessions (hours)	84													0	0%
Orientation Attendees	125													0	0%
Parent Education (Hours)	216													0	0%
Group Attendance	996													0	0%
Joint Case Planning Meetings	65													0	0%
Counseling sessions attended	204													0	0%
Counseling referrals (by family)	17													0	0%
Litigation services provided	372													0	0%
Active Visitation Enforcement cases	720													0	0%
														0	0%
Outcomes:														0	0%
Parenting Time Increased	420													0	0%
PT not increased	300													0	0%
														0	0%
<b>Total</b>	<b>6,119</b>	<b>0</b>	<b>0%</b>												

Preparer's Comments:

149

# 9

**Travis County Commissioners Court Agenda Request**

Please consider the following item for:

**Voting Session: August 25, 2009**

I. A. Request made by: Rodney Rhoades, PBO  Phone 4-8679

**Requested Text: Consider And Take Appropriate Action On Proposed FY 10 Indirect Cost Rates**

C. Approved by: \_\_\_\_\_  
Signature of Commissioner or County Judge

II. A. All backup material needs to be attached to the Agenda and submitted with this Agenda Request (Original and eight copies).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request and send a copy of this Agenda Request and backup to them:

County Auditor's Office, 4-9125

III. BUDGET OR PERSONNEL REQUESTS. Please check if applicable:

- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any budget
- \_\_\_\_\_ A change in your department's personnel (reclassifications, etc.)

Please coordinate through the County Planning and Budget Office (473-9106) or the Human Resources Department BEFORE submitting any agenda item that involves any budget or personnel issue.

**AGENDA REQUEST DEADLINES**

All Agenda Requests and supporting materials MUST be submitted to the County Judge's Office in writing by 5:00 PM on Monday for the next week's meeting. Agenda Requests missing this deadline will be considered for the next subsequent Commissioners Court meeting, as will Agenda Items without appropriate back-up material, including a signed budget transfer form.

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 19 AM 10:04



**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

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314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**BACK-UP FOR AUGUST 25, 2009 AGENDA**

August 18, 2009

TO: Members of Commissioners Court

FROM: Randy Lott, Planning and Budget Analyst

A handwritten signature in black ink, appearing to read "R. Lott", is written over the name "Randy Lott" in the "FROM" line.

RE: Approval of Indirect Cost Rates for FY 10.

Maximus provides an annual indirect cost rate plan for Travis County. This plan provides the basis for Travis County to be reimbursed for grant-related indirect cost expenses such as the costs of facilities, utilities, technology services and administrative support. When receiving grant funds, certain granting agencies allow indirect costs to be reimbursed, as long as they are calculated in accordance with Federal Regulations (OMB Circular A-87).

Indirect costs are calculated each year, and we have now received the new indirect cost rates for actual expenses to be applied to grants in FY 10. A summary of the rates is attached for your review and approval. The very detailed calculations that are used to derive these rates comprise a document that is 203 pages and about an inch thick. The document itself is not attached, but is available to you in PBO if you wish to review these calculations.

PBO recommends approval of the proposed indirect cost rates for FY 10.

CC: Rodney Rhoades  
Leroy Nellis  
Travis Gatlin  
Susan Spataro  
DeDe Bell

**Indirect Cost Rates**

Dpt #	Department Name	Calculated Rate
01	County Judge	226.91%
02	Commissioner - Precinct 1	22.37%
03	Commissioner - Precinct 2	24.60%
04	Commissioner - Precinct 3	26.77%
05	Commissioner - Precinct 4	19.01%
08	Tax Assessor-Collector	57.34%
13	Exposition Center	0%
16	Veterans Service Office	38.56%
18	Agricultural Extension Service	35.22%
19	County Attorney	32.96%
20	County Clerk	35.43%
21	District Clerk	34.69%
22	Civil Courts	24.35%
23	District Attorney	16.20%
24	Criminal Courts	35.53%
25	Probate Court	22.54%
26	Justice of Peace – Precinct 1	30.40%
27	Justice of Peace – Precinct 2	31.12%
28	Justice of Peace – Precinct 3	27.46%
29	Justice of Peace – Precinct 4	33.42%
30	Justice of Peace – Precinct 5	30.49%
31	Constable - Precinct 1	23.09%
32	Constable - Precinct 2	26.52%
33	Constable - Precinct 3	26.56%
34	Constable - Precinct 4	27.05%
35	Constable - Precinct 5	27.52%
37	Sheriff	16.56%
38	Medical Examiner	38.40%
39	Community Supervision & Corrections	22.20%
40	Counseling and Educational Services	30.20%
42	Pretrial Services	24.49%
43	Juvenile Public Defender	22.26%
45	Juvenile Court	19.83%
47	Emergency Services	60.38%
49	Transportation and Natural Resources	53.32%
54	Civil Service Commission	21.01%
55	Criminal Justice Planning	24.50%
58	Health and Human Services	46.98%
	Composite Travis County Rate	26.75%



**TRAVIS COUNTY, TEXAS  
CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal to establish billing or final indirect costs rates for the period October 1, 2007 through September 30, 2008 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB circular A-87, "Cost Principles for State and Local Governments". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
  
- (2) All Costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Travis County, Texas

Signature: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

*[Handwritten Signature]*  
*RODNEY D. AHOADES*  
*EXEC. MGR.*  
*8/19/09*

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### Travis County Commissioners Court Agenda Request

Voting Session August 25, 2009  
(Date)

Work Session \_\_\_\_\_  
(Date)

**I. Request made by:**



Roger A. El-Khoury, M.S., P.E., Director, Facilities Mgmt. Phone # 854-9555  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney.

Requested text:

Review and approve the immediate release of reimbursement payment to United Health Care for claims paid for participants in the Travis County Employee Health Care Fund for payment of \$516,025.43, for the period of August 7, 2009 to August 13, 2009.

Approved by: \_\_\_\_\_  
Signature of Commissioner or County Judge

**II. Additional Information:**

- A. Backup memorandum is attached.
- B. Affected agencies and officials.

Dan Mansour	854-9499
Susan Spataro	854-9125
Rodney Rhoades	854-9106

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COUNTY JUDGE'S OFFICE  
09 AUG 18 PM 3:09

**III. Required Authorizations: Checked if applicable:**

- \_\_\_\_\_ Planning and Budget Office (854-9106)
- \_\_\_\_\_ Human Resources Management Department (854-9165)
- \_\_\_\_\_ Purchasing Office (854-9700)
- \_\_\_\_\_ County Attorney's Office (854-9415)
- \_\_\_\_\_ County Auditor's Office (854-9125)

TRAVIS COUNTY  
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE: August 25, 2009

TO: Members of the Travis County Commissioners Court

FROM: Dan Mansour, Risk Manager

COUNTY DEPT. Human Resources Management Department (HRMD)

DESCRIPTION: United Health Care (UHC) (The Third Party Administrator for Travis County's Hospital and Self Insurance Fund) has requested reimbursement for health care claims paid on behalf of Travis County employees and their dependents.

PERIOD OF PAYMENTS MADE: August 7, 2009 to August 13, 2009

REIMBURSEMENT REQUESTED FOR THIS PERIOD: \$516,025.43

HRMD RECOMMENDATION: The Director or Risk Manager has reviewed the reimbursement submitted and concurs with the findings of the audits by the Financial Analyst and the Benefits Contract Administrator and therefore recommends reimbursement of \$516,025.43.

Please see the attached reports for supporting detail information.

TRAVIS COUNTY  
HOSPITAL AND INSURANCE FUND  
SUPPORTING DETAIL FOR THE  
WEEKLY REIMBURSEMENT REQUEST TO  
COMMISSIONERS COURT  
FOR THE PAYMENT PERIOD  
AUGUST 7, 2009 TO AUGUST 13, 2009

-

- Page 1. Detailed Recommendation to Travis County Auditor for transfer of funds.
- Page 2. Chart of Weekly Reimbursements Compared to Budget
- Page 3. Paid Claims Compared to Budgeted Claims
- Page 4. Notification of amount of request from United Health Care (UHC).
- Page 5. Last page of the UHC Check Register for the Week.
- Page 6. List of payments deemed not reimbursable.
- Page 7. Journal Entry for the reimbursement.

DATE: August 25, 2009  
 TO: Susan Spataro, County Auditor  
 FROM: Dan Mansour, Risk Manager  
 COUNTY DEPT. Human Resources Management Department (HRMD)

United Health Care (UHC) (Travis County's Third Party Administrator for our Self Insured Health Care Fund) has requested reimbursement for health care claim payments made on behalf of Travis County employees and their dependents as follows:

PERIOD OF PAYMENTS PAID:  
 FROM: August 7, 2009  
 TO: August 13, 2009

**REIMBURSEMENT REQUESTED: \$ 516,025.43**

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	\$ 1,389,023.65
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: August 18, 2009	\$ (872,998.39)
Adjust to balance per UHC	\$ -
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	\$ 516,025.43
PAYMENTS DEEMED NOT REIMBURSABLE	\$ -
TRANSFER OF FUNDS REQUESTED:	<u>\$ 516,025.43</u>

The claims have been audited for eligibility and all were eligible in the period covered by the claim.

All claims over \$25,000 (0 this week totaling \$0.00) have been audited for data entry accuracy and the following information is correct for each claim audited: date of service, eligibility, nature of service, name of and amount billed by provider, amount billed by date and amount paid by UHC.

Fifteen percent (15%) of all claims under \$25,000 (\$85,124.97) have been audited for data entry accuracy and the following information is correct for each claim identified for this random review: date of service, eligibility, nature of service, name of and amount billed by provider, date and amount paid by UHC. Claims in this random audit met the above requirements but may qualify for more detailed analysis through other resources.

All claims have been reviewed to determine if they have exceeded the \$175,000 stop loss limit. For claims that have exceeded the limit, it has been verified that UHC has complied with the contract. This week credits for stop loss and other reimbursements totaled \$12,496.38.

All claims submitted in this transfer have been audited to confirm accuracy of billing and legitimacy of claim under the service provisions of the health care contract and all are contractually legitimate, legally incurred and accurately billed claims.

I certify that all data listed on this recommendation for transfer of funds is correct and that the payments shown have been made solely for the purpose of health insurance claims.

Dan Mansour 8-14-09  
 Dan Mansour, Risk Manager Date

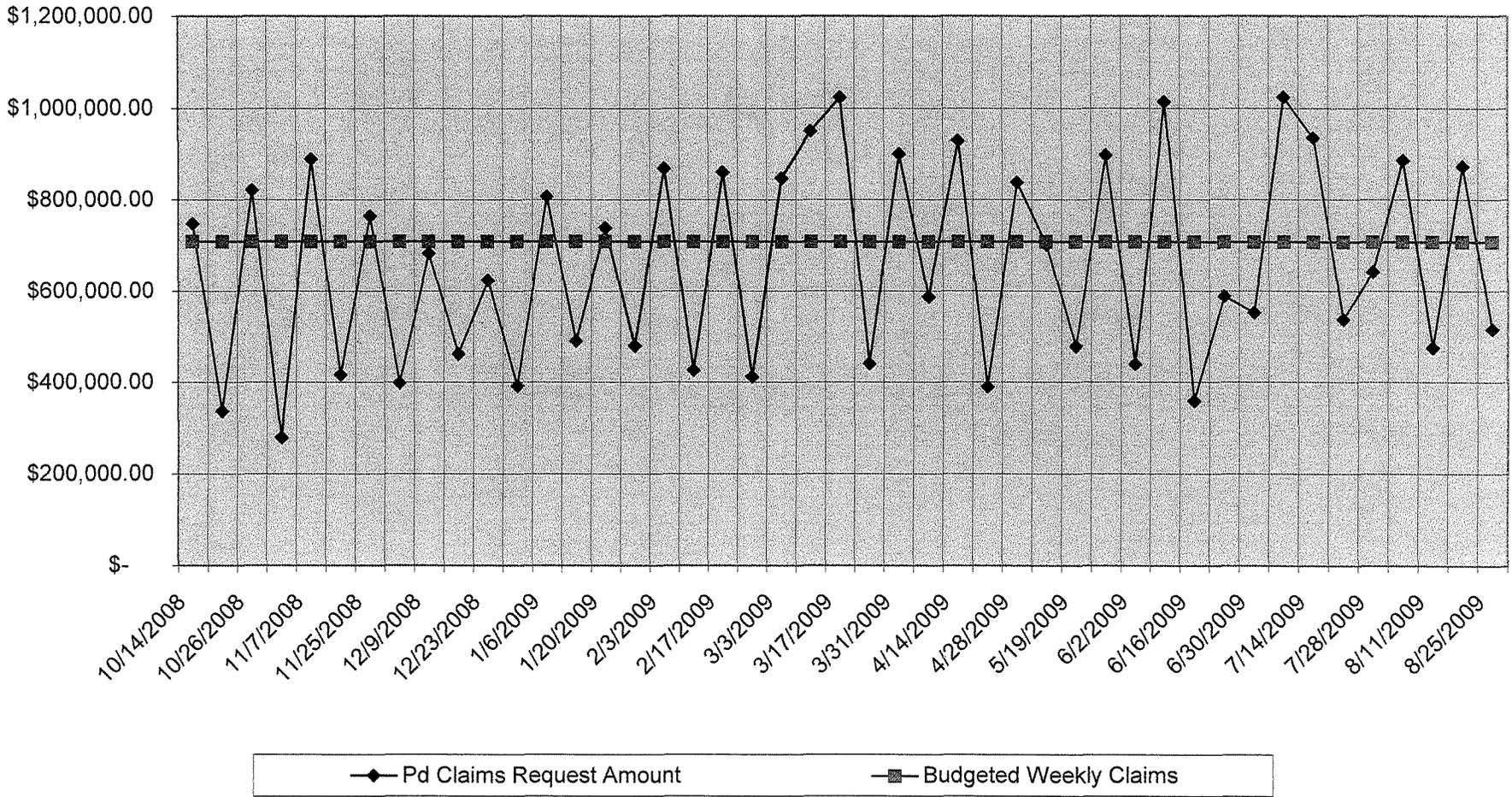
Cindy Purinton 8-14-09  
 Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 8/14/09  
 Norman McRee, Financial Analyst Date

\*\* Agrees to the total payments for this period per the check register received from UHC. See the final page of this period's check register attached.

### TRAVIS COUNTY BENEFIT PLAN FY09 PAID CLAIMS vs WEEKLY CLAIMS BUDGET OF \$708,314.75

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**TRAVIS COUNTY EMPLOYEE BENEFIT PLAN  
FY09 WEEKLY PAID CLAIMS VS WEEKLY BUDGETED AMOUNT**

Period	Voting Session Date	Pd Claims Request Amount	Budgeted Weekly Claims	# of Large Claims	Total of Large Claims
9/26/08-10/02/2008	10/14/2008	\$ 747,324.53	\$ 708,314.75	0	\$ -
10/3/08-10/09/08	10/21/2008	\$ 335,512.06	\$ 708,314.75	2	\$ 90,581.80
10/10/08-10/16/08	10/26/2008	\$ 821,392.23	\$ 708,314.75	1	\$ 27,830.00
10/17/08-10/23/08	11/4/2008	\$ 278,558.66	\$ 708,314.75	1	\$ 25,794.46
10/24/08-10/30/08	11/7/2008	\$ 889,154.23	\$ 708,314.75	3	\$ 241,152.98
10/31/08-11/06/08	11/18/2008	\$ 416,144.12	\$ 708,314.75	1	\$ 43,401.87
11/07/08-11/13/08	11/25/2008	\$ 764,495.13	\$ 708,314.75	1	\$ 25,086.80
11/14/08-11/20/08	12/2/2008	\$ 398,204.17	\$ 708,314.75	1	\$ 29,800.00
11/21/08-11/27/08	12/9/2008	\$ 681,975.72	\$ 708,314.75	0	\$ -
11/28/08-12/04/08	12/16/2008	\$ 461,401.09	\$ 708,314.75	1	\$ 52,900.00
12/05/08-12/11/08	12/23/2008	\$ 623,235.92	\$ 708,314.75	1	\$ 75,029.80
12/12/08-12/18/08	12/30/2008	\$ 391,245.55	\$ 708,314.75	1	\$ 29,333.31
12/19/08-12/25/08	1/6/2009	\$ 806,849.20	\$ 708,314.75	1	\$ 79,550.00
12/26/08-01/01/09	1/13/2009	\$ 489,510.01	\$ 708,314.75	3	\$ 231,596.70
01/02/09-01/08/09	1/20/2009	\$ 738,207.12	\$ 708,314.75	0	\$ -
01/09/09-01/15/09	1/27/2009	\$ 479,061.40	\$ 708,314.75	1	\$ 52,000.00
01/16/09-01/22/09	2/3/2009	\$ 868,256.76	\$ 708,314.75	2	\$ 122,268.15
01/23/09-01/29/09	2/10/2009	\$ 425,948.22	\$ 708,314.75	1	\$ 27,799.00
01/30/09-02/5/09	2/17/2009	\$ 859,996.86	\$ 708,314.75	1	\$ 44,068.88
02/6/09-02/12/09	2/24/2009	\$ 411,769.22	\$ 708,314.75	2	\$ 135,874.72
2/13/09-2/19/09	3/3/2009	\$ 846,738.71	\$ 708,314.75	2	\$ 100,933.50
2/20/09-2/26/09	3/10/2009	\$ 949,895.88	\$ 708,314.75	4	\$ 466,149.26
2/27/09-3/5/09	3/17/2009	\$ 1,023,376.00	\$ 708,314.75	4	\$ 379,043.29
3/6/09-3/12/09	3/24/2009	\$ 440,272.63	\$ 708,314.75	1	\$ 37,840.14
3/13/09-3/19/09	3/31/2009	\$ 899,860.53	\$ 708,314.75	3	\$ 101,988.57
3/20/09-3/26/09	4/7/2009	\$ 586,930.54	\$ 708,314.75	4	\$ 176,607.27
3/27/09-4/2/09	4/14/2009	\$ 929,174.88	\$ 708,314.75	3	\$ 147,837.16
4/3/09-4/9/2009	4/21/2009	\$ 389,720.20	\$ 708,314.75	0	\$ -
4/10/09-4/16/09	4/28/2009	\$ 838,227.39	\$ 708,314.75	1	\$ 133,806.69
4/24/09-4/30/09	5/12/2009	\$ 701,327.76	\$ 708,314.75	2	\$ 88,216.00
5/1/09-5/7/09	5/19/2009	\$ 477,613.64	\$ 708,314.75	1	\$ 32,510.00
5/8/09-5/14/09	5/26/2009	\$ 897,124.15	\$ 708,314.75	4	\$ 128,854.65
5/15/09-5/21/09	6/2/2009	\$ 439,358.39	\$ 708,314.75	2	\$ 124,232.04
5/22/09-5/28/09	6/9/2009	\$ 1,013,698.31	\$ 708,314.75	6	\$ 269,038.76
5/29/09-6/4/09	6/16/2009	\$ 358,482.12	\$ 708,314.75	3	\$ 108,717.80
6/5/09-6/11/09	6/23/2009	\$ 588,414.70	\$ 708,314.75	1	\$ 73,953.50
6/12/09-6/18/09	6/30/2009	\$ 552,669.33	\$ 708,314.75	2	\$ 120,205.56
6/19/09-6/25/09	7/7/2009	\$ 1,023,641.46	\$ 708,314.75	3	\$ 262,112.30
6/26/09-7/2/09	7/14/2009	\$ 935,349.68	\$ 708,314.75	3	\$ 11,992.87
7/3/09-7/9/09	7/21/2009	\$ 537,585.76	\$ 708,314.75	3	\$ 157,067.61
7/10/09-7/16/09	7/28/2009	\$ 641,691.60	\$ 708,314.75	4	\$ 176,175.78
7/17/09-7/23/09	8/4/2009	\$ 885,761.53	\$ 708,314.75	1	\$ 47,338.30
7/24/09-7/30/09	8/11/2009	\$ 475,109.52	\$ 708,314.75	1	\$ 51,607.41
7/31/09-8/6/09	8/18/2009	\$ 872,998.39	\$ 708,314.75	4	\$ 144,890.30
8/7/09-8/13/09	8/25/2009	\$ 516,025.43	\$ 708,314.75	0	\$ -

Paid and Budgeted Claims - to date	\$ 29,709,290.73	\$ 31,874,163.75
Amount Under Budget		\$ (2,164,873.02)

Not predictive of impact on reserve, intended to show relationship of weekly budget to weekly claims cost.

TO: NORMAN MCREE  
 FAX NUMBER: (512) 854-3128  
 PHONE: (512) 854-3828

FROM: UNITEDHEALTH GROUP  
 AB5

NOTIFICATION OF AMOUNT OF REQUEST FOR: TRAVIS COUNTY

DATE: 2009-08-14 REQUEST AMOUNT: \$1,389,023.65

CUSTOMER ID: 00000701254  
 CONTRACT NUMBER: 00701254 00709445  
 BANK ACCOUNT NUMBER: 0475012038 ABA NUMBER: 021000021  
 FUNDING ADVISE FREQUENCY: DAILY  
 FREQUENCY: FRIDAY INITIATOR: CUST METHOD: ACH BASIS: BALANCE

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2009-08-13	\$619,332.29
- REQUIRED BALANCE TO BE MAINTAINED:	\$1,938,718.00
+ PRIOR DAY REQUEST:	\$00.00
<b>= UNDER DEPOSIT:</b>	<b>\$1,319,385.71</b>
+ CURRENT DAY NET CHARGE:	\$69,637.94
+ FUNDING ADJUSTMENTS:	\$00.00
<b>REQUEST AMOUNT:</b>	<b>\$1,389,023.65</b>

ACTIVITY FOR WORK DAY: 2009-08-07

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$78,332.65	\$00.00	\$78,332.65
<b>TOTAL:</b>	<b>\$78,332.65</b>	<b>\$00.00</b>	<b>\$78,332.65</b>

ACTIVITY FOR WORK DAY: 2009-08-10

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	\$138,158.58	\$00.00	\$138,158.58

Page: 1 of 2

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2009\_08\_14

CONTR_NBR	PLN_ID	TRANS_AMT	SRS_DESG_NBR	CHK_NBR	GRP_ID	CLM_ACCT_NBR	ISS_DT	TRANS_TYP_CD	TRANS_DT	WK_END_DT
701254	632	1.51	RD	64425527	AH		6 PAULA	8/12/2009	100	8/14/2009
701254	632	1.45	UX	73581982	AA		5 CAROL	7/31/2009	20	8/14/2009
701254	632	1.44	RD	63346072	AA		1 TYRONE	8/12/2009	100	8/14/2009
701254	632	0.28	RD	62339211	AH		6 STEVEN	8/11/2009	100	8/14/2009
701254	632	0.01	RD	60457938	AH		7 PATRICIA	8/10/2009	100	8/14/2009
701254	632	0.01	RD	60457861	AE		9 GARRETT	8/10/2009	100	8/14/2009
701254	632	0.01	RD	60457846	AE		6 DALLAREES	8/10/2009	100	8/14/2009
701254	632	-17.11	NN	SSN0000C	AL		0 CAROL	8/10/2009	600	8/14/2009
701254	632	-24.5	NN	SSN0000C	AL		0 SANDY	8/6/2009	600	8/14/2009
701254	632	-67.06	UW	89659733	AH		6 JAMES	4/3/2009	50	8/14/2009
701254	632	-68.8	RA	41650343	AH		9 TRACY	8/8/2009	50	8/14/2009
701254	632	-83.78	NN	SSN0000C	AL		0 MAKAYLA	8/4/2009	600	8/14/2009
701254	632	-135.84	NN	SSN0000C	AL		0 SANDY	8/7/2009	600	8/14/2009
701254	632	-141	NN	SSN0000C	AL		0 GENE	8/10/2009	600	8/14/2009
701254	632	-239.12	NN	SSN0000C	AL		0 GENE	8/4/2009	600	8/14/2009
701254	632	-527.56	NN	SSN0000C	AL		0 LARISA	8/10/2009	600	8/14/2009
701254	632	-1068	UX	25006662	AH		7 MICHAEL	8/4/2009	50	8/14/2009
701254	632	-4154.03	NN	SSN0000C	AL		0 LARISA	8/5/2009	600	8/14/2009
701254	632	-5969.58	NN	SSN0000C	AL		0 CAROL	8/4/2009	600	8/14/2009

516,025.43

# ***Travis County Hospital and Insurance Fund - County Employees UHC Payments Deemed Not Reimbursable***

For the payment week ending: 08/13/2009

<i>CONTR_#</i>	<i>TRANS_AMT</i>	<i>SRS</i>	<i>CHK_#</i>	<i>GRP</i>	<i>CLAIM ACCT#</i>	<i>ISS_DATE</i>	<i>TRANS CODE</i>	<i>TRANS_DATE</i>
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**Total:** \$0.00

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**Travis County - Hospital and Self Insurance Fund (526)**

**Journal Entry for the Reimbursement to United Health Care**

For the payment week ending: 8/14/2009

<b>TYPE</b>	<b>MEMBER TYPE</b>	<b>TRANS_AMT</b>
<b>CEPO</b>		
	EE	
	526-1145-522.45-28	79,299.70
	RR	
	526-1145-522.45-29	4,117.64
Total CEPO		\$83,417.34
<b>EPO</b>		
	EE	
	526-1145-522.45-20	157,627.85
	RR	
	526-1145-522.45-21	6,670.68
Total EPO		\$164,298.53
<b>PPO</b>		
	EE	
	526-1145-522.45-25	243,611.71
	RR	
	526-1145-522.45-26	24,697.85
Total PPO		\$268,309.56
Grand Total		\$516,025.43

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# 11

### Travis County Commissioners Court Agenda Request

Voting Session 8/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

**I. Request made by:**



**Roger A. El Khoury, M.S., P.E., Director, Facilities Management** Phone # 854-4579  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

Consider and take appropriate action on the following:

- A. Proposed Routine Personnel Amendments
- B. Request from TCSO for Salary Adjustments according to Travis County Code § 10.03002

Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or County Judge

**II. Additional Information**

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).
- B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

Greg Hamilton, Sheriff , TCSO Phone # 854-9770  
Todd L. Osburn, Compensation Manager, HRMD Phone # 854-2744

**III. Required Authorizations:** Please check if applicable:

- \_\_\_\_\_ Planning and Budget Office (854-9106)
- \_\_\_\_\_ Human Resources Management Department (854-9165)
- \_\_\_\_\_ Purchasing Office (854-9700)
- \_\_\_\_\_ County Attorney's Office (854-9415)
- \_\_\_\_\_ County Auditor's Office (854-9125)



# HRMD Human Resources Management Department

1010 Lavaca Street, 2<sup>nd</sup> Floor

P.O. Box 1748

Austin, Texas 78767

(512) 854-9165 / FAX(512) 854-4203

## August 25, 2009

ITEM # :

**DATE:** August 14, 2009

**TO:** Samuel T. Biscoe, County Judge  
 Ron Davis, Commissioner, Precinct 1  
 Sarah Eckhardt, Commissioner, Precinct 2  
 Karen L. Huber, Commissioner, Precinct 3  
 Margaret Gomez, Commissioner, Precinct 4

**VIA:** Roger A. El Khoury, M.S., P.E., Director, Facilities Management

**FROM:** Todd L. Osburn, Compensation Manager, HRMD *TLO*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 3.**

**B. Non-Routine Personnel Actions – Pages 4 – 6.**

Sheriff's Office requests approval for three salary adjustments that exceeds 10% above midpoint - Travis County Code § 10.03002 – General Overview for Determining Pay Policy, Slots 842, 910 and 1324, RN Charge Nurse, PG 21. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

RAE/TLO/clr

**Attachments**

cc: Planning and Budget Department  
 County Auditor  
 County Auditor-Payroll (Certified copy)  
 County Clerk (Certified copy)

## WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
Civil Courts	131	Attorney I**	21 / \$53,000.00	21 / \$53,000.00
Constable 4	16	Court Clerk I	13 / Level 4 / \$33,051.20	13 / Level 4 / \$33,051.20
County Clerk	79	Office Specialist*	10 / Level 6 / \$28,412.80	10 / Level 6 / \$28,412.80
County Clerk	113	Business Consultant I	27 / Level 2 / \$80,620.80	27 / Level 2 / \$80,620.80
HHS	263	Planner	18 / Level 3 / \$45,073.60	18 / Level 3 / \$45,073.60
JP Pct 2	19	Accountant Assoc	13 / Level 6 / \$34,819.20	13 / Level 6 / \$34,819.20
JP Pct 2	32	Court Clerk I	13 / Minimum / \$29,501.26	13 / Minimum / \$29,501.26
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Criminal Courts	50031 (2 <sup>nd</sup> Job)	Court Bailiff	10 / \$11.58	10 / \$11.58	05
District Clerk	20040	Court Clerk I	13 / \$14.18	13 / \$14.18	02
TNR	50109	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	295	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	310	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
* Actual vs Authorized						

<b>CAREER LADDERS – POPS</b>						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
<b>Sheriff</b>	1013	Corrections Officer* / Grd 81	Corrections Officer Sr* / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1187	Corrections Officer* / Grd 81	Corrections Officer Sr / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1203	Corrections Officer* / Grd 81	Corrections Officer Sr* / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1380	Corrections Officer* / Grd 81	Corrections Officer Sr* / Grd 83	\$38,737.92	\$42,107.10	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – NON-POPS</b>						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
<b>Sheriff</b>	1681	Telecomm 9-1-1 Spec* / Grd 14	Telecomm 9-1-1 Spec Sr / Grd 15	\$36,298.30	\$38,833.60	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
<b>County Atty</b>	Slot 176 / Law Clerk I / Grd 14 / Part-time \$15,778.26	<b>County Atty</b>	Slots 54 & 176 / Law Clerk I / Grd 14 / Full-time \$31,556.51	Status change from part-time to full-time (20 hrs to 40 hrs).
<b>TNR</b>	Slot 528 / Park Ranger* / Grd 60 / \$45,856.51	<b>TNR</b>	Slot 528 / Park Ranger Sr / Grd 62 / \$49,951.82	Promotion. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>				

**SECTION B. NON-ROUTINE PERSONNEL ACTIONS**

<b>NON-ROUTINE – Salary Adjustments</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 842 / RN Charge Nurse / Grd 21 / \$69,271.87	<b>Sheriff</b>	Slot 842 / RN Charge Nurse / Grd 21 / \$74,271.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
<b>Sheriff</b>	Slot 910 / RN Charge Nurse / Grd 21 / \$69,154.50	<b>Sheriff</b>	Slot 910 / RN Charge Nurse / Grd 21 / \$74,154.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
<b>Sheriff</b>	Slot 1324 / RN Charge Nurse / Grd 21 / \$69,445.47	<b>Sheriff</b>	Slot 1324 / RN Charge Nurse / Grd 21 / \$74,445.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

\_\_\_\_\_  
**Ron Davis, Commissioner, Pct. 1**

\_\_\_\_\_  
**Sarah Eckhardt, Commissioner, Pct. 2**

\_\_\_\_\_  
**Karen L. Huber, Commissioner, Pct. 3**

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**



# HRMD Human Resources Management Department

1010 Lavaca Street, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-420

## MEMORANDUM

DATE: August 14, 2009

TO: Samuel T. Biscoe, County Judge  
 Ron Davis, Commissioner, Precinct 1  
 Sarah Eckhart, Commissioner, Precinct 2  
 Karen L. Huber, Commissioner, Precinct 3  
 Margaret Gomez, Commissioner, Precinct 4

VIA: Roger A. El Khoury, Director, Facilities Management *Roger El Khoury*

FROM: Todd Osburn, Compensation Manager, HRMD *T. Osburn*

SUBJECT: TCSO Non-Routine Salary Adjustments, Slots 842, 1324, 910

HRMD requests Commissioners Court to discuss and consider the following action.

**Travis County Sheriff's Office Request:**

Travis County Sheriff's Office (TCSO) requests approval to increase the current salary of three RN Charge Nurses in the amount of \$5,000 apiece. The proposed salary adjustments would bring each employee to more than 10 percent above salary midpoint, but below range maximum. The salary adjustments would apply to the following slots:

<u>Slot #</u>	<u>From</u>	<u>To</u>
842	\$69,271	\$74,271
1324	\$69,445	\$74,445
910	\$69,154	\$74,154

**Policy**

*Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.*

**Recommendation**

HRMD recommends approval of the proposed salary adjustments effective 8/16/09. TCSO's request facilitates internal equity among the Sheriff's Office RN Charge Nurses and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding.



JAMES N. SYLVESTER  
Chief Deputy

# GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

July 29, 2009

## MEMORANDUM

TO: Todd Osburn, Compensation Manager, HRMD

FROM: Greg Hamilton, Sheriff *GH*

SUBJECT: Nursing Staff Salary Inequities

The Sheriff's Office recently conducted an internal salary audit on RN Charge Nurses and LVN's in the TCSO Medical Section. The audit concluded that the LVN salaries are all in line based on tenure, experience and salary. The RN Charge Nurse audit resulted in three (3) nurses whose salaries are below the salary of other RN Charge Nurses that have less tenure and experience, which has created salary inequities within the Medical Section.

I have authorized salary adjustments in the amount of \$5,000 annually for the RN Charge Nurses listed below. The Personnel Action Forms have been processed with the salary adjustments effective August 1, 2009.

Employee	Current Salary	Salary w/\$5000 Increase
<i>Slot 842</i>	\$69,271	\$74,271
<i>Slot 1324</i>	\$69,445	\$74,445
<i>Slot 910</i>	\$69,154	\$74,154

The estimated cost to correct the salary inequities is \$15,000 in base salary, plus \$3,000 for increased benefit costs, for a total of \$18,000. I have checked with the TCSO Financial Section and Bill Derryberry, PBO, to verify that sufficient funds are available internally for this adjustment.

Should you have any questions concerning this action, please do not hesitate to contact my office.

GH/dr

cc: Francisco Ordaz, TCSO Finance Manager  
Deborah Rich, TCSO HR Manager  
Mike Hemby, TCSO Research & Planning Manager  
Bill Derryberry, PBO



*6*





# TRAVIS COUNTY

## RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street, Suite 110 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

TO: COMMISSIONERS COURT  
FROM: STEVEN BROBERG, RMCR DIRECTOR   
DATE: TUESDAY, AUGUST 18, 2009  
RE: NEW COURT RECORD PRESERVATION FEE AND FUND

Proposed Motion: Direct staff to establish the Court Records Preservation Account, include it in the FY 2010 County Budget, and approve the associated \$10 fee on certain civil case filings.

Summary and Staff Recommendation: House Bill 3637 was passed by the 81<sup>st</sup> session of the Texas Legislature and goes into effect for the County's fiscal year beginning October 1, 2009. Government Code, Subchapter H, Chapter 51, will require that the clerk of a county court, statutory county court, or district court shall collect a filing fee of not more than ten dollars in each civil case filed in the court to be used for court record preservation for the courts in Travis County. The money may be used only to digitize court records and preserve them from natural disasters. The law also requires that the Court Record Preservation Account be administered under the direction of the Commissioners Court.

The County Clerk, District Clerk, PBO and the Records Management and Communications Resources department have developed a plan to meet the requirements of the new law and the business needs of the court records custodians. The basic components and costs of that plan are described in Exhibit 1.

Issues and Opportunities: Passage of any legislation mandating new fees and funds raises the issue of reducing the General Fund by an offsetting amount. While new revenue sources seem to offer the opportunity to reduce the property tax, funding the plan described in Exhibit 1 is preferable for two reasons: (1.) The legislative intent was clearly to establish dedicated new revenue for digitization of court records and preservation of those records from natural disasters, not tax relief. (2.) The demand for modern records management services cannot be met by the resources available.

**Fiscal Impact:** Pending certification of revenue by the County Auditor, the Court Record Preservation Account could make about \$164,500 available for the improved records management services in FY 2010. The Auditor's revenue certification follows the Court's action to establish the fund and set the fee.

**Required Authorizations:** County Auditor, PBO

**Exhibits:**

1. Court Record Preservation Account plan
2. Byrne grant funding for RMCR projects

cc: John Hille, Assistant County Attorney

## Exhibit 1

<b>FY 2010 Court Records Preservation Plan</b>	
Description	Amount
<u>Digitization of microfilmed District Court records:</u> The microfilmed Civil and Criminal minutes maintained by the District Clerk are converted into electronic images.	\$39,619
<u>Offsite storage of District Court records:</u> Paper records maintained by the District Clerk are stored by Iron Mountain, the State of Texas contract vendor.	\$56,000
<u>Microfilm expunctions &amp; non-disclosures:</u> Court records maintained on microfilm are edited to remove information when a judge issues the appropriate order.	\$6,474
38% Reserve	<u>\$62,500</u>
<b>Court Records Preservation Account Total - FY 2010</b>	<b>\$164,500</b>

Plan Contingency: Staffing Federal Grant. On May 29<sup>th</sup>, 2009, the Commissioners Court voted to apply for federal stimulus grant funding. One deliverable in the proposal is digitization of certain County and District Attorney paper records. As that application moves through the process, the Capitol Area Council of Governments (CapCOG) indicates that final approval of funding for this initiative is likely – **but for equipment only, with the staffing component deleted.** If the Commissioners Court approves the budget plan for the new Court Record Preservation Account, this will shift the expenses listed in the table above, freeing up money from other funds (already approved in the FY 2010 Preliminary Budget). That expense shift will be enough to hire two temporary Imaging Technicians (Pay Grade 11) to operate the stimulus-funded scanning equipment for ten months; that cost will be \$61,698.

Plan Contingency: Reducing Offsite Storage Volume. If for some reason the Texas Governor's office does not ratify the CapCOG recommendation, Travis County will not receive the federal stimulus grant funding to purchase the equipment. In that case, the General Fund money freed up by establishment of the new Court Record Preservation Account can be applied to the destruction of paper records stored offsite. RMCR has identified up to twenty thousand cubic feet of records stored offsite that have met their retention requirements. The elected and appointed officials who are the custodians of these records are completing the state-mandated process to authorize records destruction. Financial constraints have slowed progress on this initiative, because it costs more to destroy offsite records than it does to store them for a year.

## Exhibit 2

<b>Project Name</b>	<b>Project Description</b>	<b>Amount Requested</b>	<b>Plan B Cuts</b>	<b>CAPCOG Cuts</b>	<b>Final</b>	<b>Change</b>
Travis County Records Management Option #1	Electronic Document Scanning for County and District Attorney	\$293,603.00	\$97,763.00	\$0.00	\$195,840.00	Cutting Temporary Imaging Supervisor and Technicians. 33.30% cut
Travis County Records Management Option #2	VHS Tapes to Digital Conversion	\$77,759.00	\$0.00	\$77,759.00	\$0.00	Project request zeroed out by CapCOG.

13 ✓

Travis County Commissioners Court Agenda Request

Voting Session 8/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. Request made by:



Roger A. El Khoury, M.S., P.E., Director, Facilities Management Phone # 854-4579  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

Consider and take appropriate action on the following:

Discuss and approve 116 job descriptions in 10 job families that were affected by the Classification and Compensation 3-Year Strategic Plan Job Analysis Projects, in accordance with Travis County Code § 10.080 Job Descriptions.

Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or County Judge

II. Additional Information

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight copies of request and backup).
- B. List all of the agencies or official names and telephone numbers that might be affected or be involved with the request. Send a copy of request and backup to each party listed.

Luane A. Shull, Human Resources Manager, HRMD Phone # 854-4789  
Todd L. Osburn, Compensation Manager, HRMD Phone # 854-2744

III. Required Authorizations: Please check if applicable:

- \_\_\_\_\_ Planning and Budget Office (854-9106)
- \_\_\_\_\_ Human Resources Management Department (854-9165)
- \_\_\_\_\_ Purchasing Office (854-9700)
- \_\_\_\_\_ County Attorney's Office (854-9415)
- \_\_\_\_\_ County Auditor's Office (854-9125)

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COUNTY JUDGE'S OFFICE  
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# Travis County

## Human Resources Management Department



### § 10.080 JOB DESCRIPTIONS

#### Classification and Compensation

#### 3-Year Strategic Plan Job Analysis Projects

##### 10 Job Families:

**Attorney, Executive Manager,  
Purchasing, Professional Support,  
Planning / Management / Research,  
Public Information, Reproduction,  
Training / Education / Instruction,  
Medical, Public Safety / Emergency Management**

**Effective 10/01/09**



# HRMD

## Human Resources Management

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1010 Lavaca, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

### MEMORANDUM

DATE: August 25, 2009  
TO: Members of the Commissioners Court  
FROM: Luane A. Shull, Human Resources Manager, HRMD *LAS*  
Todd L. Osburn, Compensation Manager, HRMD *TLO*  
SUBJECT: **Travis County Code §10.080 – Job Descriptions**

#### **A. Proposed Motion**

Discuss and approve 116 job descriptions in 10 job families that were affected by the Classification and Compensation 3-Year Strategic Plan Job Analysis Projects, in accordance with Travis County Code § 10.080 Job Descriptions.

#### **B. Staff Recommendations**

Approve proposed motion.

#### **C. Summary**

The Human Resources Management Department (HRMD) has completed job descriptions in 10 job families. Job descriptions are complete for 116 job titles in the following job families:

- Attorney,
- Executive Manager,
- Purchasing,
- Professional Support,
- Planning / Management / Research,
- Public Information,
- Reproduction,
- Training / Education / Instruction,
- Medical,
- Public Safety / Emergency Management

The Commissioners Court previously approved job titles, pay grades and FLSA that resulted from the 3-year cycle of job analysis projects ending FY 08.

Upon final approval of the Commissioners Court, effective 10/1/09, these job descriptions will be accessible via Travis County Intranet and Internet.

**Note: Access via a CD-ROM or hard copy is available in the Judge's Office, should a Commissioner wish to review the job descriptions.**

**D. Why are revisions to the job descriptions needed?**

The development of new and/or revised job descriptions is critical to any job analysis project that results in classification changes. The job description is a "snapshot" of the job, which clearly and concisely communicates the duties, responsibilities, tasks, skills and qualifications needed for the position.

A well-written job description delivers the following benefits:

- Represents the duties, responsibilities, qualifications consistent with market classification
- Serves as the primary recruiting tool to post job vacancies
- Establishes key hiring criteria; and, ensures consistency in communicating job content
- Defines performance expectations for any person pursuing or holding the position
- Serves as a reference tool during the performance appraisal process
- Serves as a benchmark for performance management, including disciplinary process
- Ensures compliance with multiple employment laws

Jobs do not remain static over time. It is necessary to update job descriptions periodically to ensure that they reflect the changes that occur as jobs evolve. Approval of the revisions to the job descriptions will not impact the job titles, pay grades and FLSA status of the jobs already approved by Commissioners Court.

**E. Involvement of Departments – Review and Comments**

HRMD has communicated, collaborated, and worked with departments for input and feedback and review of the job descriptions. In drafting the job descriptions for jobs in 10 job families, HRMD used multiple data sources to complete the market competitive job description. The data used was from multiple sources, including research, review and analysis of Position Analysis Questionnaires (PAQs), interviews with employees and supervisors, desk audit notes, market research, existing job descriptions, and sample job descriptions for comparable jobs, peer and comparable organizations, legal opinions, human resources professional associations, including Society for Human Resources Management and WorldatWork.

*The job descriptions are "generically" designed, which allows multiple department users the flexibility to develop a functional job description and/or a performance plan that is specific to an employee's job duties.*

*The functional job description and/or performance plan enhances opportunities for managers to measure an employee's performance to specific department level job duties that fall within the scope of the generic job description.*

## **F. Job Classification Listing by Job Family**

The Commissioners Court previously approved job codes, job titles, pay grades and FLSA that results from the 3-year cycle of job analysis projects ending FY 08 are reported in the attached Job Classification Listing by Job Family, see pages 8 – 10.

## **G. Job Descriptions**

An industry standard model job description was used to ensure design consistency for the proposed job description, which includes the following components:

- \*Job Title, Job Code, Pay Grade, FLSA Status, Last Revised Date
- \*Job Summary
- \*Distinguishing Characteristics
- \*Duties and Responsibilities
- \*Minimum Requirements
  - \*Education and Experience
  - \*Licenses, Registrations, Certifications, or Special Requirements
  - Knowledge, Skills, and Abilities
- \*Work Environmental and Physical Demands
- \*Standard Job Statement

NOTE: \*Changes were specifically made to these job description components. See page 4 for the current (original) approved job description and pages 5 - 6 for the proposed (draft) job description.

In addition, EEO Function and Category and Work Compensation Codes were removed from the job descriptions to reflect consistency with market conventions. This information is still a requirement of the HRIS system, retained in HRMD files and reporting; and, is available to all departments.

## **H. Issues and Opportunities**

Compensation Philosophy – The County’s strategic focus on the classification and compensation system continues to afford opportunities to maintain all components that ensure an up-to-date, market competitive system, as defined in the compensation philosophy.

“Generic” vs. Specific Job Descriptions – The generic model eliminates multiple department-specific titles, as well as ensures consistency across Travis County.

## **I. Fiscal Impact**

None.

Should you have questions, contact Luane A. Shull at 854-4789.

CC: Roger A. El-Khoury

## Travis County Human Resources Management Department Job Description DRAFT

**Job Title: Custodian****Job Code: 05184****Pay Grade: 05****Effective Date: 09/16/06****SUMMARY OF FUNCTION:**

Performs custodial duties to keep County facilities clean and orderly. Cleans and maintains the appearance of offices, floors, restrooms and other facilities.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of three custodial-related job classifications within the General/Road Maintenance job family. This classification is the beginning level custodial function responsible for basic cleaning of bathrooms and office areas and is distinguished from the Custodian Lead which functions as a working lead over other custodial positions. This classification may require a flexible work schedule in order to meet the needs of the department. This classification may require work in secure facilities.

**EXAMPLES OF WORK PERFORMED:**

- Performs general cleaning, sweeps, mops, dusts, scrubs, vacuums, empties waste baskets and recycling containers. Cleans walls, windows, light fixtures and air supply/return registers.
- Cleans and disinfects restrooms, including fixtures, mirrors, equipment, windows, floors and walls. Replenishes restroom supplies, unstops sinks and toilets.
- Operates buffer, stripper, waxer, vacuum, and carpet cleaning machines.
- Secures and locks buildings. Turns out lights in areas completed.
- May replace light bulbs and other similar replaceable items.
- May move office furniture and other items, as required.
- May assist groundskeeper in yard work.
- Performs other job-related duties as assigned.

**QUALIFICATION REQUIREMENTS:****Education and experience equivalent to:**

One (1) year of custodial or manual labor experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- Policies, practices, procedures and methods of janitorial/custodial functions.
- Applicable safety practices and regulations.
- Cleaning equipment, products, techniques, and standards.

**Skill in:**

- Cleaning windows, dusting furniture, and unstopping toilets.
- Operating cleaning equipment, such as buffers, strippers, waxers, vacuums, and carpet cleaning machines.
- Both verbal and written communication.

**Ability to:**

- Understand and follow instructions and communicate effectively as needed to perform the job functions.
- Safely and correctly operate cleaning equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, and the general public.

**PHYSICAL/ENVIRONMENTAL FACTORS:**

Physical requirements include lifting up to 50 pounds/carrying up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, and exposure to outside elements.

**WWC: 9015****EEO Function: 15****EEO Category: 08****FLSA Code: NE**

This description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties performed and responsibilities required. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible job-related duties that may be assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

## JOB TITLE: Custodian

**JOB CODE:** 05184  
**PAY GRADE:** 05

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

### JOB SUMMARY:

Performs custodial duties to keep County facilities clean and orderly. Cleans and maintains the appearance of offices, floors, restrooms and other facilities.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three custodial-related job classifications within the General/Road Maintenance job family. This classification is the beginning level custodial function responsible for basic cleaning of bathrooms and office areas and is distinguished from the Custodian Lead which functions as a working lead over other custodial positions. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Performs general cleaning, sweeps, mops, dusts, scrubs, vacuums, empties waste baskets and recycling containers. Cleans walls, windows, light fixtures and air supply/return registers.
- Cleans and disinfects restrooms, including fixtures, mirrors, equipment, windows, floors and walls. Replenishes restroom supplies, unstops sinks and toilets.
- Operates buffer, stripper, waxer, vacuum, and carpet cleaning machines.
- Secures and locks buildings. Turns out lights in areas completed.
- May replace light bulbs and other similar replaceable items.
- May move office furniture and other items, as required.
- May assist groundskeeper in yard work.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

One (1) year of custodial or manual labor experience;

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:**

- Policies, practices, procedures and methods of janitorial/custodial functions.
- Applicable safety practices and regulations.
- Cleaning equipment, products, techniques, and standards.

##### **Skill in:**

- Cleaning windows, dusting furniture, and unstopping toilets.
- Operating cleaning equipment, such as buffers, strippers, waxers, vacuums, and carpet cleaning machines.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Custodian**

**JOB CODE:** 05184  
**PAY GRADE:** 05

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Ability to:**

- Understand and follow instructions and communicate effectively as needed to perform the job functions.
- Safely and correctly operate cleaning equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift up to 50 pounds/carry up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, and exposure to outside elements.

**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.**

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**TRAVIS COUNTY - JOB CLASSIFICATION LISTING  
BY JOB FAMILY**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA</b>
<b>ATTORNEY</b>			
14009	LAW CLERK I	14	NE
18011	LAW CLERK II	18	NE
21027	ATTORNEY I	21	E
22028	ATTORNEY II	22	E
24029	ATTORNEY III	24	E
26030	ATTORNEY IV	26	E
27031	ATTORNEY V	27	E
28032	ATTORNEY VI	28	E
29038	ATTORNEY VII	29	E
<b>EXECUTIVE MANAGER</b>			
32265	EXEC MGR-JUSTICE & PUB SAFETY	32	E
32266	EXEC MGR-EMERGENCY SVCS	32	E
32268	EXEC MGR-ADMIN OPERATIONS	32	E
32269	EXEC MGR-HHS	32	E
32271	EXEC MGR-PLNG & BUDG	32	E
32272	EXEC MGR-TRANS & NAT RESC	32	E
<b>PURCHASING</b>			
10483	PURCHASING CLERK II	10	NE
12484	PURCHASING CLERK III	12	NE
20692	CONTRACT COMPLIANCE SPEC	20	E
<b>PROFESSIONAL SUPPORT</b>			
14404	LAW LIBRARY SPEC	14	NE
16405	LAW LIBRARIAN	16	NE
19406	LAW LIBRARY SUPV	19	E
19408	ARCHIVIST	19	E
22407	LAW LIBRARY MGR	22	E
16474	PROGRAM COORD	16	E
15824	JOB PLACEMENT SPEC	15	NE
16574	NATURAL RESOURCES TECH	16	NE
18584	NATURAL RESOURCES SPEC	18	NE
19475	ACCREDITATION & COMP OFFICER	19	E
22512	FLOODPLAIN MGR	22	E
24514	ON-SITE SEWAGE FAC PROGRAM MGR	24	E
24522	NATURAL RESOURCES PROGRAM MGR	24	E
20575	ENVIRONMENTAL RS MGT SPEC SR	20	E
17576	ENVIRONMENTAL SPEC	17	NE
19577	ENVIRONMENTAL SPEC SR	19	E
22578	ENVIRONMENTAL PROJECT MGR	22	E
24581	ENVIRONMENTAL PROGRAM MGR	24	E
20517	RIGHT OF WAY AGENT	20	E
25518	RIGHT OF WAY PROGRAM MGR	25	E

**TRAVIS COUNTY - JOB CLASSIFICATION LISTING  
BY JOB FAMILY**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA</b>
<b>PROFESSIONAL SUPPORT (Cont.)</b>			
15489	RECORDS ANALYST ASSOC	15	NE
13488	RECORDS ANALYST ASST	13	NE
17490	RECORDS ANALYST	17	NE
20492	RECORDS ANALYST SUPV	20	E
<b>PLANNING / MANAGEMENT / RESEARCH</b>			
13498	PLANNER/MGMT/RES ASST	13	NE
15497	PLANNER/MGMT/RES SPEC ASSOC	15	E
16495	PLANNER/MGMT/RES SPEC	16	E
18496	PLANNER/MGMT/RES SPEC SR	18	E
18449	PLANNER	18	E
20452	PLANNER SR	20	E
22453	PLANNING MGR	22	E
<b>PUBLIC INFORMATION</b>			
20426	MEDIA PRODUCER	20	E
26627	INTERGOVERNMENTAL RELTNS COORD	26	E
<b>REPRODUCTION</b>			
11494	REPROGRAPHICS PROD TECH	11	NE
15469	REPROGRAPHICS PROD TECH SUPV	15	NE
11350	IMAGING PRODUCTION TECH	11	NE
15352	IMAGING PRODUCTION TECH SUPV	15	NE
<b>TRAINING / EDUCATION / INSTRUCTION</b>			
13738	EDUCATION INSTRUCTIONAL SPEC	13	NE
15589	VOLUNTEER COORD	15	NE
<b>MEDICAL</b>			
10687	CERT NURSING ASST	10	NE
14680	MEDICAL OFFICE ASST	14	NE
15409	LICENSED VOC NURSE	15	NE
18698	REGISTERED NURSE I	18	NE
20493	REGISTERED NURSE II	20	NE
21472	RN CHARGE NURSE	21	NE
22322	HEALTH SVCS SUPV	22	E
24760	PHYS ASST/NURSE PRACT	24	E
31684	PHYSICIAN I	31	E
32684	PHYSICIAN II	32	E
98686	MEDICAL DIR	98	E
13690	PHARMACY TECH	13	NE
28691	PHARMACIST	28	E
98693	PSYCHIATRIST	98	E
21677	STARFLIGHT PARAMEDIC	21	NE
23678	STARFLIGHT NURSE RN	23	NE

**TRAVIS COUNTY - JOB CLASSIFICATION LISTING  
BY JOB FAMILY**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PAY GRADE</b>	<b>FLSA</b>
<b>MEDICAL (Cont.)</b>			
11810	FORENSIC MORGUE ATTENDANT	11	NE
13818	FORENSIC AUTOPSY TECH	13	NE
19820	FORENSIC AUTOPSY TECH CHIEF	19	E
16809	FORENSIC MED EXAM INVESTGTR I	16	NE
18817	FORENSIC MED EXAM INVESTGTR II	18	NE
22473	FORENSIC NURSE SR INVESTIGATOR	22	E
23819	FORENSIC MED EXAM INVESTGTR CH	23	E
15282	FORENSIC TOXICOLOGIST LAB TECH	15	NE
19283	FORENSIC TOXICOLOGIST	19	E
21286	FORENSIC TOXICOLOGIST DP CHIEF	21	E
24285	FORENSIC TOXICOLOGIST CHIEF	24	E
98084	DEPUTY MEDICAL EXAMINER I	98	E
98085	DEPUTY MEDICAL EXAMINER II	98	E
98083	DEPUTY CHIEF MEDICAL EXAMINER	98	E
98086	CHIEF MEDICAL EXAMINER	98	E
<b>PUBLIC SAFETY / EMERGENCY MANAGEMENT</b>			
12227	DISPATCHER	12	NE
12740	SECURITY COORD	12	NE
13759	TELECOMM 9-1-1 SPEC CALL TAKER	13	NE
14752	TELECOMM 9-1-1 SPEC	14	NE
15753	TELECOMM 9-1-1 SPEC SR	15	NE
16754	TELECOMM 9-1-1 SPEC SUPV	16	NE
21151	TELECOMM 9-1-1 MGR	21	E
18178	CRIME SCENE SPEC	18	NE
18081	PUBLIC INFORMATION OFCR - TC SO	18	E
27091	CHIEF INVESTIGATIONS	27	E
28092	CAPTAIN CORRECTIONS	28	E
28093	CAPTAIN LAW ENFORCEMENT	28	E
30094	MAJOR	30	E
32095	CHIEF DEPUTY SHERIFF	32	E
22238	EMERGENCY MGMT COORD ASST	22	E
24245	EMERGENCY MGMT COORD	24	E
18429	FIRE MARSHAL ASST DEPUTY II	18	NE
20430	FIRE MARSHAL ASST DEPUTY III	20	NE
22291	FIRE MARSHAL ASST	22	NE
24290	FIRE MARSHAL	24	E
21325	STARFLIGHT AIRCRAFT MAINT MECHANIC	21	NE
24326	STARFLIGHT AIRCRAFT DIR OF MAINTENANCE	24	E
24327	STARFLIGHT HELICOPTER PILOT	24	NE
25328	STARFLIGHT HELICOPTER PILOT SR	25	NE
26329	STARFLIGHT HELICOPTER PILOT CHIEF/FLIGHT INSTR	26	E
27246	STARFLIGHT DIR OF OPERATIONS	27	E
25242	STARFLIGHT CHIEF MEDICAL SUPV	25	E
28243	STARFLIGHT PROGRAM DIR	28	E

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Clerk I**

**JOB CODE:** 14009

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 14

**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Performs legal research, drafts legal documents, delivers and picks up legal and other materials related to case, files legal documents with appropriate courts, and provides general case preparation support.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of two law clerk-related job classifications within the Attorneys job family. This classification is characterized as an attorney-in-training. This classification is distinguished from Law Clerk II by the moderate complexity of legal assistance and research performed. Scope of duties include some of the routine duties attorneys may perform, but are limited to those that are not required to be performed by a licensed attorney.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas and other legal documents, as well as correspondence and reports.
- Files legal documents with appropriate office.
- Obtains records, transcripts and other legal documents.
- Assists in preparing cases for trial. Collects, organizes and prepares evidence, information and other legal materials needed by attorneys. May assist justices or attorneys in preparing for oral arguments.
- Assists attorneys in interviewing witnesses and taking depositions.
- Responds to discovery requests.
- May serve as liaison and coordinate with other public agencies, governmental bodies, County departments and law firms regarding processing court cases and legal matters.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree AND completion of one (1) year of law school;

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 currently enrolled in an accredited law school.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Effective techniques for presentation of cases and facts verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Clerk I**

**JOB CODE:** 14009

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 14

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Problem solving and decision-making.
- Conducting legal research.
- Analyzing and appraising facts, policies, procedures, and legal precedents.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments orally and in writing and apply negotiation skills.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Law Clerk II

**JOB CODE:** 18011

**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs legal research, drafts legal documents, delivers and picks up legal and other materials related to case, files legal documents with appropriate courts, and provides general case preparation support.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two law clerk-related job classifications within the Attorneys job family. This classification is characterized as an attorney-in-training. This classification is distinguished from Law Clerk I by the graduation from an accredited law school and eligibility to practice law along with advanced experience in legal research and the high complexity of legal assistance and research performed. Scope of duties include some of the routine duties attorneys may perform, but are limited to those that are not required to be performed by a licensed attorney.

### DUTIES AND RESPONSIBILITIES:

- Performs complex legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas and other legal documents, as well as correspondence and reports. Prepares drafts of petitions for extraordinary relief and complaints and responsive pleading.
- Files legal documents with appropriate office.
- Obtains records, transcripts and other legal documents.
- Assists in preparing cases for trial. Collects, organizes and prepares evidence, information and other legal materials needed by attorneys. May assist judges or justices in preparing for oral arguments. May attend the presentation of the oral arguments.
- Assists attorneys in interviewing witnesses and taking depositions.
- Responds to discovery requests.
- May review cases for jurisdictional deficiencies and procedural compliance.
- May serve as liaison and coordinate with other public agencies, governmental bodies, County departments and law firms regarding processing court cases and legal matters.
- May train and assist other clerks.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree AND completion of one (1) year of law school;

OR,

J.D./LL.B. from an accredited law school;

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 eligible to practice law in the State of Texas.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Clerk II**

**JOB CODE:** 18011

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Effective techniques for presentation of cases and facts verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Conducting legal research.
- Analyzing and appraising facts, policies, procedures and legal precedents.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Work independently and efficiently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney I**

**JOB CODE:** 21027  
**PAY GRADE:** 21

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the least complex and may result in the least serious consequences with supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney I**

**JOB CODE:** 21027

**FLSA STATUS:** Exempt

**PAY GRADE:** 21

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney II**

**JOB CODE:** 22028  
**PAY GRADE:** 22

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the least complex and may result in the least serious consequences without supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND eighteen (18) months licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney II**

**JOB CODE:** 22028  
**PAY GRADE:** 22

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney III**

**JOB CODE:** 24029  
**PAY GRADE:** 24

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the least complex and may result in the least serious consequences without supervision and handles cases and matters that are moderately complex and may result in moderately severe consequences with supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND three (3) years licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:**     **Attorney III**

**JOB CODE:**        24029

**FLSA STATUS:**     Exempt

**PAY GRADE:**      24

**LAST REVISED:**   10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney IV**

**JOB CODE:** 26030  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are moderately complex without supervision, handles cases and matters that may result in the least severe consequences without supervision, and handles cases and matters that may result in moderately severe consequences with supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND four (4) years licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

21

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney IV**

**JOB CODE:** 26030  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney V**

**JOB CODE:** 27031  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the fifth in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are moderately complex and that may result in moderately severe consequences without supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND six (6) years licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney V**

**JOB CODE:** 27031  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney VI**

**JOB CODE:** 28032  
**PAY GRADE:** 28

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the sixth in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the most complex and that may result in moderately severe consequences without supervision and handles cases and matters that may result in the most severe consequences with supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND eight (8) years licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney VI**

**JOB CODE:** 28032

**FLSA STATUS:** Exempt

**PAY GRADE:** 28

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney VII**

**JOB CODE:** 29038  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Practices civil or criminal law for Texas County or District government.

**DISTINGUISHING CHARACTERISTICS:**

This is the seventh in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the most complex and that may result in the most severe consequences without supervision.

**DUTIES AND RESPONSIBILITIES:**

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

J.D./LL.B. from an accredited law school AND ten (10) years licensed attorney work experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Attorney VII**

**JOB CODE:** 29038  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Planner/Management/Research Assistant

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**JOB CODE:** 13498

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 13

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Assists in performing statistical analysis, management analysis and problem solving. Assists in performing project and program planning and management research.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four planner/management/research-related job classifications within the Planner/Management/Research job family. This classification is distinguished by that the incumbents typically have responsibility for assisting in performing statistical analysis, management analysis, and problem solving for assigned projects and programs.

### DUTIES AND RESPONSIBILITIES:

- Assists in performing statistical analysis, management analysis, and problem solving or issues for procedural flow, systems designs, work procedures, operational methods, workloads and performance measures. Selects appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Assists in planning and designing projects and programs. Researches and develops cost analysis on new or alternative services. Modifies and adapts standard procedures to meet the needs of the project. Performs project and program planning and management research and effectiveness evaluation. Conducts specialized planning management research projects and programs for services, user needs, policies and procedures, and continuous improvements.
- Makes recommendations regarding research, policy, planning issues, operations, related budget issues and efficient methods, plans and designs. Assists in the analysis, development and implementation of new or revised policies and procedures. Monitors communications processes and systems to ensure accurate and timely response to inquiries.
- Assists in performing design and implementation of new, enhanced, improved, or revised existing work, training, information systems or related technologies, or related short-range and/or long-range goals and objectives, strategies, strategic plans, standards, policies and procedures, continuous improvement, and budgets for projects and programs.
- Assists in performing projects and programs with scope of public health, safety, community development, elections/voter registration, community health and/or strategic plan impact.
- Conducts meetings to collect and retrieve information. Gathers and organizes information on problems or procedures. Documents existing processes and systems. Recommends revised systems. Interviews subjects to analyze policies, work procedures and operational methods.
- Prepares and produces written summaries, documents, and statistical and other reports. Prepares and makes presentations of analysis results.
- Performs database management. Maintains databases and tracking and reporting systems. Provides technical assistance.
- Organizes and coordinates special department activities.
- Performs legislative research. Stays abreast of the effect of legislative changes and the impact.
- May attend meetings, working groups, and provides support to collaborative planning efforts, data and statistical information collection efforts, and process development and evaluation. May act as liaison with various work groups, offices and governmental agencies.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

## JOB TITLE: Planner/Management/Research Assistant

JOB CODE: 13498

FLSA STATUS: Non-Exempt

PAY GRADE: 13

LAST REVISED: 10/01/09

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Planning, Business Administration, Public Policy/Administration, Government, Criminal Justice, Sociology or a directly related field AND one (1) year increasingly responsible experience with planning, management, research, database management, statistical analysis, policies and procedures, budgetary analysis or systems analysis;

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:

- Planning principles, practices and techniques of the project discipline.
- Management and administrative related business principles.
- Research methods, data collection and analysis.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Public Administration and governmental agencies.
- Legislative process.
- Forecasting techniques.
- Principles and techniques used in conducting management studies.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Statistical analysis and policy research.
- Analyzing and evaluating data.
- Setting up systems for conducting analysis and compiling for reports.
- Coordinating the development and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

##### Ability to:

- Apply knowledge to data, policy, and process analysis.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planner/Management/Research Specialist Associate

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**JOB CODE:** 15497

**FLSA STATUS:** Exempt

**PAY GRADE:** 15

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs statistical analysis, management analysis and problem solving. Performs project and program planning and management research.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four planner/management/research-related job classifications within the Planner/Management/Research job family. This classification is distinguished by that the incumbents typically have responsibility for performing statistical analysis, management analysis and problem solving for assigned projects and programs.

### DUTIES AND RESPONSIBILITIES:

- Performs statistical analysis, management analysis, and problem solving or issues for procedural flow, systems designs, work procedures, operational methods, workloads and performance measures. Selects appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Plans and designs projects and programs. Researches and develops cost analysis on new or alternative services. Modifies and adapts standard procedures to meet the needs of the project. Performs project and program planning and management research and effectiveness evaluation. Conducts specialized planning and management research projects and programs for services, user needs, policies and procedures, and continuous improvements.
- Makes recommendations regarding research, policy, planning issues, operations, related budget issues and efficient methods, plans and designs. Assists in the analysis, development and implementation of new or revised policies and procedures. Monitors communications processes and systems to ensure accurate and timely response to inquiries.
- Performs design and implementation of new, enhanced, improved, or revised existing work, training, information systems or related technologies, or related short-range and/or long-range goals and objectives, strategies, strategic plans, standards, policies and procedures, continuous improvement, and budgets for projects and programs.
- Performs projects and programs with scope of public health, safety, community development, community health and/or or strategic plan impact.
- Conducts meetings to collect and retrieve information. Gathers and organizes information on problems or procedures. Documents existing processes and systems. Recommends revised systems. Interviews subjects to analyze policies, work procedures and operational methods.
- Prepares and produces written summaries, documents, and statistical and other reports. Prepares and makes presentations of analysis results.
- Performs database management. Maintains databases and tracking and reporting systems. Provides technical assistance.
- Organizes and coordinates special department activities.
- Performs legislative research. Stays abreast of the effect of legislative changes and the impact.
- Attends meetings, working groups, and provides support to collaborative planning efforts, data and statistical information collection efforts, and process development and evaluation. May act as liaison with various work groups, offices and governmental agencies.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: **Planner/Management/Research Specialist Associate**

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**JOB CODE:** 15497

**FLSA STATUS:** Exempt

**PAY GRADE:** 15

**LAST REVISED:** 10/01/09

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### **MINIMUM REQUIREMENTS:**

#### **Education and Experience:**

Bachelor's degree in Planning, Business Administration, Public Policy/Administration, Government, Criminal Justice, Sociology or a directly related field AND two (2) years increasingly responsible experience with planning, management, research, database management, statistical analysis, policies and procedures, budgetary analysis or systems analysis;

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:**

- Planning principles, practices and techniques of the project discipline.
- Management and administrative related business principles.
- Research methods, data collection and analysis.
- Public Administration and governmental agencies.
- Legislative process.
- Forecasting techniques.
- Principles and techniques used in conducting management studies.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Statistical analysis and policy research.
- Analyzing and evaluating data.
- Setting up systems for conducting analysis and compiling for reports.
- Coordinating the development and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

##### **Ability to:**

- Apply knowledge to data, policy and process analysis.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planner/Management/Research Specialist

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**JOB CODE:** 16495

**FLSA STATUS:** Exempt

**PAY GRADE:** 16

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Conducts critical, professional and specialized research projects and policy analysis, such as complex surveys, statistical analyses, and other quantitative and qualitative analysis. Compiles and manages data, uses statistical methods and evaluation tools, systems and procedures, and performs data quality assurance tests. Analyzes business, financial or operating management and/or administrative policies, operations, processes and issues. Assists in the analysis, development and integration of new or revised policies and procedures. Prepares written reports/presents results of analysis. May serve as project leader.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four planner/management/research-related job classifications within the Planner/Management/Research job family. This classification is distinguished from the Planner/Mgmt/Research Specialist Senior in that Senior incumbents typically specialize in research projects at an advanced level, contribute to efficient methods and original ideas, and plan, design, and write research proposals. This classification is distinguished from the Planner/Mgmt/Research Specialist Associate in that incumbents fully analyze data instead of simply performing the preliminary analysis and write conclusion documents and reports.

### DUTIES AND RESPONSIBILITIES:

- Conducts critical, professional and specialized research projects. Plans and designs intermediate level projects and implements approved proposals. Researches and develops cost analysis on new or alternative services. Modifies and adapts standard procedures to meet the needs of the project. Establishes priorities and recommends schedules, timetable and budgetary costs.
- Performs complex statistical analysis, which includes selecting appropriate research design methods, techniques and procedures, compiling and cleaning data, and data manipulation and analysis. Develops research strategy, evaluates validity and reliability of data using statistical methods. Utilizes software and/or appropriate Structured Query Language to perform the analysis.
- Develops research and evaluation tools and assists in data collection. Determines benchmark indicators and best procedures, methods, and guidelines for analysis and processes. Conducts surveys and performs quantitative and qualitative analysis on responses. Performs on-line data searches using Internet. Accesses data from various sources.
- Performs database management, and general trend, forecast and statistical analysis. Performs data quality assurance tests. Provides input and maintains research databases and tracking and reporting systems.
- Reviews research progress and reports results. Prepares and produces written summaries, documents, and statistical and other reports to include conclusions and recommendations. Coordinates the development of and makes presentations of analysis results.
- Gathers and organizes information on problems or procedures. Documents existing processes and systems. Recommends revised systems. Interviews subjects to analyze policies, work procedures and operational methods. Solves complex problems or issues regarding management or administrative issues or systems.
- Makes recommendations regarding research, policy, planning issues, operations, related budget issues and efficient methods, plans and designs. Assists in the analysis, development and integration of new or revised policies and procedures.
- Attends meetings, serves on collaborative task forces and working groups, and provides support to collaborative planning efforts, data and statistical information collection efforts, and process development and evaluation. Acts as liaison with various working groups, offices and governmental agencies.
- Performs legislative research and stays abreast of the effects of legislative changes and the impact.
- Uses and may modify management information systems.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planner/Management/Research Specialist

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JOB CODE: 16495  
PAY GRADE: 16

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES:

- May serve as project leader.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND three (3) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative, management, and budgetary analysis or systems analysis;

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.

#### **Preferred:**

Master's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Public Administration and governmental agencies.
- Legislative process.
- Principles and techniques of the project discipline.
- Modern research methods, data collection and analysis.
- Forecasting techniques.
- Administrative and related business principles.
- Principles and techniques used in conducting management studies.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Statistical analysis and policy research.
- Analyzing and evaluating data.
- Setting up systems for conducting analysis and compiling reports.
- Coordinating the development of and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

##### **Ability to:**

- Apply knowledge to data, policy, and process analysis.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Planner/Management/Research Specialist**

**JOB CODE:** 16495

**FLSA STATUS:** Exempt

**PAY GRADE:** 16

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Planner/Management/Research Specialist Senior****JOB CODE:** 18496**FLSA STATUS:** Exempt**PAY GRADE:** 18**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Conducts highly advanced level critical, professional and specialized research projects and policy analysis, such as complex surveys, statistical analysis, and other quantitative and qualitative analysis. Compiles and manages data, uses statistical methods and evaluation tools, systems and procedures, and performs data quality assurance tests. Analyzes business, financial or operating management and/or administrative policies, operations, processes and issues. Modifies and adapts standard procedures to meet the needs of the project. Assists in the analysis, development and integration of new or revised policies and procedures. Prepares complex written reports/presents results of analyses. May serve as project leader.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of four planner/management/research-related job classifications within the Planner/Management/Research job family. This classification is distinguished from the Planner/Mgmt/Research Specialist in that Senior incumbents typically specialize in research projects at an advanced level, contribute to efficient methods and original ideas, and plan, design and write research proposals.

**DUTIES AND RESPONSIBILITIES:**

- Conducts highly advanced level of critical, professional and specialized research projects. Plans and designs intermediate level projects and implements approved proposals. Researches and develops cost analysis on new or alternative services. Modifies and adapts standard procedures to meet the needs of the project. Establishes priorities and recommends schedules, timetable and budgetary costs.
- Performs complex statistical analysis which includes selecting appropriate research design methods, techniques and procedures, compiling and cleaning data, and data manipulation and analysis. Develops research strategy, evaluates validity and reliability of data using statistical methods. Utilizes software and/or appropriate Structured Query Language to perform the analysis.
- Develops complex research and evaluation tools. Assists in data collection. Determines benchmark indicators and best procedures, methods, and guidelines for analysis and processes. Conducts advanced complex surveys and performs quantitative and qualitative analysis on responses. Performs on-line data searches using Internet and accesses data from various sources.
- Performs complex database management, and general trend, forecast and statistical analysis. Performs data quality assurance tests. Provides input and maintains research databases and tracking and reporting systems.
- Reviews research progress and reports results. Prepares and produces written summarizes, documents, and statistical and other reports to include conclusions and recommendations. Coordinates the development of and makes complex presentations of analysis results.
- Gathers and organizes information on problems or procedures. Documents existing processes and systems and recommends revised systems. Interviews subjects to analyze policies, work procedures and operational methods. Solves highly advanced complex problems or issues regarding management or administrative issues or systems.
- Makes complex recommendations regarding research, policy, planning issues, operations, related budget issues and efficient methods, plans and designs. Assists in the analysis, development and integration of new or revised policies and procedures.
- Attends meetings, serves on collaborative task forces and working groups, and provides support to collaborative planning efforts, data and statistical information collection efforts, and process development and evaluation. Acts as liaison with various working groups, offices and governmental agencies.
- Performs legislative research. Stays abreast of the effects of legislative changes and the impact.
- Uses and may modify management information systems.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planner/Management/Research Specialist Senior

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JOB CODE: 18496  
PAY GRADE: 18

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- May serve as project leader.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND five (5) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative, management, and budgetary analysis or systems analysis;

OR,

Master's degree in Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND three (3) years increasingly responsible experience with research, database management, statistical analysis, policy and procedure, administrative or management, and budgetary analysis or systems analysis;

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:**

- Public Administration and governmental agencies.
- Legislative process.
- Principles and techniques of the project discipline.
- Modern research methods, data collection and analysis.
- Forecasting techniques.
- Administrative and related business principles.
- Principles and techniques used in conducting management studies.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Statistical analysis and policy research.
- Analyzing and evaluating data.
- Setting up systems for conducting analyses and compiling reports.
- Coordinating the development of and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: **Planner/Management/Research Specialist Senior**

**JOB CODE:** 18496

**FLSA STATUS:** Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**Ability to:**

- Apply knowledge to data, policy, and process analysis.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Planner**

**JOB CODE:** 18449

**FLSA STATUS:** Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

## JOB SUMMARY:

Performs professional planning work, including planning, researching and analyzing projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community health and/or strategic plan impact.

## DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three planner-related job classifications within the Planner/Management/Research job family. This classification is distinguished by that the incumbents typically have responsibility for performing planning, researching and analyzing for assigned projects and programs.

## DUTIES AND RESPONSIBILITIES:

- Performs planning, research and analysis of new, enhanced, improved, or revised existing work, training, information systems or related technologies, or related short-range and/or long-range goals and objectives, strategies, strategic plans, standards, policy and procedures, continuous improvement, and budgets for assigned projects and programs. May serve as project manager.
- Monitors project and program issues, and reviews plans and strategies for future project and program planning requirements.
- Performs tasks for assigned projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community development, community health and/or or strategic plan impact. Maintains responsibility for administration and recommendations for the research, rules, directives, policies and procedures, planning issues, operations, related budget issues and efficient methods, plans and designs. Oversees the analysis, operational issues, development and integration.
- Interprets and applies planning standards, principles, policies and procedures, practices, codes, Federal, State and Local applicable laws, codes, rules, regulations.
- Performs database management. Maintains databases and tracking and reporting systems.
- Performs project and program research and effectiveness evaluation, including statistical analysis, performance measures, goals accomplished, timetables, outcomes, and outputs to include selecting appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Prepares and produces written summarizes, documents, and statistical and other reports to include conclusion and recommendations. Coordinates the development of and conducts presentations of analysis results before the public, elected officials and Commissioners' Court.
- Interacts by working in partnership, on a regular basis, with community representatives or groups, departments, and outside agencies to obtain information, assessments, identify needs, and determine and ensure effectiveness and consistency of planning and meeting expectations. Ensures project phases are implemented according to timelines.
- Serves as liaison to various working groups, offices, governmental agencies, and other departments. Applies skill and understanding to provide advice and problem solving assistance. Answers questions and projects and program goals and policy interpretation. Responds to difficult inquires and complaints.
- Uses computer applications and management information systems.
- Plans, researches and prepares of annual budget proposals and recommendations. Establishes budget control systems and projects for staffing requirements.
- Prepares proposals for grants/funds and/or grants/funds continuation from outside sponsors. Monitors and identifies future grants/funds sponsors and develops strategies for accessing funding. Monitors contracts. May serve as point of approval for purchase and contract submissions.
- Conducts critical, professional and specialized research projects. Conducts research, collects, analyzes data, identifies issues and proposes solutions. Researches and develops cost analysis on new or alternative services.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Planner**

**JOB CODE:** 18449

**FLSA STATUS:** Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Represents the County by participating or attending task forces, working groups, committees or subcommittees meetings, advisory groups, emergency functions, neighborhood groups, boards and commissions, seminars, conferences, professional associations meetings and private organizations.
- Performs legislative research. Stays abreast of the effect of legislative changes and the impact.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND four (4) years increasingly responsible experience with strategic planning, planning, research, project management, policy research and program development;

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.

**Preferred:**

Master's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND two (2) years increasingly responsible experience with strategic planning, planning, research, project management, policy research and program development.

Certification by the American Institute of Planners.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Public Administration and governmental agencies.
- Legislative process.
- Principles and techniques of planning.
- Modern planning research methods, data collection and analysis.
- Issues pertaining to area of assignment.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Developing short-range and long-range comprehensive plans in development of innovative solutions.
- Program planning, developing and implementing.
- Statistical analysis and policy research.
- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling for reports.
- Coordinating the development and making presentations.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Planner**

**JOB CODE:** 18449  
**PAY GRADE:** 18

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in: (Cont.)**

- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

**Ability to:**

- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpreting planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Planner Senior****JOB CODE:** 20452**FLSA STATUS:** Exempt**PAY GRADE:** 20**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Performs professional planning work, including planning, developing and implementing highly advanced complex projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community health, and/or strategic plan impact, and serves as project manager.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of three planner-related job classifications within the Planner/Management/Research job family. This classification is distinguished by that the incumbents typically have increased responsibility for planning, developing and implementing highly advanced complex projects and programs, and serving as project manager, and may make final decisions within areas of responsibility, and required additional education and experience.

**DUTIES AND RESPONSIBILITIES:**

- Plans, develops, scopes/phases, and implements new, enhanced, improved, or revised existing work, training, information systems or related technologies, or related short-range and/or long-range goals and objectives, strategies, strategic plans, standards, policies and procedures, continuous improvement, and budgets for highly complex advanced projects and programs. Serves as project manager and oversees major projects.
- Evaluates and coordinates projects and programs. Monitors project and program issues, and reviews plans and strategies for future project and program planning requirements.
- Manages highly advanced and complex projects and programs with broad scope, and major political, public health, safety, or welfare, transportation, parks, land development and the environment, community development, community health and/or strategic plan impact. Maintains responsibility for administration and recommendations for the complex research, rules, directives, policies and procedures, planning issues, operations, related budget issues and efficient methods, plans and designs. Oversees the analysis, operational issues, development and integration.
- Interprets and applies planning standards, principles, policies and procedures, practices, codes, Federal, State and Local applicable laws, codes, rules and regulations.
- Performs database management. Maintains databases and tracking and reporting systems.
- Performs complex project and program research and effectiveness evaluation, including statistical analysis, performance measures, goals accomplished, timetables, outcomes, and outputs to include selecting appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis.
- Prepares and produces written summaries, documents, and statistical and other reports to include conclusion and recommendations. Coordinates the development of and conducts presentations of complex analysis results before the public, elected officials and Commissioners' Court.
- Interacts by working in partnership, on a regular basis, with community representatives or groups, departments, and outside agencies to obtain information, assessments, identify needs, and determine and ensure effectiveness and consistency of planning and meeting expectations. Ensures project phases are implemented according to timelines.
- Serves as liaison to various working groups, offices, governmental agencies and other departments. Applies skill and understanding to provide advice and problem solving assistance. Answers questions and projects and program goals and policy interpretation. Responds to difficult inquires and complaints.
- Uses complex computer applications and management information systems.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Planner Senior**

**JOB CODE:** 20452  
**PAY GRADE:** 20

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND six (6) years increasingly responsible experience with strategic planning, planning, research, project management, policy research and program development, including one (1) year of supervisory experience;

OR,

Master's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND four (4) years increasingly responsible experience strategic planning, planning, research, project management, policy research and program development, including one (1) year of supervisory experience;

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.

**Preferred:**

Certification by the American Institute of Planners.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Supervisory principles, practices and techniques.
- Public Administration and governmental agencies.
- Legislative process.
- Principles and techniques of planning.
- Modern planning research methods, data collection and analysis.
- Issues pertaining to area of assignment.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Developing short-range and long-range comprehensive plans in development of innovative solutions.
- Program planning, developing and implementing.
- Statistical analysis and policy research.
- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling for reports.
- Coordinating the development and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Planner Senior**

**JOB CODE:** 20452  
**PAY GRADE:** 20

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Ability to:**

- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpreting planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

<p><b>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.</b></p>
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# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planning Manager

**JOB CODE:** 22453  
**PAY GRADE:** 22

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Manages and develops short-range and/or long-range functions and activities, including project scoping, planning, management analysis, research, work plans, grant/fund proposals, evaluation, budget, policies and procedures.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three planner-related job classifications within the Planner/Management/Research job family. This classification is distinguished by that the incumbents typically performing broad and diverse planning, management analysis, and research project and program management responsibilities, complex tasks, a role of a project manager and a supervisor, and required additional experience.

### DUTIES AND RESPONSIBILITIES:

- Plans, develops, oversees and manages broad and diverse planning, management analysis, research for short-range and/or long-range functions and activities that are of a wide range of facts and conditions for complex advanced and major projects and programs.
- Coordinates the written preparation of proposals for grants/funds and/or grants/funds continuation from outside sponsors. Reviews applications and related documents. Monitors and identifies future grants/funds sponsors and develops strategies for accessing funding. Serves as point of negotiator and/or makes decisions pertaining to approval for grant/funds submissions.
- Monitors contracts for contract compliance. Investigates non-compliance/vendor complaints. Conducts vendor site visits. Develops and implements standardized vendor reporting and monitoring procedures. Supervises production of site visit reports. Monitors vendor action plans to address service delivery deficiencies.
- Develops and manages the planning and programming of work plans, including annual or multi-year, of a unit or department group. Schedules multiple components. Oversees projects or programs for fulfilling the established missions, initiatives, goals and objectives. Develops training curriculums and conducts technical training.
- Plans, researches and prepares annual budget proposals and recommendations. Establishes budget control systems. Performs projections for staffing requirements.
- Organizes information on problems or procedures. Solves complex problems or issues regarding management or administrative issues or systems. Counsels management and other related staff.
- Directs technical quantitative and qualitative analysis studies. Manages the complex project and program research and effectiveness. Performs on-line data searches using Internet. Accesses data from various sources. Drafts the writing of policy documents and presents alternatives analysis for the decision and policy-makers.
- Evaluates projects and programs. Monitors project and program issues, and reviews plans and strategies for future project and program planning requirements.
- Develops and implements multiple internal plans, systems, documents, schedules, operational work flow, new, improved or revised policies and procedures. Integrates new, improved or revised policies and procedures.
- Prepares periodic statistical and other reports, financial and written summary statements, including conclusion and recommendations. Presents the results of complex analysis before the public, outside agencies, elected officials and Commissioners' Court.
- Interprets and applies planning standards, principles, policies and procedures, practices, codes, Federal, State and Local applicable laws, codes, rules and regulations.
- Interacts and maintains liaison with community representatives or groups, offices, governmental agencies, other departments, and outside agencies and constituencies to facilitate projects and programs issues, goals and objectives, and implementation. Responds to difficult inquires and complaints.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planning Manager

JOB CODE: 22453  
PAY GRADE: 22

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Performs database management and general trend, forecast and statistical analysis. Maintains databases and tracking and reporting systems.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Planning, Engineering, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field AND six (6) years increasingly responsible experience with strategic planning, planning, coordinating, research, project management, policy research, and program development, including two (2) years of mid- to senior level supervisory or management experience;

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.

#### **Preferred:**

Master's degree in Planning, Engineering, Public Policy/Administration, Government, Criminal Justice, Sociology, Business Administration or a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Modern advanced planning research methods, data collection and analysis.
- Principles and techniques of planning.
- Supervisory principles, practices and techniques.
- Advanced mathematical and statistical methods as used in planning.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Legislative process.
- Community issues.
- Public Administration and governmental agencies.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, project scheduling and management, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Advanced planning.
- Economic analysis, including cost/benefit and marginal analysis.
- Developing short-range and long-range comprehensive plans in development of innovative solutions.
- Program planning, developing and implementing.
- Statistical analysis and policy research.
- Problem solving and technical decision-making for developing effective solutions.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Planning Manager

JOB CODE: 22453

FLSA STATUS: Exempt

PAY GRADE: 22

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in: (Cont.)

- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling for reports.
- Coordinating the development and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

#### Ability to:

- Coordinate, plan, and prioritize programs, projects and activities.
- Plan, assign, supervise, train and review the work of subordinates.
- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Perform complex planning, research and analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpreting planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and to write clear and comprehensive reports.
- Maintenance of appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

<p><b>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.</b></p>
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**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Media Producer****JOB CODE:** 20426**PAY GRADE:** 20**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Provides creative and technical expertise in the planning, creating and producing of public informational video programs and training video programs. Coordinates all phases of program production, including audio, video and photographic phases. Assists with and provides advice on the video productions of other media staff. Leads production team during the production of various projects and the day to day operation of the media facilities. May train and supervise the work of other media staff.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Information job family. This classification plans and produces public informational video programs and training video programs and provides technical and creative expertise to staff and others involved in the production of programs. This classification typically functions as the lead on various video projects and may train and supervise other media staff.

**DUTIES AND RESPONSIBILITIES:**

- Consults and negotiates with clients to determine project objectives and production requirements such as equipment, facility and material resources required. Determines, modifies and proposes production plans to client.
- Prepares estimates and budgets for productions. Determines most cost effective approaches. Assists in developing requests for proposals from outside contractors.
- Writes video program scripts. Matches style and complexity to objectives, content and design. Conducts necessary research to obtain accurate and up to date information.
- Coordinates, produces and directs production of various video projects. Leads production team during the production of various projects and participates in the production of other projects. Identifies and explains production needs to staff. Monitors video production through completion to ensure adherence to deadlines and budget.
- Edits media productions and performs audio and video dubs, as required.
- Enters production information into media database.
- Maintains inventory of equipment and advises clients on proper equipment operation.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Radio, Television and Film or a directly related field AND four (4) years of experience in planning, writing, directing, recording and editing video programs;

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:**

- Policies, practices, procedures and terminology related to media production and operation.
- Federal, State, Local and County applicable laws, rules, regulations and applicable Federal Communication Commission (FCC) standards and procedures.
- Budgetary practices and techniques.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Media Producer**

**JOB CODE:**       20426

**FLSA STATUS:**     Exempt

**PAY GRADE:**     20

**LAST REVISED:**   10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge of: (Cont.)**

- Modern office practices, procedures and methods.
- Computer software and video equipment to include word processing, spreadsheets, databases and a variety of software applications, such as related media production graphics and photo-editing software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Leading and working with media production team.
- Explaining complicated technical problems in non-technical language.
- Problem solving and decision-making.
- Developing and maintaining accurate records.
- Both verbal and written communication.

**Ability to:**

- Read, analyze, and interpret instructions and professional and technical journals.
- Work efficiently both independently and as part of a media team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Write for broadcasting in prescribed style and format.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office or video equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, and occasional indoor/outdoor activities to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Intergovernmental Relations Coordinator

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**JOB CODE:** 26627

**FLSA STATUS:** Exempt

**PAY GRADE:** 26

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general direction of the County Judge, serves as the primary point of contact for a variety of governmental and intergovernmental organizations with which the County conducts business. Responsible for creating, cultivating and executing Travis County's State and Federal legislative agenda in a timely and proactive manner. Serves as a conduit and coordinator for the Commissioners Court and County departments and works closely with County staff, legislative relations consultants and legislators to ensure that the County's legislative agenda is communicated in an accurate, effective and professional manner.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Information job family. This classification serves as a primary liaison between the County and other governmental organizations and officials. This classification may require a flexible work schedule to meet the needs of the County.

### DUTIES AND RESPONSIBILITIES:

- Collaborates with cities, counties, legislatures and other governmental and quasi-governmental organizations with which the Travis County engages on issues important to build and enhance those relationships to achieve the County's future goals. Provides leadership for strong collaborative planning processes.
- Analyzes, develops and initiates strategies for tracking and communicating issues which impact the County. Writes memoranda, action alerts, policy summaries and other communications based on issue progress.
- Develops appropriate materials and strategy to promote and advance the County's positions and interests. Works with various departments to draft communication and testimony.
- Provides written and verbal updates, presentations, and briefings to the Commissioners Court and departments as appropriate.
- Researches, drafts and tracks legislation on behalf of the County and the Commissioners Court. Monitors legislation and legislative hearings. Interprets information and identifies key policy and program issues.
- Advises the Commissioners Court of issues in the community and communications within related entities. Informs the Court on strategies and action plans and executes the directives of the Court. Ensures internal organizational understanding of issues that may affect efforts to meet business goals and strategies.
- Assists in promoting Travis County's mission, policies, program and initiatives before various officials and organizations. Builds and maintains relationships with Federal, State and Local Elected Officials, legislators, key staff, governmental agencies and associations, and other key stakeholders through regular and issue-specific contact.
- Works with internal County Elected and Appointed Officials, management and staff to develop strategies and goals to promote the interests of the County. Facilitates policy development among interested parties.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Public Administration or a directly related field AND six (6) years of increasingly responsible experience in working with governmental entities and policy-makers at the Local, State and Federal levels or other directly related experience;

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.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Intergovernmental Relations Coordinator

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JOB CODE: 26627

FLSA STATUS: Exempt

PAY GRADE: 26

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

#### Preferred:

Master's degree in Business Administration, Public Administration or a directly related field.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Travis County's mission, organization, policies, programs and initiatives.
- Legislative and other Federal, State and Local governmental processes and interrelationships.
- Federal, State, Local and County laws, rules, regulations and guidelines relating to the assigned function.
- Basic and highly complex policies, practices, procedures and terminology of assigned function.
- Bill drafting and speech preparation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Researching and analyzing issues and developing solutions.
- Working with Elected and Appointed Officials, management and staff.
- Analyzing problems, evaluating alternatives and recommending a course of action.
- Negotiating acceptable solutions among differing viewpoints and interests.
- Problem solving and decision-making.
- Both verbal and written communication, including presentations.

##### Ability to:

- Articulate complex, sensitive issues, processes and projects clearly and concisely.
- Communicate goals to a wide and diverse audience.
- Research public issues, analyze information, identify pertinent facts and present to officials.
- Solve conflicts and resolve issues.
- Work both independently and collaboratively with others.
- Plan and manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Reprographics Production Technician

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**JOB CODE:** 11494  
**PAY GRADE:** 11

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Operates bindery and photocopy equipment in the printing and reproduction of documents. Staples, collates and packages completed print jobs. Delivers completed print jobs to departments.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two reprographics production-related job classifications within the Reproduction job family. This classification performs routine, hands-on work in the printing, reproduction, binding and delivering of documents.

### DUTIES AND RESPONSIBILITIES:

- Operates various photocopy equipment in order to complete print orders for clients. Monitors print quality.
- Operates a variety of bindery equipment, including high speed stapling, binding, collating, folding, inserting, drilling and labeling machines. Adjusts machines for each job according to paper size and alignment.
- Performs related work, such as collating, stapling, assembling, stuffing, cutting, punching, folding and paste-ups as job requires.
- Prepares and packages jobs by stacking, boxing or wrapping for delivery to customer.
- Delivers completed print jobs to clients. Delivers copy paper to clients.
- Maintains and operates offset presses and other print shop equipment, such as copier machines, paper cutter and paper folder. Loads machines with paper and supplies, such as toner.
- May supervise inmates who are used to assist in print jobs and delivery of large orders.
- Maintains inventory of paper and other supplies. Performs miscellaneous clerical duties, as required.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year of reprographics or related experience;

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:**

- Policies, practices, procedures and terminology related to photocopying and reproduction.
- Standard practices in area of assignment.

##### **Skill in:**

- Routine maintenance and minor repair of equipment.
- Both verbal and written communication.

##### **Ability to:**

- Read and interpret documents such as safety rules, operating and maintenance instructions and work orders.
- Read and comprehend basic instructions and memos.
- Operate a variety of printing and bindery equipment.
- Work efficiently both independently and as part of a team.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE:     **Reprographics Production Technician**

**JOB CODE:**        11494

**FLSA STATUS:**     Non-Exempt

**PAY GRADE:**     11

**LAST REVISED:**   10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Calculate basic math formulas used in to complete print jobs.
- To perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with dust, fumes, noise and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Reprographics Production Technician Supervisor

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JOB CODE: 15469  
PAY GRADE: 15

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### JOB SUMMARY:

Oversees the staff and day-to-day operations of the print shop. Analyzes printing requests, estimates the quantity of time, costs, materials and staff for each assignment. Consults with vendors and contractors and monitors the efficiency and effectiveness of services.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two reprographics production-related job classifications within the Reproduction job family. This classification oversees the day-to-day operations of the print shop. This classification analyzes and distributes printing requests to a group of subordinates and manages the quantity of time, costs, and resources for print jobs.

### DUTIES AND RESPONSIBILITIES:

- Supervises print shop employees. Interviews, hires, trains and evaluates print shop employees. Provides supervision and direction to inmate trustees assigned to the print shop.
- Reviews and analyzes incoming print requests. Determines priority, selects proper equipment for job and assigns tasks to employees. Performs layout work, and makes printing plates.
- Coordinates the repair of all County office equipment, rented copiers and coin-operated machines. Maintains inventory of print shop supplies, as well as inventory to support the repair of County office equipment and copiers.
- Determines work procedures, prepares work schedules and expedites workflow. Maintains personnel and budget records for print shop.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND three (3) years of reprographics or related experience, including one (1) year of supervisory experience;

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:

- Policies, practices, procedures and terminology related to photocopying and reproduction.
- Management and supervisory principles, practices and techniques.
- Budget preparation and office management.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, including team building.
- Problem solving and decision-making.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE:     **Reprographics Production Technician Supervisor**

**JOB CODE:**        15469  
**PAY GRADE:**     15

**FLSA STATUS:**    Non-Exempt  
**LAST REVISED:**  10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to:

- Expertly operate and maintain a variety of offset machines, copiers and related print-shop equipment.
- Work efficiently both independently and as part of a team.
- Reason and make sound judgments and decisions.
- Perform multiple tasks, and organize diverse activities.
- Write basic reports and business correspondence.
- Establish and maintain effective working relationships with vendors, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with dust, fumes, noise and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Imaging Production Technician

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**JOB CODE:** 11350  
**PAY GRADE:** 11

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs skilled and technical source document microfilming, film processing, indexing, microfilm duplication, digital scanning, and CD-ROM mastering using computer output to laser disk (COLD) technologies.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two imaging production-related job classifications within the Reproduction job family. This classification performs skilled and technical imaging work in microfilming, film processing, scanning and CD-ROM mastering. Duties include routine to moderately complex imaging work. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Sets up imaging jobs. Prepares documents for scanning or filming and verifies preparation. Removes fasteners, restores document integrity, and inserts separator sheets.
- Operates electronic scanning equipment and converts the scanned material to digital form utilizing imaging software. Creates CD-ROMs.
- Microfilms documents according to established procedures and follows required specifications for each application.
- Processes, edits and inspects scanned images and microfilm. Indexes digital images and microfilm according to required specifications. Mixes chemicals and conducts chemical tests to ensure the quality of the film. Ensures proper mixture of chemicals and temperatures for darkroom process.
- Operates high-end computer equipment to process and duplicate microfilm, capture data from scanned images in which data is verified and formatted to an online database. Disposes of source documents according to established procedures and ensures safety, security and confidentiality of microfilmed records.
- Expunges court ordered data from digital reports and microform according to established guidelines.
- Performs preventative and operational maintenance on electronic scanning and microfilming equipment.
- Downloads, indexes, and converts source computer output files into searchable, user friendly flexible reports using computer output to laser disk (COLD) software.
- May fill orders for the public requesting copies of microfilmed material and may certify final filmed documents.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND two (2) years experience in the operation of microfilm and/or electronic imaging equipment;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Imaging Production Technician

JOB CODE: 11350  
PAY GRADE: 11

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Policies, practices, procedures and terminology related to imaging.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases, scanners, photocopiers, film processors and duplicators, rotary and planetary cameras, hardware and software related to imaging.
- Business letter writing, grammar and punctuation and report preparation.

##### Skill in:

- Developing and maintaining accurate records.
- Problem solving and decision-making.
- Using a variety of office and imaging equipment.
- Both verbal and written communication.

##### Ability to:

- Read and comprehend instructions, correspondence, and memos.
- Work effectively and courteously under stressful circumstances.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Maintain and repair equipment.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment, scanners, photocopiers, film processors and duplicators, and rotary and planetary cameras. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to identification and distinguishing of colors. Subject to contact with dust, fumes, noise and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Imaging Production Technician Supervisor

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**JOB CODE:** 15352

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 15

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs skilled and technical source document microfilming, film processing, indexing, microfilm duplication, digital scanning, and CD-ROM mastering using computer output to laser disk (COLD) technologies. Duties performed are of a more complex nature and type. Trains and schedules staff and functions as a working lead over other Imaging Technician positions in addition to the normal range of duties.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two imaging production-related job classifications within the Reproduction job family. This classification performs skilled and technical imaging work in microfilming, film processing, scanning and CD-ROM mastering. Duties include performing complex imaging work and providing technical advice to other imaging staff. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Trains, leads and establishes and coordinates imaging staff schedule for microfilming records and preparation. Ensures employees maintain proper production data and schedule. Compiles and evaluates statistics of production data.
- Supervises operation of electronic scanning equipment and conversion of the scanned material to digital form using imaging software and creation of compact discs (CD's) for clients, as required.
- Provides technical advice regarding new projects, equipment evaluation, production, and quality standards. Communicates with internal and external customers to ensure needs are met.
- Inventories imaging supplies and maintains sufficient supplies to ensure the smooth operation of the production imaging work. Researches prices for various supplies and submits requests to manager for approval.
- Performs and oversees preventative and operational maintenance on electronic scanning and microfilming equipment. Ensures safety, security and confidentiality of scanned or filmed records.
- Prepares documents for scanning or filming and verifies preparation. Operates high-end computer and electronic scanning equipment and converts scanned material to digital form utilizing imaging software. Creates CD-ROMs.
- Processes, edits and inspects scanned images and microfilm; indexes digital images and microfilm according to required specifications. Mixes chemicals and conducts chemical tests to ensure the quality of the film. Ensures proper mixture of chemicals and temperatures for darkroom process.
- Downloads, indexes and converts source computer output files into searchable, user friendly flexible reports using computer output to laser disk (COLD) software.
- Expunges court ordered data from digital reports and microform according to established guidelines.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND four (4) years experience in the operation of microfilm and/or electronic imaging equipment;

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.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Imaging Production Technician Supervisor

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JOB CODE: 15352

FLSA STATUS: Non-Exempt

PAY GRADE: 15

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

None required.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to imaging.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases, scanners, photocopiers, film processors and duplicators, rotary and planetary cameras, hardware and software related to imaging.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, including team building.
- Explaining complicated technical problems in non-technical language.
- Using a variety of office and imaging equipment.
- Developing and maintaining accurate records.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Plan, assign and supervise the work of subordinates.
- Read and comprehend instructions, correspondence, and memos.
- Work effectively and courteously under stressful circumstances.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Maintain and repair equipment.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment, scanners, photocopiers, film processors and duplicators, and rotary and planetary cameras. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to identification and distinguishing of colors. Subject to contact with dust, fumes, noise and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Education Instructional Specialist****JOB CODE:** 13738  
**PAY GRADE:** 13**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Develops, presents and coordinates educational activities, projects and programs. Recruits, places, and teaches youth using a literacy and science based program model that identifies individual and community needs and demonstrates impact. Responsible for work with public and private agencies to enhance program resources.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Training/Education/Instruction job family. This classification is responsible for developing, presenting and coordinating educational activities, projects and programs for students. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Develops or creates training educational program and materials. Administers classroom management principles.
- Organizes, promotes, coordinates, plans and conducts specific programs and activities for individuals, groups and community events. Recruits students. Maintains relationship with school personnel and parents and develops and implements programs that address community, school and individual needs and other projects.
- Prepares classroom lessons, assignments, curriculum, activities, or other materials. Participates in research of curriculum development, planning and implementation.
- Teaches technical subject matter in one or more related areas.
- Reviews and evaluates effectiveness of teaching methods and work activities.
- Answers inquires and provides information relating to completion of forms, meetings, materials and record keeping. Conducts public information activities, including making presentations, and prepares various media written material as required.
- Networks with professional government and non-profit organizations, providing visibility to program, as required.
- Collects and directs data gather activities, including design and conduct of program evaluation, analysis, gathering information and statistical data and generating reports.
- Orients incoming students, as required.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Education or a directly related field AND two (2) years of practical subject work or instructional experience;

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:**

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Education Instructional Specialist

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JOB CODE: 13738

FLSA STATUS: Non-Exempt

PAY GRADE: 13

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Teaching principles, practices and procedures, principles of curriculum development and educational and training resources.
- Federal, State and Local program laws and requirements.
- Advocacy groups, volunteer providers and community outreach organizations.
- Program planning, development and monitoring.
- Public relations, marketing, outreach and presentations.

##### Skill in:

- Teaching applications.
- Public relations.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Prepare administrative and statistical reports.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with clients and their families, other County employees and officials, community outreach and other organizations, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability lift/carry up to 10-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May be subject to outside elements, contact with dust, foul odors, animal fecal matter, insects and rodents.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Volunteer Coordinator****JOB CODE:** 15589**FLSA STATUS:** Non-Exempt**PAY GRADE:** 15**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Recruits, places, orients, trains and supervises volunteers in volunteer program assignments. Plans, or assists in planning, developing, publicizing and implementing programs for use of volunteers. Works with organizations to determine volunteer service requirements and coordinates with available volunteer resources. Develops and reviews volunteer job descriptions and places qualified volunteers in identified positions. May function as a lead or supervisor over subordinate program staff or volunteers.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Training/Education/Instruction job family. This classification is responsible for performing consultative, technical and administrative work in the planning, development, implementation and monitoring of a volunteer program or programs. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Plans or assists in planning, developing, implementing and evaluating programs for use of volunteers.
- Recruits, places, orients, trains and supervises volunteers in volunteer program assignments. Implements retention strategies and coordinates recognition programs.
- Participates in developing public information plans and strategies. Participates in creating materials used in publications and promotional projects, broadcast media, and local print and electronic media for distribution of information.
- Conducts outreach efforts to organizations, including making presentations. Serves as a liaison between organizations and volunteer programs. Maintains effective working relationships with organizations and volunteer programs.
- Serves as technical consultant for volunteer programs and services.
- Documents program activities, including maintaining required records, files, and database of volunteers. Prepares forms, records and reports, as required.
- Monitors, reviews and evaluates information on service delivery system methods, program outcomes and activities in order to identify gaps in resources. Recommends and implements related improvements.
- Writes grants and secures funds for volunteer programs.
- May function as a lead or supervisor over subordinate program staff or volunteers.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in the Social or Behavioral Sciences or a directly related field to volunteer program area AND three (3) years progressively responsible relevant work experience in social services, volunteer-related public relations or marketing/outreach experience;

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:**

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Volunteer Coordinator

JOB CODE: 15589

FLSA STATUS: Non-Exempt

PAY GRADE: 15

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, volunteer providers and community outreach organizations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Program planning, developing and monitoring.
- Conducting education and training sessions and public speaking presentations.
- Problem solving and decision-making.
- Public relations, marketing, outreach and presentations.
- Recruiting and training volunteers.
- Both verbal and written communication.

##### Ability to:

- Analyze, research and evaluate findings.
- Prepare administrative and statistical reports.
- Serve as technical consultant and liaison.
- Supervise volunteers and program staff.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with clients, other County employees and officials, community outreach and other organizations, clinical service providers, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Certified Nursing Assistant****JOB CODE:** 10687**PAY GRADE:** 10 Mkt. Diff.**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under clinical and administrative supervision, assists in providing direct patient care and administering medication. Assists patients with activities of daily living.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of five nursing-related job classifications within the Medical job family. This classification functions under the close supervision of a physician, Registered Nurse, or other similarly licensed health care practitioner and performs the most basic patient care functions. Incumbents perform nursing duties of moderate complexity that require a minimal degree of initiative and independent judgment. This classification is distinguished from the Licensed Vocational Nurse in that incumbents have not graduated from an accredited Licensed Vocational Nursing program and do not typically develop plans to meet patient health care needs. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Responds to patient medical needs. Provides and/or arranges for treatment according to protocol and/or direction from authorized medical staff.
- Takes vital signs, conducts urinalysis, reads tuberculosis tests and calibrates glucometer.
- Prepares clinic for daily activities.
- Administers routine prescribed medication to patients. Monitors and documents patient responses to medications.
- Monitors and records vital signs, intake and output. Assists in planning and evaluating patient care and recording observations.
- Assists nurses and other medical staff, as required.
- Assists patients with activities of daily living, including bathing and feeding.
- Practices safety, environmental and/or infection control methods.
- Maintains and files medical records and performs other administrative support duties.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND six (6) months of Certified Nursing Assistant or Medication Aide experience;

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:**

Current certification as a Certified Nursing Assistant (CNA) or Medication Aide in the State of Texas.

Current Cardio-pulmonary Resuscitation (CPR) Certification.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Basic nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Principles and procedures of medical documentation and record keeping.
- Proper infection control techniques.
- File management and techniques.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Certified Nursing Assistant**

**JOB CODE:** 10687

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 10 Mkt. Diff.

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Performing routine medical tests and recording results accurately.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Exercise sound judgment and react quickly in emergency situations.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work effectively and courteously under high pressure circumstances.
- Work in a secure environment.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Medical Office Assistant**

**JOB CODE:** 14680  
**PAY GRADE:** 14

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Under close supervision of nursing leadership, supports provider practice by assisting with direct patient care duties. May perform diagnostic testing, maintain supply inventory levels, clean and maintain medical equipment. Carries out all duties while maintaining compliance and confidentiality and promoting the mission and philosophy of the organization.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Medical job family.

**DUTIES AND RESPONSIBILITIES:**

- Schedules patients, takes vital signs and prepares patients for provider exam, patient preparation, cleaning and storing equipment after exam. Cleans patient rooms.
- Administers medication under physician's direction and within scope of practice as demonstrated by completion of training and testing.
- Recalsl reports, lab reports and prescription refills.
- Follows directions given by nursing team leader or supervisor.
- Provides patients with educational materials, as required.
- Performs diagnostic testing and completes all necessary paperwork.
- Maintains equipment, monitors inventory of medical and/or office supplies.
- Ensures units and rooms are properly stocked and supplies are current and within expiration dates.
- Organizes, and communicates at front desk, incoming phone calls, incoming and outgoing faxes.
- Performs data entry for new patient demographics, referrals, scanning, flowsheets and E-md projects.
- Performs other office related duties.
- Performs other duties may include assisting with scheduling health education classes and off-site lab screening, preparing promotional material and distributing notification of these events.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

High School diploma or G.E.D. AND three (3) to five (5) years of office medical experience in a clinical setting as a Medical Assistant supporting clinic office activities;

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:**

Graduate of an Accredited Medical Assisting Program and/or a Certified Medical Assistant.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Medical Office Assistant**

**JOB CODE:** 14680

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 14

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- File management and techniques.
- Principle and procedures of record keeping.
- Computer software including word processing, spreadsheets, databases, presentation and related software packages.
- Business English, spelling and basic arithmetic, letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Working with customers both in person and on the phone.
- Resolving complex problems.
- Both verbal and written communication.

**Ability to:**

- Resolve customer issues and maintain a production schedule.
- Compile data and present it in a clear and comprehensive manner.
- Understand and carry out verbal and written directions.
- Establish and maintain effective working relationships with department clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Licensed Vocational Nurse

**JOB CODE:** 15409

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 15 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under clinical and administrative supervision, evaluates total health care needs of patients and develops plans to meet those needs. Provides or arranges for medical treatment for patients. May provide clinical supervision to Certified Nursing Assistants.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of five nursing-related job classifications within the Medical job family. This classification practices under the supervision of a Physician, Registered Nurse, or other similarly licensed supervisory health care practitioner and performs direct patient care functions within the scope of the vocational nurse licensure. Incumbents perform nursing duties of moderate complexity that require a moderate degree of initiative and independent judgment. This classification is distinguished from the Registered Nurse I and Registered Nurse II in that incumbents have not graduated from an accredited Registered Nursing program or do not coordinate the medical treatment of patients. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Responds to patients medical needs. Provides and/or arranges for treatment according to protocol and/or direction from authorized medical staff.
- Consults with clinical and administrative staff about patient health care issues.
- Responds to and assesses certain categories of emergent patient illnesses and injuries.
- Provides direct health care to patients, including wound care, medication administration, monitoring of vital signs, and laboratory procedures.
- Assists other medical staff, as required.
- Practices safety, environmental and/or infection control methods.
- Documents patient's condition and maintains patient medical files and records in computer. Performs other administrative duties.
- Inventories medications on a daily basis.
- Assists in dental, STD and other clinic settings.
- May answer medical questions from staff, patient's relatives and others as appropriate.
- May process patients into the facility by screening and evaluating their medical and mental histories.
- May assist patients with activities of daily living, including bathing and feeding.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited Licensed Vocational Nursing program AND one (1) year of Licensed Vocational Nursing experience.

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice as a Licensed Vocational Nurse in the State of Texas.

Current Cardio-Pulmonary Resuscitation (CPR) Certification.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Licensed Vocational Nurse

JOB CODE: 15409

FLSA STATUS: Non-Exempt

PAY GRADE: 15 Mkt. Diff.

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Treatment of a variety of diseases and injuries.
- Proper dosages and expected results of medication.
- Proper infection control techniques, mental health procedures and protocols.
- Principles and procedures of medical documentation and record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.

##### Skill in:

- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Administering Cardio-Pulmonary Resuscitation (CPR) and first aid.
- Performing medical tests and recording results accurately.
- Assisting mental health patients.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Exercise sound judgment and react quickly in emergency situations.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work in a secure environment.
- Track use of medications and inventory procedures.
- Chronicle medical histories and enter data into computer.
- Work effectively and courteously under high pressure circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Registered Nurse I

**JOB CODE:** 18698

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Evaluates health care needs and requirements of patients to develop plans of care to meet those needs. Coordinates the medical treatment and provides nursing care for patients. Provides clinical/administrative supervision for Licensed Vocational Nurses and Certified Nursing Assistants and collaboration with other health care/non-health care staff on duty.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of five nursing-related job classifications within the Medical job family. This classification practices under the guidelines of the Texas Nurse Practice Act in collaboration with physicians and other staff. Incumbents perform nursing duties of moderate complexity that require an average degree of initiative and independent judgment. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Conducts intake and physical assessments of patients, including immediate medical attention and/or psychological needs. Assesses patients to determine if they need to be referred to outside resources for more extensive medical assessment and treatment.
- Performs drug screens.
- Orders and inventories medications daily. Dispenses medications as prescribed on a daily basis.
- Responds to and assesses all categories of patient emergent medical needs. Provides and/or arranges for treatment according to protocol and/or direction from authorized medical staff.
- Works in Dental and STD clinics.
- Consults with clinical and administrative staff about patient health care issues.
- Provides direct health care to patients, including wound care, medication administration, monitoring of vital signs and laboratory procedures.
- Coordinates with and assists other medical staff about all aspects of patient health care.
- Practices and trains healthcare staff in safety, environmental and/or infection control methods.
- Provides health care instruction and counseling to residents.
- Documents patient's condition and maintains patient medical files and records and enters into computer. Performs other administrative duties.
- Answers medical questions from staff, patient's relatives and others as appropriate.
- Assists in prioritizing patient needs, based on urgency and severity of medical condition.
- May assist patients with activities of daily living, including bathing and feeding.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited Registered Nursing program AND one (1) year of Registered Nursing experience.

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice as a Registered Nurse in the State of Texas.

Current Cardio-Pulmonary Resuscitation (CPR) Certification.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Registered Nurse I****JOB CODE:** 18698**FLSA STATUS:** Non-Exempt**PAY GRADE:** 18 Mkt. Diff.**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Standard nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Mental health treatment and practices.
- Proper dosages and expected results of medication.
- Diagnosis and treatment of a variety of diseases and injuries.
- Proper infection control techniques.
- Principles and procedures of medical documentation and record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.

**Skill in:**

- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Administering Cardio-Pulmonary Resuscitation (CPR) and first aid.
- Performing medical tests and recording results accurately.
- Prioritizing patient needs.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Chronicle patient histories and enter data into the computer.
- Order, inventory and monitor medications.
- Exercise sound judgment and react quickly in emergency situations.
- Supervise the work of subordinates.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work effectively and courteously under high-pressure circumstances.
- Deal effectively with mentally disturbed, hostile, and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Registered Nurse II****JOB CODE:** 20493**FLSA STATUS:** Non-Exempt**PAY GRADE:** 20 Mkt. Diff.**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Evaluates health care needs and requirements of patients to develop plans of care to meet those needs. Coordinates the medical treatment and provides nursing care for patients. Provides clinical/administrative supervision for Licensed Vocational Nurses and Certified Nursing Assistants and collaboration with other health care/non-health care staff on duty.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of five nursing-related job classifications within the Medical job family. This classification practices under the guidelines of the Texas Nurse Practice Act in collaboration with physicians and other staff. Incumbents perform complex nursing duties that require initiative and independent judgment. This classification is distinguished from the Registered Charge Nurse in that incumbents do not assign nursing schedules, oversee clinic scheduling or provide clinical supervision to nursing staff on duty. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Conducts intake and physical assessments of patients, including immediate medical attention and/or psychological needs. Assesses patients to determine if they need to be referred to outside resources for more extensive medical assessment and treatment.
- Performs drug screens.
- Orders and inventories medications daily. Dispenses medications as prescribed on a daily basis.
- Responds to and assesses all categories of patient emergent medical needs. Provides and/or arranges for treatment according to protocol and/or direction from authorized medical staff.
- Works in Dental and STD clinics.
- Consults with clinical and administrative staff about patient health care issues.
- Provides direct health care to patients, including wound care, medication administration, monitoring of vital signs and laboratory procedures.
- Coordinates with and assists other medical staff about all aspects of patient health care.
- Practices and trains healthcare staff in safety, environmental and/or infection control methods.
- Provides health care instruction and counseling to residents.
- Documents patient's condition and maintains patient medical files and records and enters into computer. Performs other administrative duties.
- Answers medical questions from staff, patient's relatives and others as appropriate.
- Assists in prioritizing patient needs, based on urgency and severity of medical condition.
- May assist patients with activities of daily living, including bathing and feeding.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Graduation from an accredited Registered Nursing program AND one (1) year of Registered Nursing experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Current license to practice as a Registered Nurse in the State of Texas.

Current Cardio-Pulmonary Resuscitation (CPR) Certification.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Registered Nurse II****JOB CODE:** 20493**FLSA STATUS:** Non-Exempt**PAY GRADE:** 20 Mkt. Diff.**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Standard nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Mental health treatment and practices.
- Proper dosages and expected results of medication.
- Diagnosis and treatment of a variety of diseases and injuries.
- Proper infection control techniques.
- Principles and procedures of medical documentation and record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.

**Skill in:**

- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Administering Cardio-Pulmonary Resuscitation (CPR) and first aid.
- Performing medical tests and recording results accurately.
- Prioritizing patient needs.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Chronicle patient histories and enter data into the computer.
- Order, inventory and monitor medications.
- Exercise sound judgement and react quickly in emergency situations.
- Supervise the work of subordinates.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work effectively and courteously under high-pressure circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: RN Charge Nurse****JOB CODE:** 21472**FLSA:**

Non-Exempt

**PAY GRADE:** 21 Mkt. Diff.**LAST REVISED:**

10/01/09

**JOB SUMMARY:**

Evaluates health care needs and requirements of patients to develop plans of care to meet those needs. Coordinates the medical treatment and provides nursing care for patients. Provides clinical/administrative supervision for nursing staff and collaboration with other health care/non-health care staff on duty.

**DISTINGUISHING CHARACTERISTICS:**

This is the fifth in a series of five nursing-related job classifications within the Medical job family. This classification practices under the guidelines of the Texas Nurse Practice Act in collaboration with physicians and other staff. Incumbents perform administrative and nursing duties of advanced complexity that require a high degree of initiative and independent judgment. This classification is distinguished from the Registered Nurse II in that incumbents plan, perform and evaluate nursing/patient care functions, and provide clinical and administrative supervision to other on-site nursing staff. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Assigns nursing schedules, duties and responsibilities to Certified Nursing Assistants, Licensed Vocational Nurses and Registered Nurses. Oversees clinic scheduling. Conducts annual evaluations for subordinate nursing personnel.
- Assesses, prioritizes and responds to all categories of patient emergent medical needs. Assigns nursing staff on duty to provide treatment accordingly.
- Provides clinical supervision to nursing staff on duty.
- Reviews treatment programs and assesses overall effectiveness.
- Consults with clinical and administrative staff about patient health care issues.
- Provides direct health care to patients, including wound care, medication administration, monitoring of vital signs and laboratory procedures. Documents patient's condition.
- Coordinates with other medical staff about all aspects of patient health care.
- Reviews medical records to ensure continuity of care.
- Practices and trains healthcare staff in safety, environmental and/or infection control methods.
- Provides health care instruction and counseling to residents.
- Answers medical questions from staff, patient's relatives and others as appropriate.
- May process patients into the facility by screening and evaluating their medical and mental histories.
- May assist patients with activities of daily living, including bathing and feeding.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Graduation from an accredited Registered Nursing program AND two (2) years of Registered Nursing experience, including one (1) year of lead or supervisory experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Current license to practice as a Registered Nurse in the State of Texas.  
Current Cardio-Pulmonary Resuscitation (CPR) Certification.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: RN Charge Nurse****JOB CODE:** 21472**FLSA:**

Non-Exempt

**PAY GRADE:** 21 Mkt. Diff.**LAST REVISED:**

10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Supervisory principles, practices and techniques.
- Standard nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Diagnosis and treatment of a variety of diseases and injuries.
- Proper dosages and expected results of medication.
- Proper infection control techniques.
- Principles and procedures of medical documentation and record keeping.

**Skill in:**

- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Scheduling health care staffing in a high volume setting.
- Administering Cardio-pulmonary Resuscitation (CPR) and first aid.
- Performing medical tests and recording results accurately.
- Prioritizing patient needs.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Plan, assign, supervise and review the work of subordinates.
- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Exercise sound judgment and react quickly in emergency situations.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work effectively and courteously under high-pressure circumstances.
- Work in a secure environment.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Health Services Supervisor****JOB CODE:** 22322**FLSA STATUS:** Exempt**PAY GRADE:** 22 Mkt. Diff.**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Performs clinical and administrative supervision for direct patient care providers. Evaluates total health care needs of patients and develops plans to meet those needs. Ensures adequate healthcare staff is available to treat patients. Provides custodial supervision of on-site medical records and conducts routine chart audits. Performs direct patient care services, as required.

**DISTINGUISHING CHARACTERISTICS:**

This job classification is within the Medical job family. Incumbents in this classification are first-line supervisors of health services. This classification is predominantly administrative but may have front-line nursing responsibilities as circumstances warrant. Incumbents perform administrative and nursing duties of advanced complexity that require a high degree of initiative and independent judgment. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates the work of direct health care staff to ensure quality health services are provided to patients. Conducts performance evaluations for health care personnel.
- Schedules and ensures adequate staff is available to provide for the health care needs of patients.
- Coordinates medical and psychiatric care. Provides 24 hour on-call supervisory status for all patient health, staffing and administrative issues.
- Assesses, prioritizes and responds to all categories of patient emergent medical needs. Assigns nursing staff on duty to provide treatment accordingly.
- Plans, trains or coordinates training, monitors and evaluates the work of assigned staff.
- Coordinates with and serves as consultant to other medical staff about all aspects of patient health care.
- Responds via telephone and in writing to inquiries from patients, patient's relatives and others, as required. Maintains confidentiality of healthcare information.
- Provides custodial supervision of medical records and conducts routine chart audits.
- Compiles, evaluates and analyzes medical statistical data.
- Practices and trains healthcare staff in safety, environmental and/or infection control methods.
- Assists in monitoring compliance with health care standards and procedures.
- May work as a line-staff nurse when circumstances require.
- May provide health care instruction and counseling to residents.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Graduation from an accredited Registered Nursing or Licensed Vocational Nursing program AND three (3) years of Registered Nursing or Licensed Vocational Nursing experience, including one (1) year of supervisory or management experience.

**Licenses, Registrations, Certifications, or Special Requirements:**

Current license to practice as a Licensed Vocational Nurse or Registered Nurse in the State of Texas.  
Current Cardio-Pulmonary Resuscitation (CPR) Certification.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Health Services Supervisor**

**JOB CODE:** 22322

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Supervisory principles, practices and techniques.
- Principles and procedures of medical documentation and record keeping.
- Standard nursing and other healthcare practices.
- Policies, practices, procedures and terminology related to nursing and healthcare.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Diagnosis and treatment of a variety of diseases and injuries.
- Proper dosages and expected results of medication.
- Proper infection control techniques.

**Skill in:**

- Managing health care operations in a high-volume environment.
- Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments.
- Administering Cardio-Pulmonary Resuscitation (CPR) and first aid.
- Performing medical tests and recording results accurately.
- Prioritizing patient needs.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Plan, assign, supervise and review the work of healthcare subordinates.
- Communicate effectively.
- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Exercise sound judgment and react quickly in emergency situations.
- Manage time well and perform multiple tasks.
- Establish medical record keeping system.
- Work effectively and courteously under high-pressure circumstances.
- Work in a secure environment.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Physician Assistant/Nurse Practitioner****JOB CODE:** 24760**FLSA STATUS:** Exempt**PAY GRADE:** 24 Mkt. Diff.**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under clinical supervision of a physician and general supervision of an administrative manager, provides direct healthcare to patients in a clinical setting. Evaluates total health care needs of patients and develops plans to meet those needs.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Medical job family. Incumbents perform highly advanced health care duties that require a high degree of initiative and independent judgment. Incumbents perform a wide range of medical duties and may also be responsible for treatment of patient and follow-up care. The Physician Assistant (PA) and Nurse Practitioner (NP) differ from the Registered Nurse II in that the Physician Assistant is trained in an intensive education program and works directly under the supervision of the physician, who remains medically, legally and administratively responsible for the Physician Assistant's work. The Nurse Practitioner is a registered nurse who is prepared for advanced nursing practice by virtue of knowledge and skills obtained through an advanced educational program of study. Nurse Practitioners may act independently and/or in collaboration with other health care professionals in the delivery of health services. The Nurse Practitioner may provide focused healthcare services in an area of clinical specialization. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Provides direct healthcare to patients, including performing physical assessment of patients using observation, inspection, auscultation, palpation and percussion. Orders and/or performs laboratory studies, interprets studies and reports normal and abnormal findings to a physician after specified screening procedures.
- Designs medical treatment plans for multiple patients.
- Routinely responsible for suturing lacerations, incising and draining infections, and performing x-rays to determine infections or fractures.
- Secures and evaluates complete medical histories of patients. Refers patients with abnormal findings to appropriate medical/psychological specialists for care. Provides healthcare within the scope of practice.
- Consults with clinical and administrative staff about patient health care issues.
- Maintains inventory and security control of medical supplies, including drugs. Fills and dispenses medicines within the scope of practice and supervises self-administration as necessary and appropriate.
- Provides counseling on health maintenance of chronic diseases, nutrition, family planning, general health care, preventable illnesses, cancer and minor accidents.
- Plans, promotes, demonstrates, recommends and coordinates high standards of patient care practice.
- Manages patient and daily care programs in general health or in area of specialty. Introduces innovations in patient care and health programs.
- Answers medical questions from staff, patient's relatives and others as appropriate.
- Reads medical journals and attends seminars to stay current on medical practices.
- May direct subordinate members of the health care team in the delivery of healthcare.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:****If Physician Assistant:**

Graduation from an accredited Physician Assistant program AND one (1) year of Physician Assistant experience.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Physician Assistant/Nurse Practitioner

JOB CODE: 24760

FLSA STATUS: Exempt

PAY GRADE: 24 Mkt. Diff.

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice as a Physician Assistant (PA) in the State of Texas.

Current certification as a Physician Assistant (PA).

Current Cardio-Pulmonary Resuscitation (CPR) Certification.

#### If Nurse Practitioner:

Graduation from an accredited Nurse Practitioner program AND one (1) year of Nurse Practitioner experience.

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice nursing in the State of Texas.

Current certification as a Nurse Practitioner (NP).

Current Cardio-Pulmonary Resuscitation (CPR) Certification.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard healthcare practices.
- Policies, practices, procedures and terminology related to healthcare.
- Federal, State, Local and County healthcare laws and requirements.
- Diagnosis and treatment of a variety of diseases and injuries.
- Proper dosages and expected results of medication.
- Proper infection control techniques.
- Principles and procedures of medical documentation and record keeping.

##### Skill in:

- Diagnosing and treating a broad range of patient diseases and injuries.
- Using a variety of medical diagnostic and therapeutic equipment.
- Administering cardio-pulmonary resuscitation (CPR) and first aid.
- Prioritizing patient needs.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Perform diagnostic and general medical treatment examinations.
- Interpret results of medical examinations and tests.
- Work efficiently both independently and as part of a medical team.
- Recognize and identify health symptoms.
- Exercise sound judgment and react quickly in emergency situations.
- Manage time well and perform multiple tasks.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work effectively and courteously under high-pressure circumstances.
- Work in a secure environment.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Physician Assistant/Nurse Practitioner**

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**JOB CODE:** 24760

**FLSA STATUS:** Exempt

**PAY GRADE:** 24 Mkt. Diff.

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Physician I****JOB CODE:** 31684**PAY GRADE:** 31**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Provides professional medical services by serving as Primary Physician and serves as the designated health authority that is commensurate with accepted medical practice and sound financial management within a clinical environment.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of two physician-related job classifications within the Medical job family. This classification is distinguished from the Physician II in that incumbents are responsible for a smaller operational scope, perform duties primarily in a clinical setting, and have a greater emphasis on education and wellness. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for providing and directing health care services provided within a clinical environment.
- Directs staff and coordinates activities for County's wellness program. Designs, reviews and oversees treatment programs related to the County's wellness programs. Provides medical treatment within the clinic environment. Provides supervision and support for clinic staff. Assists in recruiting and selecting personnel. Assists in staff performance evaluations. Provides in-service training to health care staff.
- Performs educational duties related to patient health and wellness. Designs health-related class curriculum and instructs patients in preventive medicine techniques. Serves as a resource for nursing staff and answers questions related to educational and outreach activities.
- Attends conferences and stays up-to-date with advances in medical field. Applies information to clinic operational procedures.
- Provides advice and assistance in developing and implementing policies and procedures that will assure effective and efficient medical and nursing care. Assists with selecting medical diagnostic and treatment tools and equipment.
- Examines clinic operations for effectiveness and efficiency. Provides information on cost/benefit ratios of clinic operations. Evaluates ongoing programs to ensure effective and efficient delivery of services.
- Compiles with all rules, regulations, polices and procedures.
- Assists in the analysis of any claims related to or connected with provision of medical services. Assists in the discovery as an expert for participation in arbitration or dispute resolution, as requested, by the County Attorney.
- Attends scheduled department meetings.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Graduation from an accredited school of medicine with a degree as a medical doctor AND three (3) years of directly related, increasingly responsible experience as a physician.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

**JOB TITLE: Physician I**

**JOB CODE: 31684**  
**PAY GRADE: 31**

**FLSA STATUS: Exempt**  
**LAST REVISED: 10/01/09**

**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Methods, procedures, rules and regulations in the field commensurate with a General Practice Physician practicing in the State of Texas.
- Federal, State, Local and County applicable laws, rules, regulations and applicable professional health care standards and procedures.
- Management and supervisory principles, practices and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Care and treatment of patients.
- Using medical equipment utilized in area of assignment.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Communicate effectively.
- Work efficiently both independently and as part of a medical team.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with patients, medical and other County employees and officials, representatives of outside agencies, attorneys, judges and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Morgue Attendant

**JOB CODE:** 11810

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 11

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general supervision of Forensic Autopsy Supervisor, assists morgue operations through the receiving and releasing of bodies and assisting in the preparation of bodies for autopsy, performs clerical work and assists with cleanliness and upkeep of morgue.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform routine duties in the receiving and releasing of bodies and preparing bodies for autopsy. Duties require a minimal degree of initiative and independent judgment. This classification is distinguished from the Forensic Autopsy Tech in that incumbents typically do not engage in actual autopsy work but instead specialize in the receiving and release of bodies. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Receives, tags, fingerprints and documents incoming bodies. Inventories and safeguards decedent's property including all medications.
- Releases bodies to funeral homes or other authorized parties after autopsies are conducted.
- Releases personal belongings to family members or other authorized persons.
- Performs general clerical duties for the morgue including filing, data entry and some database management.
- Maintains cleanliness and decontamination of the morgue and associated equipment.
- Drives body-transport vehicle to transport dead bodies from scene to morgue. Performs laundry functions. Receives and releases cadavers and clothing to the appropriate agencies or persons and maintain logs and reports for same.
- Works with Forensic Autopsy Technician in preparing bodies for autopsy.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year experience in a medical or laboratory environment;

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:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Modern office/clerical practices, procedures and methods.
- Some knowledge of human anatomy and medical terminology.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Forensic Morgue Attendant**

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**JOB CODE:** 11810  
**PAY GRADE:** 11

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Maintaining morgue cleanliness, inventory and equipment preventive maintenance.
- Processing bodies for autopsy.
- Recording and compiling material for reports.
- Both verbal and written communication.

**Ability to:**

- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Follow and carry out departmental instructions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician

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JOB CODE: 13818  
 PAY GRADE: 13

FLSA STATUS: Non-Exempt  
 LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under the general supervision of Forensic Autopsy Supervisor, assists at autopsy and assists with cleanliness and upkeep of morgue.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform routine duties while assisting in the performance of autopsies. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Morgue Attendant in that incumbents typically specialize in autopsy related duties such as opening bodies and evisceration. It is distinguished from the Forensic Autopsy Supervisor in that incumbents have no formal supervisory responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Assists at autopsy under immediate supervision and direction of the pathologist performing the examination.
- Processes decedents for examination to include, but not limited to, photographing, undressing, fingerprinting, and x-raying bodies.
- Receives, tags, and documents incoming bodies. Inventories and safeguards decedent's clothing and property.
- Maintains cleanliness and decontamination of the morgue and their associated equipment.
- Collects and safeguards physical evidence at the discretion of the pathologist.
- Assists pathologists in preparing tissue for microscopic slide preparation.
- May perform any of the following: some morgue and lab administrative duties including filing; driving body-transport vehicle to transport dead bodies from hospital to morgue; perform laundry functions; receive and release decedents, clothing, and evidence to the appropriate agencies or persons and maintain logs and reports for same.
- Maintains confidentiality on information on all cases.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Associate's degree with emphasis on the Medical Sciences, Chemistry and Biology AND two (2) years experience in a medical or laboratory environment;

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:**

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Medical terminology and human anatomy as related to morgue activities.
- Autopsy procedures and practices.
- Safety procedures and practices in a morgue setting.
- Modern office/clerical practices, procedures and methods.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician

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JOB CODE: 13818

FLSA STATUS: Non-Exempt

PAY GRADE: 13

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Using and caring of autopsy room equipment.
- Maintaining morgue cleanliness, inventory and equipment preventive maintenance with little or no supervision.
- Skill in recording and compiling material for reports.
- Both verbal and written communication.

#### Ability to:

- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work effectively with pathologists in the conduct of autopsies.
- Follow and carryout departmental instructions.
- Operate x-ray equipment.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Forensic Autopsy Technician Chief****JOB CODE:** 19820**FLSA STATUS:** Exempt**PAY GRADE:** 19**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under general supervision, assists Medical Examiners in autopsies. Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Assigns, schedules, reviews and documents work and is responsible for daily operations of morgue. Monitors safety procedures and technical protocols relating to the morgue areas and is accountable for and maintains morgue equipment, cleanliness and orderliness. Assists in developing and implementing policies and procedures, monitors staff for compliance and reviews section documentation. Conducts interviews and makes recommendations for new hires. Reviews and approves leave requests, identifies training needs and assists with budget preparation.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform moderately complex duties while assisting in the performance of autopsies and supervising subordinate forensic autopsy staff. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Autopsy Technician in that incumbents typically are responsible for the effective daily operations of the morgue and directly supervises subordinate forensic autopsy staff. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Monitors, prioritizes and makes decisions on daily work load and shift time schedules for the autopsy room. Works with the responsible forensic pathologist in the scheduling of autopsies and morgue personnel. Approves leave forms/requests and verifies timesheets.
- Assists in autopsies under immediate supervision and direction of the responsible forensic pathologist performing the examination. Prepares work area, opens the body, eviscerates, sutures and cleans body upon completion of autopsy by using established protocols. Assists in preparing tissue for microscopic slide preparation and the collection and labeling of specimens and evidentiary materials.
- Supervises all morgue activities including receipt and release of decedent's property and evidence. Maintains logs and files, and oversees access to the morgue area. Compiles and prepares statistical data and management reports for presentation, as required.
- Provides on-the-job training to assigned staff. Prepares and conducts staff performance evaluations and counseling, interviews and makes recommendations for hiring. Assists with developing, implementing, and revising policies and procedures. Monitors section and programs for compliance to policies, procedures, federal, state and local requirements.
- Oversees daily autopsy room quality assurances for all autopsy cases. Monitors safety and biohazard control measures, procedures and technical protocols relating to the morgue areas.
- Processes decedents for examination, including photographing, fingerprinting and x-raying. Removes, inventories and safeguards decedent's property and/or evidence.
- Supervises and oversees the daily cleanliness and decontamination of the autopsy rooms, morgue area and all associated equipment.
- Monitors and maintains appropriate supply inventory for morgue and autopsy room, including ensuring laundry functions are completed.
- Performs various autopsy room administrative functions, such as transporting toxicology specimens to the lab, maintaining records of stored tissue specimens, retrieving specimens as needed and ensuring proper disposition of specimens.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician Chief

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JOB CODE: 19820  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Medical Science or a directly related field AND two (2) to four (4) years experience handling bodies in a lab, hospital, morgue, mortuary or similar setting environment, including at least one (1) year of supervisory experience;

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:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Common supervisory management principles and practices.
- Human medical terminology, anatomy, chemistry, biology as applied to forensic pathology.
- Standard autopsy room protocols and procedures.
- Safety and biohazard control measures and standards.
- Best safety practices in a morgue setting.
- Rules of evidence and chain of custody investigation and identification procedures.
- Policies, practices, and terminology used in autopsy activities.
- Principles and procedures of record keeping.
- Cleaning and sanitizing practices.
- File management and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising personnel in a morgue setting.
- Managing a morgue operation.
- Adhering to stringent sanitation and biohazard control measures.
- Using and caring of medical equipment used in autopsies.
- Using photographic, x-ray and fingerprinting equipment.
- Maintaining morgue cleanliness, inventory and equipment preventive maintenance with little or no supervision.
- Recording and compiling material for reports and trials.
- Scheduling personnel to achieve desired outcomes.
- Both verbal and written communication.

##### Ability to:

- Use and communicate effective safety practices and precautions.
- Work in morgue environment with daily contact and deal with death and human remains in various stages of decomposition, disease and trauma.
- Handle the psychological effects of death.
- Implement procedures and protocols established by the Chief Medical Examiner and Chief Administrative Officer.
- Follow written directions, instructions and protocols.
- Manage morgue operations on a day-to-day basis.
- Supervise subordinate forensic personnel.
- Maintain the confidentiality and integrity of information.
- Follow and carryout departmental instructions.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician Chief

JOB CODE: 19820

FLSA STATUS: Exempt

PAY GRADE: 19

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Medical Examiner Investigator I

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JOB CODE: 16809

FLSA STATUS: Non-Exempt

PAY GRADE: 16

LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under the general direction of the Medical Examiner Investigator Chief, performs investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office, and makes necessary notifications.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four investigator-related job classifications within the Medical job family. Incumbents perform moderately complex duties while performing death investigations. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator II in that incumbents typically have less experience, and typically specialize in conducting less complex death investigations. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Investigates the physical and medical aspects of natural and unnatural deaths by responding to scenes or taking reports over the telephone, which will provide the Medical Examiner with a basis on which to determine the cause and manner of death.
- Receives notification of deaths and establishes whether death is within the jurisdiction of the Medical Examiner's office using standardized guidelines.
- Performs death scene investigations by attending the scene, interviewing and cooperating with various law enforcement and government agencies, family and friends of the decedent. Photographs the scene, collects evidence, accompanies the decedent back to the morgue, aides in moving the decedent, and follows up with the capture of medical and personal history of the decedent.
- Compiles initial reports, supplemental reports, documenting the physical and medical aspects observed at the death site and on the body of decedent.
- Secures and takes inventory of valuables and clothing found on decedent. Assists in the identification of deceased through non-medical and medical means. Personally makes/assures notification of death to decedent's next-of-kin through interaction with families or via teletype through Police Agencies. Photographs, documents and makes disposition of decedent valuables/clothing/property.
- Communicates death investigation findings to pathologists.
- Prepares autopsy information, fingerprint cards, and photo cards.
- Draws lab specimens and takes liver temperatures.
- Drives body-transport vehicle to transport decedents from scene or hospital to morgue.
- Releases case information in compliance with department policy. Gathers and reviews medical history/records of decedents for case file.
- Operates cadaver lift, as required.
- Provides building security for the Forensic Center.
- Maintains vehicle maintenance. Performs preventative maintenance on all investigative equipment and safety apparel.
- Attends investigator training.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Political Science, Nursing, Biological Science or a directly related field AND one (1) to two (2) years of directly related, increasingly responsible experience in medical, criminal or death investigation or medically affiliated experience;

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.

**TRAVIS COUNTY JOB DESCRIPTION**

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**JOB TITLE: Forensic Medical Examiner Investigator I****JOB CODE:** 16809**PAY GRADE:** 16**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

ABMDI Registry level certification within two (2) years of employment.  
Valid Texas Driver's License.

**Preferred:**

ABMDI Registry level certification or eligible for such upon employment.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Investigative techniques.
- Medical terminology.
- Operation of camera.
- Policies, practices, procedures and terminology of assigned function.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

**Skill in:**

- Investigating deaths and processing death scenes.
- Working with law enforcement and other related parties.
- Dealing with distraught, upset or violent family members.
- Writing, recording and compiling material for accurate reports.
- Using and caring of equipment.
- Both verbal and written communication.

**Ability to:**

- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Write concise findings related to death investigations.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Exercise sound judgment and make sound decisions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Forensic Medical Examiner Investigator II****JOB CODE:** 18817**FLSA STATUS:** Non-Exempt**PAY GRADE:** 18**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under the general direction of the Medical Examiner Investigator Chief, performs complex investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office, and makes necessary notifications.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four investigator-related job classifications within the Medical job family. Incumbents perform complex duties while performing death investigations. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator I in that incumbents typically require ABMDI certification and conduct more advanced investigations and participate in the training of the Medical Examiner Investigator I's. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Investigates the physical and medical aspects of natural and unnatural deaths by responding to scenes or taking reports over the telephone, which will provide the Medical Examiner with a basis on which to determine the cause and manner of death.
- Assists Medical Examiner Investigator I's by serving as a resource and providing input and experience.
- May participate in training of Medical Examiner Investigator I's.
- Conducts advanced level death investigations within Travis County by attending the scene, interviewing and cooperating with various law enforcement and government agencies, families and friends of the deceased, photographs the scene, collects evidence, accompanies the decedent back to the morgue, aides in moving the decedent, and follows-up with the capture of medical and personal history of the decedent.
- Secures and takes inventory of valuables and clothing found on decedent, assists in the identification of the decedent through non-medical and medical means. Personally makes/assures notification of death to decedent's next of kin through interaction with families or via teletype through police agencies. Photographs, documents and makes disposition of decedent valuables/clothing/property.
- Communicates death findings to pathologists.
- Prepares autopsy information, fingerprint cards and photo cards.
- Performs all duties of Medical Examiner Investigator I.
- Makes death identification to next-of-kin in a timely manner. Provides for proper handling, storage and disposition of evidence.
- Provides building security for the Forensic Center.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Medical Examiner Investigator II

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**JOB CODE:** 18817  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree in Political Science, Nursing, Biological Science or a directly related field AND two (2) to four (4) years of directly related, increasingly responsible experience in medical, criminal or death investigation or medically affiliated experience;

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:**

ABMDI Registry level certification.

Valid Texas Driver's License.

#### **Preferred:**

ABMDI Board certification.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Medicolegal investigation of death techniques, medical terminology and investigative techniques.
- Operation of a digital camera.
- Principles and procedures of record keeping.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### **Skill in:**

- Investigating deaths and processing death scenes.
- Working with law enforcement and other related parties.
- Dealing with distraught, upset or violent family members.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports.
- Both verbal and written communication.

##### **Ability to:**

- Assist subordinate personnel in death scene investigations and procedures.
- Help train subordinate investigative personnel.
- Write concise findings related to death investigations.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Exercise sound judgment and make sound decisions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Forensic Medical Examiner Investigator II**

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**JOB CODE:** 18817

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Nurse Senior Investigator

**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs as an expert clinician, resource, educator, consultant and case manager for forensic staff. Provides administrative supervision of forensic investigative personnel in the absence of the Forensic Medical Examiner Investigator Chief. Directs and monitors the clinical work of staff and performs investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four investigator-related job classifications within the Medical job family. This classification is supervisory in nature for cases with a clinical component. Incumbents practice under the guidelines of the Texas Nurse Practice Act in collaboration with physicians and other staff and perform complex duties while performing death investigations and managing cases. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator II in that incumbents typically specialize in case management in addition to supervisory and administrative responsibilities and possess specialized knowledge/skills of the medical aspects of conducting death investigations. This classification is distinguished from the Forensic Medical Examiner Investigator Chief in that incumbents do not typically have responsibility for managing the division. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Provides case management for complicated cases and reports directly to the Chief Medical Examiner on matters relating to specialized aspects of ongoing death investigations. Performs as a vital liaison between the investigator/pathology sections and the pathologists on the medical aspects of ongoing death investigations.
- Reviews casework and applicable medical records of ongoing death investigations. Identifies and/or obtains additional test results or additional medical documentation required by the pathologists and reports and/or documents findings as applicable.
- Responds to, assesses, and documents findings on certain medical examiner cases with emphasis on child/infant deaths.
- Collaborates with organ and tissue procurement agencies and pathologists in order to determine the appropriate release of organs and tissues.
- Facilitates, prepares and presents training on the medical aspects of death investigation, physiology and pathophysiology of disease processes, human anatomy, and medical terminology and pharmacology to the investigative and pathology staff.
- Facilitates, prepares and presents lectures and educational offerings to multiple community agencies and medical facilities on matters related to the Medical Examiner's office, to include but not limited to, the purpose, content and manner in reporting deaths to the Medical Examiner's office.
- Acts as a liaison between the Medical Examiner's office and the Emergency Operations Center during crisis, disaster, and catastrophic situations and drills, numerous law enforcement and outside agencies, as well as the general public and represents the Medical Examiner's office at various meetings and functions.
- Performs all duties of the Medical Examiner Investigator II to include assisting in the development and implementation of policies, procedures and practices.
- Responds to inquiries and answers questions from next-of-kin, general public and various outside organizations and agencies in reference to the medical aspects of the cause of death on completed cases.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited Registered Nursing program AND four (4) years post licensure experience in medical-surgical, nursing, clinical forensic nursing or death investigation, including one (1) year of lead or supervisory experience.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Nurse Senior Investigator

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**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice as a Registered Nurse in the State of Texas.  
ABMDI Registry level certification within two (2) years of employment.  
ABMDI Board certification.  
Valid Texas Driver's License.

#### Preferred:

Emergency/trauma and obstetrical nursing.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Anatomy, physiology and pathophysiology of disease processes and pharmacology.
- Policies, practices, procedures and terminology related to nursing, healthcare and assigned function.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Diagnosis and treatment of a variety of diseases and injuries, and proper dosages and expected results of drug interaction of medication.
- Supervisory principles, practices and techniques.
- Medicolegal death investigation techniques.
- Principle and procedures of medical documentation and record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising others, including team building.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports, policies, procedures and training.
- Explaining technical medical terminology in simple, non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Train and review the work of subordinates.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Develop, analyze, interpret, follow and enforce written policies/procedures and operational plans and/or activities.
- Plan, assign and coordinate the work of subordinates and support staff to achieve specific service objectives.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Manage time well and perform multiple tasks, and organize activities.
- Work efficiently both independently and as part of a team.
- Exercise sound judgment, make decisions and react quickly in emergency situations.
- Perform effectively and courteously in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Forensic Nurse Senior Investigator**

**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Medical Examiner Investigator Chief

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**JOB CODE:** 23819

**FLSA STATUS:** Exempt

**PAY GRADE:** 23

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Directs, monitors, and leads the work of Medical Examiner Investigator staff. Performs investigation of deaths occurring in Travis County, including all high profile and complex cases which fall under the jurisdiction of the Medical Examiner's office. Provides in-house training of Medical Examiner Investigators.

### DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four investigator-related job classifications within the Medical job family. This classification is responsible for managing the investigation's division. Duties require a highly advanced degree of initiative and independent judgment. This classification is distinguished from the other job classifications within the series in that incumbents typically specialize in supervision of investigative staff including scheduling, training and oversight. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Leads and manages personnel, equipment and supplies assigned to investigative section (investigators). Prepares investigator schedules, timesheets for payroll and approves leave time. Prepares employee evaluations. Conducts employee counseling sessions in reference to job performance and personal problems. Conducts staff meetings and informs staff of new policies.
- Conducts interviews and makes recommendations in the hiring process and training of new investigators, accounts for hours worked, overtime and comp-time and submits to department administration. Schedules continued education for the investigative staff.
- Performs high profile and complex death investigations.
- Monitors investigative section for compliance with policies, procedures, federal, state and local requirements.
- Organizes and supervises investigations. Assigns and monitors work load.
- Compiles and prepares statistical data and management reports for presentation, as required.
- Serves as a resource for other investigative staff. Provides input into investigations, answers questions and assumes ultimate responsibility for investigations.
- Reports on and provides input into matters relating to policy, procedures, administration, budget, facilities, equipment and personnel.
- Develops policies and procedures related to investigative functions.
- Prepares worker's compensation forms as needed for personnel assigned to the investigative section.
- Reviews investigators' reports for accuracy and completeness and briefs oncoming/offgoing investigators. Reports directly to the Chief Medical Examiner on matters relating to aspects of ongoing investigations.
- Performs all duties of Medical Examiner Investigator II, as required.
- Provides immediate decision-making support to Investigators and other Medical Examiner staff on problems that arise both during and outside normal business hours except when not on-call.
- Delivers lectures to other agencies on Medical Examiner's office. Represents the office at various meetings and functions.
- Acts as liaison between Medical Examiner's office and numerous law enforcement and outside agencies as well as the public.
- Provides building security for the Forensic Center. Provides courtroom testimony.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Medical Examiner Investigator Chief

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JOB CODE: 23819

FLSA STATUS: Exempt

PAY GRADE: 23

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree Science, Medical, or Political Science, Administration of Justice, Criminology, Criminal Justice or a directly related field AND five (5) to seven (7) years of directly related increasingly responsible experience in criminal investigation, law enforcement or post mortem examination and investigation, including three (3) to five (5) years of supervisory or management experience;

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:

ABMDI Registry level certification within two (2) years of employment.

Valid Texas Driver's License.

#### Preferred:

ABMDI Board certification.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Management best practices.
- Medicolegal investigation of death techniques.
- Investigative techniques.
- Operation of a digital camera and X-ray equipment.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising others, including team building.
- Investigating deaths, procuring and securing evidence.
- Training investigative staff.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports.
- Both verbal and written communication.

##### Ability to:

- Plan, assign, supervise, train and review the work of subordinates.
- Interpret, follow and enforce written policies and procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Exercise sound judgment and decision making.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, media and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Forensic Medical Examiner Investigator Chief**

**JOB CODE:** 23819

**FLSA STATUS:** Exempt

**PAY GRADE:** 23

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Morgue Attendant

**JOB CODE:** 11810

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 11

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general supervision of Forensic Autopsy Supervisor, assists morgue operations through the receiving and releasing of bodies and assisting in the preparation of bodies for autopsy, performs clerical work and assists with cleanliness and upkeep of morgue.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform routine duties in the receiving and releasing of bodies and preparing bodies for autopsy. Duties require a minimal degree of initiative and independent judgment. This classification is distinguished from the Forensic Autopsy Tech in that incumbents typically do not engage in actual autopsy work but instead specialize in the receiving and release of bodies. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Receives, tags, fingerprints and documents incoming bodies. Inventories and safeguards decedent's property including all medications.
- Releases bodies to funeral homes or other authorized parties after autopsies are conducted.
- Releases personal belongings to family members or other authorized persons.
- Performs general clerical duties for the morgue including filing, data entry and some database management.
- Maintains cleanliness and decontamination of the morgue and associated equipment.
- Drives body-transport vehicle to transport dead bodies from scene to morgue. Performs laundry functions. Receives and releases cadavers and clothing to the appropriate agencies or persons and maintain logs and reports for same.
- Works with Forensic Autopsy Technician in preparing bodies for autopsy.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year experience in a medical or laboratory environment;

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:**

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Modern office/clerical practices, procedures and methods.
- Some knowledge of human anatomy and medical terminology.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Forensic Morgue Attendant**

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**JOB CODE:** 11810  
**PAY GRADE:** 11

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Maintaining morgue cleanliness, inventory and equipment preventive maintenance.
- Processing bodies for autopsy.
- Recording and compiling material for reports.
- Both verbal and written communication.

**Ability to:**

- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Follow and carry out departmental instructions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician

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**JOB CODE:** 13818  
**PAY GRADE:** 13

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general supervision of Forensic Autopsy Supervisor, assists at autopsy and assists with cleanliness and upkeep of morgue.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform routine duties while assisting in the performance of autopsies. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Morgue Attendant in that incumbents typically specialize in autopsy related duties such as opening bodies and evisceration. It is distinguished from the Forensic Autopsy Supervisor in that incumbents have no formal supervisory responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Assists at autopsy under immediate supervision and direction of the pathologist performing the examination.
- Processes decedents for examination to include, but not limited to, photographing, undressing, fingerprinting, and x-raying bodies.
- Receives, tags, and documents incoming bodies. Inventories and safeguards decedent's clothing and property.
- Maintains cleanliness and decontamination of the morgue and their associated equipment.
- Collects and safeguards physical evidence at the discretion of the pathologist.
- Assists pathologists in preparing tissue for microscopic slide preparation.
- May perform any of the following: some morgue and lab administrative duties including filing; driving body-transport vehicle to transport dead bodies from hospital to morgue; perform laundry functions; receive and release decedents, clothing, and evidence to the appropriate agencies or persons and maintain logs and reports for same.
- Maintains confidentiality on information on all cases.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Associate's degree with emphasis on the Medical Sciences, Chemistry and Biology AND two (2) years experience in a medical or laboratory environment;

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:**

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Medical terminology and human anatomy as related to morgue activities.
- Autopsy procedures and practices.
- Safety procedures and practices in a morgue setting.
- Modern office/clerical practices, procedures and methods.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician

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JOB CODE: 13818

FLSA STATUS: Non-Exempt

PAY GRADE: 13

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Using and caring of autopsy room equipment.
- Maintaining morgue cleanliness, inventory and equipment preventive maintenance with little or no supervision.
- Skill in recording and compiling material for reports.
- Both verbal and written communication.

#### Ability to:

- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work effectively with pathologists in the conduct of autopsies.
- Follow and carryout departmental instructions.
- Operate x-ray equipment.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician Chief

**JOB CODE:** 19820

**FLSA STATUS:** Exempt

**PAY GRADE:** 19

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under general supervision, assists Medical Examiners in autopsies. Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Assigns, schedules, reviews and documents work and is responsible for daily operations of morgue. Monitors safety procedures and technical protocols relating to the morgue areas and is accountable for and maintains morgue equipment, cleanliness and orderliness. Assists in developing and implementing policies and procedures, monitors staff for compliance and reviews section documentation. Conducts interviews and makes recommendations for new hires. Reviews and approves leave requests, identifies training needs and assists with budget preparation.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three autopsy-related job classifications within the Medical job family. Incumbents perform moderately complex duties while assisting in the performance of autopsies and supervising subordinate forensic autopsy staff. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Autopsy Technician in that incumbents typically are responsible for the effective daily operations of the morgue and directly supervises subordinate forensic autopsy staff. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Supervises, directs, monitors and evaluates subordinate forensic autopsy staff. Monitors, prioritizes and makes decisions on daily work load and shift time schedules for the autopsy room. Works with the responsible forensic pathologist in the scheduling of autopsies and morgue personnel. Approves leave forms/requests and verifies timesheets.
- Assists in autopsies under immediate supervision and direction of the responsible forensic pathologist performing the examination. Prepares work area, opens the body, eviscerates, sutures and cleans body upon completion of autopsy by using established protocols. Assists in preparing tissue for microscopic slide preparation and the collection and labeling of specimens and evidentiary materials.
- Supervises all morgue activities including receipt and release of decedent's property and evidence. Maintains logs and files, and oversees access to the morgue area. Compiles and prepares statistical data and management reports for presentation, as required.
- Provides on-the-job training to assigned staff. Prepares and conducts staff performance evaluations and counseling, interviews and makes recommendations for hiring. Assists with developing, implementing, and revising policies and procedures. Monitors section and programs for compliance to policies, procedures, federal, state and local requirements.
- Oversees daily autopsy room quality assurances for all autopsy cases. Monitors safety and biohazard control measures, procedures and technical protocols relating to the morgue areas.
- Processes decedents for examination, including photographing, fingerprinting and x-raying. Removes, inventories and safeguards decedent's property and/or evidence.
- Supervises and oversees the daily cleanliness and decontamination of the autopsy rooms, morgue area and all associated equipment.
- Monitors and maintains appropriate supply inventory for morgue and autopsy room, including ensuring laundry functions are completed.
- Performs various autopsy room administrative functions, such as transporting toxicology specimens to the lab, maintaining records of stored tissue specimens, retrieving specimens as needed and ensuring proper disposition of specimens.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Autopsy Technician Chief

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JOB CODE: 19820  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Medical Science or a directly related field AND two (2) to four (4) years experience handling bodies in a lab, hospital, morgue, mortuary or similar setting environment, including at least one (1) year of supervisory experience;

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:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Common supervisory management principles and practices.
- Human medical terminology, anatomy, chemistry, biology as applied to forensic pathology.
- Standard autopsy room protocols and procedures.
- Safety and biohazard control measures and standards.
- Best safety practices in a morgue setting.
- Rules of evidence and chain of custody investigation and identification procedures.
- Policies, practices, and terminology used in autopsy activities.
- Principles and procedures of record keeping.
- Cleaning and sanitizing practices.
- File management and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising personnel in a morgue setting.
- Managing a morgue operation.
- Adhering to stringent sanitation and biohazard control measures.
- Using and caring of medical equipment used in autopsies.
- Using photographic, x-ray and fingerprinting equipment.
- Maintaining morgue cleanliness, inventory and equipment preventive maintenance with little or no supervision.
- Recording and compiling material for reports and trials.
- Scheduling personnel to achieve desired outcomes.
- Both verbal and written communication.

##### Ability to:

- Use and communicate effective safety practices and precautions.
- Work in morgue environment with daily contact and deal with death and human remains in various stages of decomposition, disease and trauma.
- Handle the psychological effects of death.
- Implement procedures and protocols established by the Chief Medical Examiner and Chief Administrative Officer.
- Follow written directions, instructions and protocols.
- Manage morgue operations on a day-to-day basis.
- Supervise subordinate forensic personnel.
- Maintain the confidentiality and integrity of information.
- Follow and carryout departmental instructions.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Autopsy Technician Chief

JOB CODE: 19820

FLSA STATUS: Exempt

PAY GRADE: 19

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Medical Examiner Investigator I

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JOB CODE: 16809

FLSA STATUS: Non-Exempt

PAY GRADE: 16

LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under the general direction of the Medical Examiner Investigator Chief, performs investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office, and makes necessary notifications.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four investigator-related job classifications within the Medical job family. Incumbents perform moderately complex duties while performing death investigations. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator II in that incumbents typically have less experience, and typically specialize in conducting less complex death investigations. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Investigates the physical and medical aspects of natural and unnatural deaths by responding to scenes or taking reports over the telephone, which will provide the Medical Examiner with a basis on which to determine the cause and manner of death.
- Receives notification of deaths and establishes whether death is within the jurisdiction of the Medical Examiner's office using standardized guidelines.
- Performs death scene investigations by attending the scene, interviewing and cooperating with various law enforcement and government agencies, family and friends of the decedent. Photographs the scene, collects evidence, accompanies the decedent back to the morgue, aides in moving the decedent, and follows up with the capture of medical and personal history of the decedent.
- Compiles initial reports, supplemental reports, documenting the physical and medical aspects observed at the death site and on the body of decedent.
- Secures and takes inventory of valuables and clothing found on decedent. Assists in the identification of deceased through non-medical and medical means. Personally makes/assures notification of death to decedent's next-of-kin through interaction with families or via teletype through Police Agencies. Photographs, documents and makes disposition of decedent valuables/clothing/property.
- Communicates death investigation findings to pathologists.
- Prepares autopsy information, fingerprint cards, and photo cards.
- Draws lab specimens and takes liver temperatures.
- Drives body-transport vehicle to transport decedents from scene or hospital to morgue.
- Releases case information in compliance with department policy. Gathers and reviews medical history/records of decedents for case file.
- Operates cadaver lift, as required.
- Provides building security for the Forensic Center.
- Maintains vehicle maintenance. Performs preventative maintenance on all investigative equipment and safety apparel.
- Attends investigator training.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Political Science, Nursing, Biological Science or a directly related field AND one (1) to two (2) years of directly related, increasingly responsible experience in medical, criminal or death investigation or medically affiliated experience;

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.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Forensic Medical Examiner Investigator I****JOB CODE:** 16809**PAY GRADE:** 16**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

ABMDI Registry level certification within two (2) years of employment.  
Valid Texas Driver's License.

**Preferred:**

ABMDI Registry level certification or eligible for such upon employment.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Investigative techniques.
- Medical terminology.
- Operation of camera.
- Policies, practices, procedures and terminology of assigned function.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

**Skill in:**

- Investigating deaths and processing death scenes.
- Working with law enforcement and other related parties.
- Dealing with distraught, upset or violent family members.
- Writing, recording and compiling material for accurate reports.
- Using and caring of equipment.
- Both verbal and written communication.

**Ability to:**

- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Write concise findings related to death investigations.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Exercise sound judgment and make sound decisions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Forensic Medical Examiner Investigator II****JOB CODE:** 18817**FLSA STATUS:** Non-Exempt**PAY GRADE:** 18**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under the general direction of the Medical Examiner Investigator Chief, performs complex investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office, and makes necessary notifications.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four investigator-related job classifications within the Medical job family. Incumbents perform complex duties while performing death investigations. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator I in that incumbents typically require ABMDI certification and conduct more advanced investigations and participate in the training of the Medical Examiner Investigator I's. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Investigates the physical and medical aspects of natural and unnatural deaths by responding to scenes or taking reports over the telephone, which will provide the Medical Examiner with a basis on which to determine the cause and manner of death.
- Assists Medical Examiner Investigator I's by serving as a resource and providing input and experience.
- May participate in training of Medical Examiner Investigator I's.
- Conducts advanced level death investigations within Travis County by attending the scene, interviewing and cooperating with various law enforcement and government agencies, families and friends of the deceased, photographs the scene, collects evidence, accompanies the decedent back to the morgue, aides in moving the decedent, and follows-up with the capture of medical and personal history of the decedent.
- Secures and takes inventory of valuables and clothing found on decedent, assists in the identification of the decedent through non-medical and medical means. Personally makes/assures notification of death to decedent's next of kin through interaction with families or via teletype through police agencies. Photographs, documents and makes disposition of decedent valuables/clothing/property.
- Communicates death findings to pathologists.
- Prepares autopsy information, fingerprint cards and photo cards.
- Performs all duties of Medical Examiner Investigator I.
- Makes death identification to next-of-kin in a timely manner. Provides for proper handling, storage and disposition of evidence.
- Provides building security for the Forensic Center.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Medical Examiner Investigator II

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**JOB CODE:** 18817  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree in Political Science, Nursing, Biological Science or a directly related field AND two (2) to four (4) years of directly related, increasingly responsible experience in medical, criminal or death investigation or medically affiliated experience;

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:**

ABMDI Registry level certification.

Valid Texas Driver's License.

#### **Preferred:**

ABMDI Board certification.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Medicolegal investigation of death techniques, medical terminology and investigative techniques.
- Operation of a digital camera.
- Principles and procedures of record keeping.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### **Skill in:**

- Investigating deaths and processing death scenes.
- Working with law enforcement and other related parties.
- Dealing with distraught, upset or violent family members.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports.
- Both verbal and written communication.

##### **Ability to:**

- Assist subordinate personnel in death scene investigations and procedures.
- Help train subordinate investigative personnel.
- Write concise findings related to death investigations.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Exercise sound judgment and make sound decisions.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Forensic Medical Examiner Investigator II**

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**JOB CODE:** 18817

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Nurse Senior Investigator

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**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs as an expert clinician, resource, educator, consultant and case manager for forensic staff. Provides administrative supervision of forensic investigative personnel in the absence of the Forensic Medical Examiner Investigator Chief. Directs and monitors the clinical work of staff and performs investigation of deaths occurring in Travis County, which fall under the jurisdiction of the Medical Examiner's office.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four investigator-related job classifications within the Medical job family. This classification is supervisory in nature for cases with a clinical component. Incumbents practice under the guidelines of the Texas Nurse Practice Act in collaboration with physicians and other staff and perform complex duties while performing death investigations and managing cases. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Medical Examiner Investigator II in that incumbents typically specialize in case management in addition to supervisory and administrative responsibilities and possess specialized knowledge/skills of the medical aspects of conducting death investigations. This classification is distinguished from the Forensic Medical Examiner Investigator Chief in that incumbents do not typically have responsibility for managing the division. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Provides case management for complicated cases and reports directly to the Chief Medical Examiner on matters relating to specialized aspects of ongoing death investigations. Performs as a vital liaison between the investigator/pathology sections and the pathologists on the medical aspects of ongoing death investigations.
- Reviews casework and applicable medical records of ongoing death investigations. Identifies and/or obtains additional test results or additional medical documentation required by the pathologists and reports and/or documents findings as applicable.
- Responds to, assesses, and documents findings on certain medical examiner cases with emphasis on child/infant deaths.
- Collaborates with organ and tissue procurement agencies and pathologists in order to determine the appropriate release of organs and tissues.
- Facilitates, prepares and presents training on the medical aspects of death investigation, physiology and pathophysiology of disease processes, human anatomy, and medical terminology and pharmacology to the investigative and pathology staff.
- Facilitates, prepares and presents lectures and educational offerings to multiple community agencies and medical facilities on matters related to the Medical Examiner's office, to include but not limited to, the purpose, content and manner in reporting deaths to the Medical Examiner's office.
- Acts as a liaison between the Medical Examiner's office and the Emergency Operations Center during crisis, disaster, and catastrophic situations and drills, numerous law enforcement and outside agencies, as well as the general public and represents the Medical Examiner's office at various meetings and functions.
- Performs all duties of the Medical Examiner Investigator II to include assisting in the development and implementation of policies, procedures and practices.
- Responds to inquiries and answers questions from next-of-kin, general public and various outside organizations and agencies in reference to the medical aspects of the cause of death on completed cases.
- Provides courtroom testimony.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited Registered Nursing program AND four (4) years post licensure experience in medical-surgical, nursing, clinical forensic nursing or death investigation, including one (1) year of lead or supervisory experience.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Nurse Senior Investigator

**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Current license to practice as a Registered Nurse in the State of Texas.  
ABMDI Registry level certification within two (2) years of employment.  
ABMDI Board certification.  
Valid Texas Driver's License.

#### Preferred:

Emergency/trauma and obstetrical nursing.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Anatomy, physiology and pathophysiology of disease processes and pharmacology.
- Policies, practices, procedures and terminology related to nursing, healthcare and assigned function.
- Federal, State, Local and County nursing and other healthcare laws and requirements.
- Diagnosis and treatment of a variety of diseases and injuries, and proper dosages and expected results of drug interaction of medication.
- Supervisory principles, practices and techniques.
- Medicolegal death investigation techniques.
- Principle and procedures of medical documentation and record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising others, including team building.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports, policies, procedures and training.
- Explaining technical medical terminology in simple, non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Train and review the work of subordinates.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Develop, analyze, interpret, follow and enforce written policies/procedures and operational plans and/or activities.
- Plan, assign and coordinate the work of subordinates and support staff to achieve specific service objectives.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Manage time well and perform multiple tasks, and organize activities.
- Work efficiently both independently and as part of a team.
- Exercise sound judgment, make decisions and react quickly in emergency situations.
- Perform effectively and courteously in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Nurse Senior Investigator

**JOB CODE:** 22473

**FLSA STATUS:** Exempt

**PAY GRADE:** 22 Mkt. Diff.

**LAST REVISED:** 10/01/09

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### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Medical Examiner Investigator Chief

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**JOB CODE:** 23819

**FLSA STATUS:** Exempt

**PAY GRADE:** 23

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Directs, monitors, and leads the work of Medical Examiner Investigator staff. Performs investigation of deaths occurring in Travis County, including all high profile and complex cases which fall under the jurisdiction of the Medical Examiner's office. Provides in-house training of Medical Examiner Investigators.

### DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four investigator-related job classifications within the Medical job family. This classification is responsible for managing the investigation's division. Duties require a highly advanced degree of initiative and independent judgment. This classification is distinguished from the other job classifications within the series in that incumbents typically specialize in supervision of investigative staff including scheduling, training and oversight. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Leads and manages personnel, equipment and supplies assigned to investigative section (investigators). Prepares investigator schedules, timesheets for payroll and approves leave time. Prepares employee evaluations. Conducts employee counseling sessions in reference to job performance and personal problems. Conducts staff meetings and informs staff of new policies.
- Conducts interviews and makes recommendations in the hiring process and training of new investigators, accounts for hours worked, overtime and comp-time and submits to department administration. Schedules continued education for the investigative staff.
- Performs high profile and complex death investigations.
- Monitors investigative section for compliance with policies, procedures, federal, state and local requirements.
- Organizes and supervises investigations. Assigns and monitors work load.
- Compiles and prepares statistical data and management reports for presentation, as required.
- Serves as a resource for other investigative staff. Provides input into investigations, answers questions and assumes ultimate responsibility for investigations.
- Reports on and provides input into matters relating to policy, procedures, administration, budget, facilities, equipment and personnel.
- Develops policies and procedures related to investigative functions.
- Prepares worker's compensation forms as needed for personnel assigned to the investigative section.
- Reviews investigators' reports for accuracy and completeness and briefs oncoming/offgoing investigators. Reports directly to the Chief Medical Examiner on matters relating to aspects of ongoing investigations.
- Performs all duties of Medical Examiner Investigator II, as required.
- Provides immediate decision-making support to Investigators and other Medical Examiner staff on problems that arise both during and outside normal business hours except when not on-call.
- Delivers lectures to other agencies on Medical Examiner's office. Represents the office at various meetings and functions.
- Acts as liaison between Medical Examiner's office and numerous law enforcement and outside agencies as well as the public.
- Provides building security for the Forensic Center. Provides courtroom testimony.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Medical Examiner Investigator Chief

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JOB CODE: 23819

FLSA STATUS: Exempt

PAY GRADE: 23

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree Science, Medical, or Political Science, Administration of Justice, Criminology, Criminal Justice or a directly related field AND five (5) to seven (7) years of directly related increasingly responsible experience in criminal investigation, law enforcement or post mortem examination and investigation, including three (3) to five (5) years of supervisory or management experience;

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:

ABMDI Registry level certification within two (2) years of employment.

Valid Texas Driver's License.

#### Preferred:

ABMDI Board certification.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Management best practices.
- Medicolegal investigation of death techniques.
- Investigative techniques.
- Operation of a digital camera and X-ray equipment.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Supervising others, including team building.
- Investigating deaths, procuring and securing evidence.
- Training investigative staff.
- Using and caring of equipment.
- Writing, recording and compiling material for accurate reports.
- Both verbal and written communication.

##### Ability to:

- Plan, assign, supervise, train and review the work of subordinates.
- Interpret, follow and enforce written policies and procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Exercise sound judgment and decision making.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, media and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Forensic Medical Examiner Investigator Chief**

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**JOB CODE:** 23819

**FLSA STATUS:** Exempt

**PAY GRADE:** 23

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist Lab Technician

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JOB CODE: 15282  
PAY GRADE: 15

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under the general direction of the Forensic Toxicologist Chief, is responsible for assisting Forensic Toxicologists by performing technical and basic analytical procedures. Cleans and maintains laboratory equipment and may be responsible for some clerical duties.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four toxicology-related job classifications within the Medical job family. Incumbents perform moderately complex forensic and chemical analysis and are responsible for lab set up and cleaning. Duties require a moderate degree of initiative and independent judgment. This classification is distinguished from the Forensic Toxicologist in that incumbents typically have less analytical experience, perform lower level analysis and have more responsibility for equipment and laboratory maintenance. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Performs routine analytical work and basic forensic and chemical analysis.
- Prepares physical evidence and conducts presumptive chemical examination of the evidence.
- Cleans and maintains laboratory equipment.
- Cleans and maintains physical lab environment, including decontamination of work areas.
- Cleans and sterilizes glassware and other lab instruments.
- Receives specimens and other forensic evidence.
- Performs routine clerical duties, as required.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Associate's degree in Medical Technology or a directly related field AND one (1) to two (2) years of directly related experience in a laboratory setting;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Bachelor's degree in Chemistry, Biochemistry or a directly related field AND one (1) to two (2) years of related experience in a laboratory setting.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist Lab Technician

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JOB CODE: 15282  
PAY GRADE: 15

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Chemical analysis and laboratory procedures.
- Forensic toxicological principles, methodologies, theories and practices.
- Processing of evidence.
- Sterilization procedures and physical maintenance of lab setting.
- Policies, practices, procedures and terminology.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Using and caring of medical equipment.
- Cleaning lab equipment.
- Maintain a sterile lab environment.
- Recording accurate analysis of results.
- Both verbal and written communication.

##### Ability to:

- Interpret, follow and enforce written policies and procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform research and analyze data.
- Maintain a clean and sterile lab environment.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to sitting, client/customer contact, standing, walking, climbing stairs, bending, twisting, stooping, kneeling, crouching, squatting, pushing, reaching, and repetitive motion to perform the essential functions. Must possess sufficient physical strength and emotional stability to work under adverse conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist

**JOB CODE:** 19283  
**PAY GRADE:** 19

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general direction of the Forensic Toxicologist Chief, performs routine and special forensic toxicological analysis of body fluids and tissues. Plans and coordinates daily activities in the laboratory. Maintains care, custody and control of specimens and forensic evidence. Operates and maintains laboratory instruments. Performs tests and produces documentation for completion of reports of laboratory findings. Develops and writes analytical methods and quality control procedures. May supervise and train laboratory technicians.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four toxicology-related job classifications within the Medical job family. Incumbents perform complex forensic and chemical analysis and are responsible for completion of lab reports. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Toxicologist Deputy Chief in that incumbents do not function in a leadership role, have no formal role in the development and oversight of the quality control program and do not function as lead workers. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Performs qualitative and quantitative chemical analysis.
- Documents laboratory findings and quality control data.
- Trains and supervises laboratory technicians.
- Maintains laboratory equipment.
- Provides information on drugs to staff and outside agencies.
- Prepares and reviews analytical reports, and develops and documents analytical methods.
- Maintains laboratory inventory.
- May develop and documents quality assurance procedures.
- Receives specimens and other forensic evidence.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Chemistry, Biochemistry, Medical Technology, Forensic Science or a directly related field AND three (3) to four (4) years of directly related increasingly responsible experience in chemical analysis;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Chemistry, Biochemistry, Pharmacological Science, Forensic Toxicology or a directly related field.  
 Directly related forensic toxicology experience.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Forensic Toxicologist****JOB CODE:** 19283  
**PAY GRADE:** 19**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Chemical analysis and laboratory procedures.
- Forensic toxicological principles, methodologies, theories and practices.
- Policies, practices, procedures and terminology.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic.

**Skill in:**

- Using and caring of medical equipment and calibrate and operate modern analytical instrumentation.
- Recording accurate analysis of results.
- Compiling data and prepare technical reports.
- Both verbal and written communication.

**Ability to:**

- Develop and/or modify analytical procedures.
- Interpret, follow and enforce written policies and procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform research, analyze complex data, and prepare plans and reports.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to sitting, client/customer contact, standing, walking, climbing stairs, bending, twisting, stooping, kneeling, crouching, squatting, pushing, reaching, and repetitive motion to perform the essential functions. Must possess sufficient physical strength and emotional stability to work under adverse conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist Deputy Chief

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**JOB CODE:** 21286

**FLSA STATUS:** Exempt

**PAY GRADE:** 21

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under the general direction of the Forensic Toxicologist Chief, plays a leadership role in the technical operations of the forensic toxicology and histology laboratories. Acts as a manager in the absence of the Forensic Toxicologist Chief. Oversees lab quality control program. Assists in developing and implementing standard operating procedures necessary to sustain lab's ABFT certification. Performs scientific analysis, interprets analytical findings and reports findings to aid in determination of cause and manner of death.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four toxicology-related job classifications within the Medical job family. Incumbents perform complex forensic and chemical analysis, are responsible for completion of lab reports, oversee the lab quality control program and acts as a manager in the absence of the Forensic Toxicologist Chief. Duties require an advanced degree of initiative and independent judgment. This classification is distinguished from the Forensic Toxicologist Chief in that incumbents do not typically function as the division manager. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Performs senior level sophisticated toxicological analysis and evaluation of data. Performs duties of the Forensic Toxicologist as needed to sustain operations.
- Develops and oversees the lab quality control and quality assurance program along with the Forensic Toxicologist Chief. Reviews quality control and assurance data to ensure accuracy and precision of analytical results. Acts as quality control manager.
- Assists Forensic Toxicologist Chief in the development and implementation of laboratory policies and procedures to comply with ABFT accreditation standards and any or all applicable laws and regulations.
- Reviews and certifies analytical findings in the absence of the Forensic Toxicologist Chief. Provides toxicological interpretations of findings for medical examiners, law enforcement officials and local law enforcement agencies investigating drug facilitated sexual assault cases.
- Acts as a technical manager of daily operations in the absence of the Forensic Toxicologist Chief.
- Assists the Forensic Toxicologist Chief in maintaining a sufficient inventory of supplies needed.
- Participates in continuing education activities to maintain personal education and training in forensic toxicology. Reviews scientific literature to maintain current knowledge. May participate in independent research.
- Assists Forensic Toxicologist Chief in publishing articles in peer reviewed scientific journals.
- Acts as a resource for Forensic Toxicologists. Provides input on difficult analysis and answers questions related to analysis and interpretation.
- Serves as a witness in legal cases.
- Maintains and repairs analytical equipment.
- Performs qualitative and quantitative analysis of case specimens.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Chemistry, Biochemistry, Forensic Science or a directly related field AND four (4) to five (5) years of directly related, increasingly responsible experience in forensic toxicology, including one (1) year of mid- to senior level supervisory or management experience;

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Toxicologist Deputy Chief

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JOB CODE: 21286  
 PAY GRADE: 21

FLSA STATUS: Exempt  
 LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Education and Experience: (Cont.)

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:

ABFT Certification.  
 Valid Texas Driver's License.

#### Preferred:

Master's degree in Chemistry, Toxicology, Pharmacological Science, Biochemistry, Forensic Science or a directly related field. ABFT certification at the Diplomate or Specialist level. Supervisory and/or management experience.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Forensic toxicological principles, methodologies, theories and practices.
- Chemical analysis and laboratory procedures.
- Quality control methodology and practices.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Managing a quality control program in forensic toxicology.
- Supervising others, including team building.
- Using and maintaining medical equipment, including calibration and operation of modern analytical instrumentation.
- Keeping accurate record analysis of results.
- Compiling data and prepare technical reports.
- Both verbal and written communication.

##### Ability to:

- Run a quality control program in forensic toxicology lab setting.
- Plan, assign, supervise, train and review the work of subordinates.
- Perform complex analysis.
- Develop and/or modify analytical procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Exercise sound judgment and decision making.
- Interpret plans and specifications, policies, procedures, codes, ordinances and regulations.
- Perform research, analyze complex data, and prepare plans and reports.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist Deputy Chief

JOB CODE: 21286

FLSA STATUS: Exempt

PAY GRADE: 21

LAST REVISED: 10/01/09

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### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to sitting, client/customer contact, standing, walking, climbing stairs, bending, twisting, stooping, kneeling, crouching, squatting, pushing, reaching, and repetitive motion to perform the essential functions. Must possess sufficient physical strength and emotional stability to work under adverse conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Forensic Toxicologist Chief

**JOB CODE:** 24285  
**PAY GRADE:** 24

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Directs and supervises the delivery of Toxicology laboratory operations in the Medical Examiner facility. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable professional standards and procedures established by the law, court, and Medical Examiner. Performs scientific analysis, interprets analytical findings and reports findings to aid in determination of cause and manner of death. Approves toxicology reports and manages toxicology staff.

### DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four toxicology-related job classifications within the Medical job family. Incumbents perform advanced forensic and chemical analysis and are responsible for division operations. Duties require a highly advanced degree of initiative and independent judgment. This classification is distinguished from the other toxicology-related job classifications in that the incumbent serves as the division manager. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Manages toxicology lab operations and personnel in the Medical Examiner facility. Duties include managerial level administrative tasks, including short and long term planning.
- Trains or ensures the training of Toxicology staff. Performs staff development assignments.
- Develops new methodologies for testing and analysis.
- Ensures that lab has proper staffing, policies and procedures to maintain ABFT accreditation.
- Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable professional standards and procedures established by the law, court and Medical Examiner.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours.
- Develops, implements and monitors laboratory procedures within quality control standards.
- Develops and implements quality control and quality assurance procedures with the assistance of the Forensic Toxicologist Deputy Chief. Enforces policies and procedures related to this type work as established by the department.
- Reviews and certifies analytical findings and prepares reports. Ensures the accuracy and maintenance of reports and records.
- Provides toxicological interpretation of reports for staff, law enforcement, personal and attorneys. Testifies in court proceedings as an expert toxicology witness.
- Evaluates and writes specifications for purchase of new analytical equipment.
- Plans budget for laboratory.
- Performs qualitative and quantitative analysis of case specimens.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Ph.D. in Chemistry, Toxicology, Pharmacological Science or a directly related field AND four (4) to seven (7) years of directly related, increasingly responsible experience in forensic toxicology, including one (1) to two (2) years of mid- to senior level supervisory or management experience;

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.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Forensic Toxicologist Chief

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JOB CODE: 24285  
PAY GRADE: 24

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

DABFT Certification.  
Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Forensic toxicological principles, methodologies, theories and practices.
- Chemical analysis and laboratory procedures.
- Management and supervisory principles, practices and techniques.
- Budget preparation and office management.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising other professional employees, including team building.
- Managing toxicology operations in a lab setting.
- Devising and implementing policies and procedures.
- Using and caring for medical equipment and calibration and operation of modern analytical instrumentation.
- Recording accurate analysis of results.
- Acquiring new information related to forensic toxicology.
- Compiling data and preparing technical reports.
- Both verbal and written communication.

##### Ability to:

- Plan, assign, supervise, train and review the work of subordinates.
- Coordinate and prioritize programs, projects and activities.
- Perform complex analysis.
- Develop and/or modify analytical procedures.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Exercise sound judgment and make sound decisions.
- Interpret plans and specifications, policies, procedures, codes, ordinances and regulations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform research, analyze complex data, and prepare plans and reports.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Forensic Toxicologist Chief**

**JOB CODE:** 24285

**FLSA STATUS:** Exempt

**PAY GRADE:** 24

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to sitting, client/customer contact, standing, walking, climbing stairs, bending, twisting, stooping, kneeling, crouching, squatting, pushing, reaching, and repetitive motion to perform the essential functions. Must possess sufficient physical strength and emotional stability to work under adverse conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Medical Examiner I

<b>JOB CODE:</b>	98084	<b>FLSA STATUS:</b>	Exempt
<b>PAY GRADE:</b>	98	<b>LAST REVISED:</b>	10/01/09
<b>SALARY RANGE:</b>	Min \$122,175 Mid \$158,828 Max \$195,481		

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### JOB SUMMARY:

Responsible for the investigation or supervision of investigation for all types of death. Assumes the principle duties of the Chief Medical Examiner during absences. Performs medical-legal postmortem investigations, autopsies and examinations, orders analytical office to provide proper investigations of deaths and determines accurate cause and manner of death including investigation and evaluation of current and anticipated future inquiries occurring within jurisdiction of Travis County Medical Examiner in accordance with Article 49.25, Texas Code of Criminal Procedure.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four medical examiner-related job classifications within the Medical job family. Assumes the principle duties of the Chief Medical Examiner during absences. This classification is distinguished by performing medicolegal postmortem examination duties and responsibilities. Subject to call to respond to and coordinate disaster response efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Serves as Inquest Authority under direction of Chief Medical Examiner. Assumes the principle duties of the Chief Medical Examiner during absences.
- Conducts post-mortem examinations to determine cause and manner of death. Orders appropriate analytical testing. Collects specimens and evidentiary materials and requests. Performs external examination of bodies. Dictates findings immediately upon completion of post-mortem examination. Prepares written opinion reports regarding case findings, including the interpretation, findings, and issues official death certificate and final report ruling as to cause and manner of death. Promptly reviews and signs Medical Examiner Reports to be submitted for approval by Chief Medical Examiner. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death, physiologic and psychological mechanisms involved.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours.
- Assists with the directing and planning of quality evaluation systems for all phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities, including scientific research, teaching and training, academic lectures and other educational activities.
- Responsible for assisting with the review of all forensic work to ensure quality and consistency of reports.
- Provides expert medical witness testimony in local, state and federal court proceedings to include Out-of-County testimony. Oversees forensic criminal and civil actions associated with cases investigated. Confers with attorneys, law enforcement, physicians, media, family members and general public, as required
- Acts as a Radiation Safety Officer.
- Provides educational and statistical information to community agencies, insurance companies, broadcast or print media, social agencies and educational programs. Responds to difficult inquiries and complaints.
- Represents Chief Medical Examiner, in absence of Chief Medical Examiner, at public functions and in meetings,, State and national forensic organizations board meetings, review team meetings, emergency operations and planning meetings, seminars, conferences, professional associations meetings, civic and school groups, college groups, private organizations, and participates on related committees. Attends continuing education classes.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Medical Examiner I

**JOB CODE:** 98084  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$122,175  
Mid \$158,828  
Max \$195,481

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited college of medicine AND a postgraduate training program in pathology AND one (1) year of training in forensic pathology at a medical-legal training center.

#### Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.

American Board certified in anatomic or anatomic/clinic pathology.

American Board eligible or certified in forensic pathology (board certified in forensic pathology within three (3) years of employment).

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Medicolegal investigation of death techniques.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budget development, process and maintenance.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.
- Business English, spelling and arithmetic.

##### Skill in:

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting investigations.
- Practicing of medicine, pathology and forensic pathology.
- Holding inquests, and documenting results of application of forensic pathology, toxicology, histology and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Department policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Medical Examiner I

**JOB CODE:** 98084  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$122,175  
 Mid \$158,828  
 Max \$195,481

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to:

- Plan, direct and coordinate the work activities of managerial, professional and support staff.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Deal with death-related environment daily, and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with dead and decomposing bodies.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Medical Examiner II

**JOB CODE:** 98085  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
 Mid \$208,191  
 Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Responsible for the investigation or supervision of investigation for all types of death. Assumes the principle duties of the Chief Medical Examiner during absences. Performs medical-legal postmortem investigations, autopsies and examinations, orders analytical office to provide proper investigations of deaths and determines accurate cause and manner of death, including investigation and evaluation of current and anticipated future inquiries occurring within jurisdiction of Travis County Medical Examiner in accordance with Article 49.25, Texas Code of Criminal Procedure.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four medical examiner-related job classifications within the Medical job family. Assumes the principle duties of the Chief Medical Examiner during absences. Subject to call to respond to and coordinate disaster response efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Serves as Inquest Authority under direction of Chief Medical Examiner. Assumes the principle duties of the Chief Medical Examiner during absences.
- Conducts post-mortem examinations to determine cause and manner of death. Orders appropriate analytical testing. Collects specimens and evidentiary materials and requests. Performs external examination of bodies. Dictates findings immediately upon completion of post-mortem examination. Prepares written opinion reports regarding case findings, including the interpretation, findings, and issues official death certificate and final report ruling as to cause and manner of death. Promptly reviews and signs Medical Examiner Reports to be submitted for approval by Chief Medical Examiner. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death, physiologic and psychological mechanisms involved.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours.
- Assists with the directing and planning of quality evaluation systems for all phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities, including scientific research, teaching and training, academic lectures and other educational activities.
- Responsible for assisting with the review of all forensic work to ensure quality and consistency of reports.
- Provides expert medical witness testimony in local, state and federal court proceedings to include Out-of-County testimony. Oversees forensic criminal and civil actions associated with cases investigated. Confers with attorneys, law enforcement, physicians, media, family members and general public, as required.
- Acts as a Radiation Safety Officer.
- Provides educational and statistical information to community agencies, insurance companies, broadcast or print media, social agencies and educational programs. Responds to difficult inquires and complaints.
- Represents Chief Medical Examiner, in absence of Chief Medical Examiner, at public functions and in meetings,, State and national forensic organizations board meetings, review team meetings, emergency operations and planning meetings, seminars, conferences, professional associations meetings, civic and school groups, college groups, private organizations, and participates on related committees. Attends continuing education classes.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Deputy Medical Examiner II

**JOB CODE:** 98085  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
Mid \$208,191  
Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited college of medicine AND a postgraduate training program in pathology AND one (1) year of training in forensic pathology at a medical-legal training center.

#### Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.  
American Board certified in anatomic or anatomic/clinic pathology.  
American Board certified in forensic pathology.  
Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Medicolegal investigation of death techniques.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgeting development, process and maintenance.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.
- Business English, spelling and arithmetic.

##### **Skill in:**

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting investigations.
- Practicing of medicine, pathology and forensic pathology.
- Holding inquests, and documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Department policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Medical Examiner II

**JOB CODE:** 98085  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
Mid \$208,191  
Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to:

- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with dead and decomposing bodies.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Deputy Chief Medical Examiner**

**JOB CODE:** 98083  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
 Mid \$208,191  
 Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**JOB SUMMARY:**

Assists in the planning, directing, and supervising of death investigation-related activities in the medical examiner department. Provides supervision of daily morgue activities including medical examiners and visiting physicians, and other supervisory responsibilities as assigned. Follows established protocols and exercises independent professional judgement to direct death investigations for the purpose of determining accurate cause and manner of death. This includes investigation and evaluation of current and anticipated future inquiries with regard to unattended, suspicious, unexpected, and violent deaths in accordance with Art. 49.25 of Texas Code of Criminal Procedure. Provides scientific consultation assistance to law enforcement agencies, attorneys, and the general public. Provides expert testimony in legal proceedings. Assumes the principle duties of the Chief Medical Examiner during absences including direct supervision of the medical staff. Fulfills various academic responsibilities including scientific research, teaching and training, academic lectures, and other educational activities. Participates in the strategic planning process of the medical examiner department and undertakes special projects as assigned. Job has critical impact on department operations and public image. Reports to the Chief Medical Examiner. Coordinates with the Chief Administrative Officer to liaison with the Commissioners Court and the Executive Manager, as required. Demonstrates initiative and sound judgment to achieve work goals, and analyzes conflicting or incomplete data to yield supportable decisions. Performs leadership role in disaster efforts.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of four medical examiner-related job classifications within the Medical job family. Assumes the principle duties of the Chief Medical Examiner during absences. This classification is distinguished by performing medicolegal postmortem examination duties and responsibilities. Subject to call to respond to and coordinate disaster response efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Conducts post-mortem examinations to determine cause and manner of death.
- May perform individual and complex medical-legal investigation or supervision of investigation as assigned by Chief Medical Examiner.
- Assists the Chief Medical Examiner in providing supervision of the investigation for all types of death occurring as prescribed by law, and specifies, defines, and enforces forensic standards, policies and procedures to ensure standardization within the Medical Examiner's office.
- Reviews and settles controversial issues pertaining to cause of death and physical evidence analysis.
- Uses expert judgment when supervising various operations within the Medical Examiner's office.
- Evaluates physical evidence and presents findings during court proceedings.
- Uses broad discretion to complete work assignments.
- Reviews forensic work to ensure quality and consistency of reports.
- Serves as media liaison in the absence of the Chief Medical Examiner.
- Testifies in court as expert witness, to include Out-of-County testimony. Directs forensic criminal and civil actions associated with cases investigated. Confers with attorneys, physicians, relatives and general public, as required.
- Assumes the principle duties of the Chief Medical Examiner during absences.
- Directs and supervises the medical staff of the department, evaluates job performance and coordinates schedules and assignments and work hours.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Deputy Chief Medical Examiner

**JOB CODE:** 98083  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
Mid \$208,191  
Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Assists in directing, planning, and providing the quality evaluation systems for medical phases of forensic operations to assure quality and consistent work methods.
- Supervises department related academic lectures, training and research functions.
- Takes charge of the body and all property found with it in the absence of next-of-kin or a legal representative of the deceased. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death and physiologic and psychological mechanisms involved.
- Maintains accurate and complete investigative records, reports, and detailed findings of the autopsy, if any; files reports setting forth the cause of death with the District Attorney; furnishes certificates of autopsy or that no autopsy was necessary to owners and operators of crematories before a body is cremated.
- Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups and other criminal justice and related agencies.
- Works with the Chief Administrative Officer to provide information and statistical information to community agencies, insurance companies, news media, social agencies, and educational programs. Responds to difficult inquiries and complaints.
- Represents the County at meetings, state and national forensic organizations board meetings, seminars, conferences, professional associations meetings, private organizations, and participates on related committees.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited college of medicine AND postgraduate pathology training program AND one (1) year of training in forensic pathology at a medical-legal training center. At least three (3) years of progressively responsible experience as a Medical Examiner, including two (2) years of supervisory, senior-level and/or managerial experience, or specialized training, education or qualifications.

#### Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice medicine in the State of Texas issued by the Texas Medical Board.  
American Board certified in anatomic or anatomic/clinic pathology.  
American Board certified in forensic pathology.  
Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Medico-legal death investigation techniques.
- NAME accreditation standards and other best practices for forensic centers.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, and procedures of the medical examiner department.
- Principle and procedures of record keeping.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Deputy Chief Medical Examiner**

**JOB CODE:** 98083  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$160,147  
 Mid \$208,191  
 Max \$256,235

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Skill in:**

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Conducting medico-legal investigations.
- Practicing of medicine, pathology and forensic pathology.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Working and communicating with various community groups.
- Exercising independent judgment.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

**Ability to:**

- Plan, direct, and coordinate the work activities of professional staff.
- Assist in meeting NAME accreditation standards and achieve accreditation.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Deal with death-related environment daily, and unpleasant odors associated with autopsies.
- Work independently.
- Exercise sound judgment and make proper decisions.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony, as required.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, medical community, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Chief Medical Examiner

**JOB CODE:** 98086  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$183,352  
 Mid \$238,358  
 Max \$293,364

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Directs the forensic functions of the Medical Examiner's office to provide proper investigations of deaths and determines accurate cause and manner of death including investigation and evaluation of current and anticipated future inquiries in regard to unattended, suspicious, unexpected, and violent deaths in accordance with Art. 49.25 of Texas Code of Criminal Procedure. Job has critical impact on department operations and public image. Medical Examiner is appointed by the Commissioners Court. Coordinates with the Medical Examiner Chief Administrative Officer to liaison with the Commissioners Court and the Executive Manager.

### DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four medical examiner-related job classifications within the Medical job family. This classification is distinguished by serving as the top administrator and chief medical examiner of department. Demonstrates initiative and sound judgment to achieve work goals; and analyzes conflicting or incomplete data to yield supportable decisions. Performs leadership role in disaster efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Conducts post-mortem examinations to determine cause and manner of death.
- Responsible for the investigation or supervision of the investigation for all types of death occurring as prescribed by law. Specifies and defines forensic standards, policies and procedures to ensure and enforce standardization within the Medical Examiner's office.
- Reviews and settles controversial issues pertaining to cause of death and physical evidence analysis.
- Uses expert judgment to direct all actions in the Medical Examiner's office operations, evaluates physical evidence and presents findings during court proceedings and uses broad discretion to complete work assignments.
- Reviews all forensic work to ensure quality and consistency of reports. Testifies in court as expert witness, to include Out-of-County testimony. Directs forensic criminal and civil actions associated with cases investigated. Confers with attorneys, physicians, media, relatives and general public, as required.
- Directs, plans, and provides quality evaluation systems for medical phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities including scientific research, teaching and training, academic lectures, and other educational activities.
- Administers oaths and takes affidavits while conducting investigations.
- Takes charge of the body and all property found with it in the absence of next-of-kin or a legal representative of the deceased. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death and physiologic and psychological mechanisms involved.
- Maintains accurate and complete investigative records, reports, and detailed findings of the autopsy, if any; files reports setting forth the cause of death with the District Attorney. Furnishes certificates of autopsy or that no autopsy was necessary to owners and operators of crematories before a body is cremated.
- Supervises medical staff, evaluates job performance and coordinates schedules and assignments and work hours.
- Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups and other criminal justice and related agencies.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Chief Medical Examiner

**JOB CODE:** 98086  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$183,352  
Mid \$238,358  
Max \$293,364

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Works with Medical Examiner Chief Administrative Officer to provide information and statistical information to community agencies, insurance companies, news media, social agencies, and educational programs. Responds to difficult inquires and complaints.
- Represents the County at meetings, state and national forensic organizations board meetings, seminars, conferences, professional associations meetings, private organizations, and participates on related committees. Represents Medical Examiner at Commissioners Court sessions on items requiring agenda discussions.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Graduation from an accredited school of medicine with a degree as a medical doctor AND ten (10) years of progressively responsible experience as a forensic pathologist medical doctor, Deputy Medical Examiner, or Medical Examiner AND completed training in pathology, toxicology, histology and other medical-legal sciences, and including four (4) years of supervisory and top management experience.

#### Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.  
American Board certified in anatomic or anatomic/clinic pathology.  
American Board certified in forensic pathology.  
Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Medicolegal investigation of death techniques.
- NAME accreditation standards and other best practices for forensic centers.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.

##### **Skill in:**

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting medico-legal investigations.
- Practicing of medicine, pathology and forensic pathology.
- Documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Chief Medical Examiner**

**JOB CODE:** 98086  
**PAY GRADE:** 98  
**SALARY RANGE:** Min \$183,352  
 Mid \$238,358  
 Max \$293,364

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Skill in: (Cont.)**

- Department medical legal policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing, recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

**Ability to:**

- Plan, direct, and coordinate the work activities of professional staff.
- Lead staff in meeting NAME accreditation standards and achieving accreditation.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Interpret, follow and enforce written policies and procedures.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, medical community, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Dispatcher**

**JOB CODE:** 12227  
**PAY GRADE:** 12

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Under general direction, monitors, receives, evaluates and responds to radio traffic and telephone requests for services from both internal and external customers.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification is distinguished from the 9-1-1 Telecomm Specialist as those incumbents typically perform and control multiple 9-1-1 communication multiple-simultaneous tasks and responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Monitors, receives, evaluates and responds to radio traffic. Maintains contact and monitors field units. Enters and updates information on computerized system.
- Determines appropriate personnel, apparatus and equipment to be dispatched using radio and/or computer systems.
- Answers multi-line incoming calls. Screens and evaluates, relays and responds to calls from internal and external customers.
- Maintains, updates and assesses various logs and reports, and computer data files and databases. Maintains files, as required.
- Prepares purchase requisitions and coordinates delivery of materials.
- Monitors weather conditions.
- Performs research and relays information to the field.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

High School diploma or G.E.D. AND one (1) year radio equipment or telephone switchboard console, or completion of a communication training course, including one (1) year of computer experience;

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:**

Valid Texas Driver's License.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Radio concepts and equipment functions.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Basic telephone courtesy and functional knowledge.
- Physical County geography layout.
- Modern office/clerical practices, procedures and methods.
- File management and techniques.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

227

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Dispatcher**

**JOB CODE:**       12227  
**PAY GRADE:**     12

**FLSA STATUS:**    Non-Exempt  
**LAST REVISED:**  10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

**Ability to:**

- Use of good dictation and clearly speak voice over the radio.
- Use of map directory.
- Communicate clearly, concisely, and with profession tact both verbally and in writing.
- Perform in a stressful environment, while maintaining a professional manner.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Security Coordinator

**JOB CODE:** 12740  
**PAY GRADE:** 12

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under general direction, provides care custody and control of inmates in the detention complex. Maintains accurate inventory of keys, updates and maintains complete detainee rosters and daily activity log, and performs a variety of administrative, skilled or technical tasks of a specialized nature. Security of inmates and the public is a major element in the performance of duties assigned to this job classification.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification possesses knowledge of fundamental concepts, practices, and procedures. This classification is distinguished in that incumbents are directly responsible for security of the inmates and public visiting detention centers. This classification may require work in secure facilities.

### DUTIES AND RESPONSIBILITIES:

- Operates base radio within the jail detention complex and maintains contact with all jail posts. Monitors radio for routine and emergency transmissions.
- Monitors and operates security alarm systems in the detention complex. Operates electronic control panel for access to unit. Operates screening devices, such as the X-ray machine. Monitors security cameras to track normal inmate movement and identify security violations in all areas, including MPA and isolation areas. Provides surveillance of activity in passive dayrooms.
- Maintains accurate inmate count for each unit, including individual building counts. Reports all suspicious behavior and activity to appropriate personnel. Responds to panic and fire alarms throughout the courthouses and other locations. Writes reports or supplements to incidents or violations of the law. Maintains running count sheet showing inmate movement. Records counts at shift change.
- Dispatches officers to various tasks on or off the complex. Coordinates traffic flow during detention and other hearings. Responds to and coordinates emergency situations.
- Coordinates access into, within and out of the complex. Answers telephone and relays information between buildings, supervisors, officers and the general public.
- Enters information into computer system and drafts correspondence using computer software. Performs administrative duties, such as filing, photocopying, answering phones and data entry.
- Provides first line of security to buildings within the complex. Assists with inmate visitation, ensures that all visitors are properly signed in and accounted for with appropriate identification before allowing access into secured area.
- Processes new inmates by booking, interviewing, completing paperwork, fingerprinting, taking photos, searching inmates and takes all property, including clothes and money to be held while in custody. Maintains accurate inventory and account of inmate property and money when they are detained. Returns appropriate belongings, such as money or clothing, to detainees when released.
- Initiates and develops files on inmates who participate in the weekend work release program. Conducts warrant checks on inmates processed at both intake and release.
- Handles classification and tracking of inmates who are a part of specific programs. Completes program processing, gives orientation, and reviews protective order information with inmate. Accepts fine payments for inmates on the weekend program.
- Performs inmates sentence calculations and releases by reviewing court commitments, calculating time served, tracking and projecting release dates, and tracking credit for inmates who work upon completion of sentence. Researches back time for credits for courts and attorneys. Audits files, as required.
- Interacts with courts and other agencies to verify defendant has been sentenced to a particular program or is authorized for release. Contacts immigration, as required.
- Supervises and monitors key control.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Security Coordinator

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JOB CODE: 12740  
 PAY GRADE: 12

FLSA STATUS: Non-Exempt  
 LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND up to one (1) year experience in corrections, security or computer operations;

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:

TCIC/NCIC Certification must be obtained within six (6) months of employment.

Jailer License must be obtained within six (6) months of employment.

Must complete a 40-hour basic adult or juvenile correctional training course within six (6) months of employment.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Methods, procedures and techniques used in operating jailhouse security systems.
- Modern office/clerical and administrative practices, procedures and methods related to operating jailhouse security systems.
- File management and techniques.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.
- Business English, spelling and arithmetic.

##### Skill in:

- Record keeping.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

##### Ability to:

- Physically perform assigned security duties with alertness.
- Use firmness and tact in enforcing regulations.
- Communicate effectively with inmates.
- Understand and carry out verbal and written directions.
- Handle stressful situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to continual contact with persons accused or convicted of crimes. Subject to stressful court environment and client and customer contact for extended periods of time.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Telecommunication 9-1-1 Specialist Call Taker

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**JOB CODE:** 13759  
**PAY GRADE:** 13

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under general supervision, operates 9-1-1 telecommunications equipment used in receiving, evaluating, sending and relaying information in response to emergency and non-emergency calls.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three telecommunication-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished from the Telecomm 9-1-1 Senior in that incumbents typically specialize in a division/department function and also possess broader knowledge/skills about division/department operations to allow more independence in carrying out responsibilities. May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department

### DUTIES AND RESPONSIBILITIES:

- Answers incoming emergency (9-1-1) and non-emergency calls.
- Operates emergency telecommunication networks equipment used in receiving and relaying information in response to emergency calls.
- Refers emergency fire and EMS calls by communicating with persons verbally over telephone and radio equipment. Ensures callers are transferred to appropriate agencies.
- Maintains telephone contact with callers during critical incidents and updates dispatch card with information pertaining to the call. Keeps caller calm and focused. Controls the call to quickly and accurately obtain necessary information.
- Operates telephone device for the hearing impaired (TDD) to ensure emergency services is provided.
- Accesses Language Line to ensure appropriate emergency response.
- Operates a radio system in accordance with FCC rules and regulations.
- Dispatches units to various calls for services.
- Coordinates, performs and controls multiple 9-1-1 communication multiple-simultaneous tasks on demand.
- Obtains and relays information to patrol officers and staff through telecommunication networks using a Computer Aided Dispatch Terminal (CAD), NCIC, TCIC, and TLETS. Uses log, runs inquiries, researches and enters information, assigns case numbers and maintains databases.
- Uses laws, rules, regulations, policies and procedures for ensuring proper response to the public calls for assistance and inquiry.
- May interpret maps and other legal location description documents.
- Obtains appropriate information from calls via 9-1-1 telephone system.
- Processes information and data in accordance with TCSO policies and legal requirements.
- May operate a County vehicle for business purposes and under non-emergency conditions.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year of telecommunications experience or equivalent, including one (1) year of computer experience;

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist Call Taker

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JOB CODE: 13759  
PAY GRADE: 13

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Education and Experience: (Cont.)

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.

#### Preferred:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesy and functional knowledge.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

##### Ability to:

- Gain working knowledge of the physical County geography layout.
- Communicate clearly, concisely and with professional tact both verbally and in writing.
- Perform on demand, in a highly stressful environment, while maintaining a professional manner.
- Perform multiple-simultaneous tasks on demand.
- React and remain calm under stress and make quick and calm decisions in emergency situations.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds, occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications within the confines of the communication center. Work requires 24-hours/7-days a week.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist

**JOB CODE:** 14752  
**PAY GRADE:** 14

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under general supervision, operates 9-1-1 telecommunications equipment used in receiving, evaluating, sending and relaying information in response to emergency and non-emergency calls.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three telecommunication-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished from the Telecomm 9-1-1 Senior in that incumbents typically specialize in a division/department function and also possess broader knowledge/skills about division/department operation to allow more independence in carrying out responsibilities. T May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Answers incoming emergency (9-1-1) and non-emergency calls.
- Operates emergency telecommunication networks equipment used in receiving and relaying information in response to emergency calls.
- Refers emergency fire and EMS calls by communicating with persons verbally over telephone and radio equipment. Ensures callers are transferred to appropriate agencies.
- Maintains telephone contact with callers during critical incidents and updates dispatch card with information pertaining to the call. Keeps caller calm and focused. Controls the call to quickly and accurately obtain necessary information.
- Operates telephone device for the hearing impaired (TDD) to ensure emergency services is provided.
- Accesses Language Line to ensure appropriate emergency response.
- Operates a radio system in accordance with FCC rules and regulations.
- Dispatches units to various calls for services.
- Coordinates, performs and controls multiple 9-1-1 communication multiple-simultaneous tasks on demand.
- Obtains and relays information to patrol officers and staff through telecommunication networks using a Computer Aided Dispatch Terminal (CAD), NCIC, TCIC, and TLETS. Uses log, runs inquiries, researches and enters information, assigns case numbers and maintains databases.
- Uses laws, rules, regulations, policies and procedures for ensuring proper response to the public calls for assistance and inquiry.
- May interpret maps and other legal location description documents.
- Obtains appropriate information from calls via 9-1-1 telephone system.
- Processes information and data in accordance with TCSO policies and legal requirements.
- May operate a County vehicle for business purposes and under non-emergency conditions.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist

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JOB CODE: 14752  
PAY GRADE: 14

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year of telecommunications experience or equivalent, including one (1) year of computer experience;

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.

#### Preferred:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesy and functional knowledge.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

##### Ability to:

- Gain working knowledge of the physical County geography layout.
- Communicate clearly, concisely and with professional tact both verbally and in writing.
- Perform on demand, in a highly stressful environment, while maintaining a professional manner.
- Perform multiple-simultaneous tasks on demand.
- React and remain calm under stress and make quick and calm decisions in emergency situations.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds, occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications within the confines of the communication center. Work requires 24-hours/7-days a week.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist Senior

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**JOB CODE:** 15753  
**PAY GRADE:** 15

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Under general supervision, operates 9-1-1 telecommunications equipment used in receiving, evaluating, sending and relaying information in response to emergency and non-emergency calls. Answers incoming telephone calls, assesses and prioritizes calls, and ensures callers are transferred to appropriate agencies. Provides training to staff.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three telecommunication-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished from the Telecomm 9-1-1 Specialist in that incumbents typically specialize in a division/department function and also possess broader knowledge/skills about division/department operation to allow more independence in carrying out responsibilities. May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Answers incoming emergency (9-1-1) and non-emergency calls.
- Operates emergency telecommunication networks equipment used in receiving and relaying information in response to emergency calls.
- Provides training of staff. Monitors and provide assistance, as required.
- Refers emergency fire and EMS calls by communicating with persons verbally over telephone and radio equipment. Ensures callers are transferred to appropriate agencies.
- Maintains telephone contact with callers during critical incidents and updates dispatch card with information pertaining to the call. Keeps caller calm and focused. Controls the call to quickly and accurately obtain necessary information.
- Operates telephone device for the hearing impaired (TDD) to ensure emergency services is provided.
- Accesses Language Line to ensure appropriate emergency response.
- Operates a radio system in accordance with FCC rules and regulations.
- Dispatches units to various calls for services.
- Coordinates, performs and controls multiple 9-1-1 communication multiple-simultaneous tasks on demand.
- Obtains and relays information to patrol officers and staff through telecommunication networks using a Computer Aided Dispatch Terminal (CAD), NCIC, TCIC, and TLETS. Uses log, runs inquiries, researches and enters information, assigns case numbers and maintains databases.
- Uses laws, rules, regulations, policies and procedures for ensuring proper response to the public calls for assistance and inquiry.
- May interpret maps and other legal location description documents.
- Obtains appropriate information from calls via 9-1-1 telephone system.
- Processes information and data in accordance with TCSO policies and legal requirements.
- May operate a County vehicle for business purposes and under non-emergency conditions.
- Acts as liaison between department and other divisions, and assists with complex situations, as required.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist Senior

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JOB CODE: 15753  
PAY GRADE: 15

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND one (1) year experience as an emergency service dispatcher in accordance with Civil Service Rules;

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 able to pass the Civil Service 9-1-1 Telecommunications Specialist Senior exam.

#### Preferred:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Working knowledge of the physical County geography layout.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesy and functional knowledge.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

##### Ability to:

- Communicate clearly, concisely, and with professional tact both verbally and in writing.
- Perform on demand, in a highly stressful environment, while maintaining a professional manner.
- Perform multiple-simultaneous tasks on demand.
- React and remain calm under stress and make quick and calm decisions in emergency situations.
- Provide training of staff.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds, occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications within the confines of the communication center. Work requires 24-hours/7-days a week.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Specialist Supervisor

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**JOB CODE:** 16754  
**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs technical work in the supervision of the 9-1-1 Telecommunications operations staff. Operates 9-1-1 telecommunication equipment used in receiving, evaluating, sending and relaying information in response to emergency and non-emergency calls. Answers incoming telephone calls, assesses and prioritizes calls, and ensures callers are transferred to appropriate agencies.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three telecommunication-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished from the Telecommunications 9-1-1 Specialist Senior in that incumbents in this classification perform supervisory duties. May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Analyzes the effectiveness of existing procedures. Prepares reports. Assists in the selection and training of staff. Monitors staff on shift. Schedules and provides training of staff. Coordinates work schedules.
- Supervises, monitors staff and evaluates staff job performance. Coordinates, prioritizes, schedules and assigns staff, and authorizes staff productive and non-productive work hours. Orients and trains staff.
- Functions as a 9-1-1 Telecommunications Specialist. Operates a radio system in accordance with FCC rules and regulations.
- Answers incoming emergency (9-1-1) and non-emergency calls.
- Operates emergency telecommunication networks equipment used in receiving and relaying information in response to emergency calls.
- Refers emergency fire and EMS calls by communicating with persons verbally over telephone and radio equipment. Ensures callers are transferred to appropriate agencies.
- Maintains telephone contact with callers during critical incidents and updates dispatch card with information pertaining to the call. Keeps caller calm and focused. Controls the call to quickly and accurately obtain necessary information.
- Operates telephone device for the hearing impaired (TDD) to ensure emergency services is provided.
- Accesses Language Line to ensure appropriate emergency response.
- Operates a radio system in accordance with FCC rules and regulations.
- Dispatches units to various calls for services.
- Coordinates, performs and controls multiple 9-1-1 communication multiple-simultaneous tasks on demand.
- Obtains and relays information to patrol officers and staff through telecommunication networks using a Computer Aided Dispatch Terminal (CAD), NCIC, TCIC, and TLETS. Uses log, runs inquiries, researches and enters information, assigns case numbers and maintains databases.
- Uses laws, rules, regulations, policies and procedures for ensuring proper response to the public calls for assistance and inquiry.
- May interpret maps and other legal location description documents.
- Obtains appropriate information from calls via 9-1-1 telephone system.
- Processes information and data in accordance with TCSO policies and legal requirements.
- Acts as liaison between department and other divisions, and assists with complex situations, as required.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

## JOB TITLE: Telecommunication 9-1-1 Specialist Supervisor

JOB CODE: 16754  
PAY GRADE: 16

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND three (3) years experience as an emergency service dispatcher in accordance with Civil Service Rules;

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 able to pass the Civil Service 9-1-1 Telecommunications Specialist Senior exam.

#### Preferred:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Principles and practices of leadership, training and supervision.
- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesy and functional knowledge.
- Working knowledge of the physical County geography layout.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

##### Ability to:

- Communicate clearly, concisely, and with professional tact both verbally and in writing.
- Perform on demand, in a highly stressful environment, while maintaining a professional manner.
- Perform multiple-simultaneous tasks on demand.
- React and remain calm under stress and make quick and calm decisions in emergency situations.
- Provide training of staff.
- Understand and carry out verbal and written directions/instructions.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-40 pounds and pushing/pulling with force up to 20-40 pounds, occasionally. Subject to constant sitting, reaching, talking, audition, and exercise of fine dexterity, occasional standing, walking, climbing, kneeling/crouching, bending/squatting, and gripping/grasping to perform the essential functions. Subject to job related stress and client/customer communications within the confines of the communication center. Work requires 24-hours/7-days a week.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Manager

**JOB CODE:** 21151  
**PAY GRADE:** 21

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Oversees the day-to-day operations of the Communications Division. Functions as an interdisciplinary team leader performing communications analysis and coordinating planning and implementation of communication projects. Functions as Travis County Sheriff's Office (TCSO) liaison for various City/County committees, such as 800 MHZ Trunking Coalition, Travis County Radio Committee, 911 Committee, CAD Committee, etc. May function as a Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) Certified Instructor for emergency communications for the TCSO Academy. Develops, directs, evaluates and supervises dispatchers.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification is the manager for the telecommunications staff, including dispatchers. This classification is distinguished from the Telecomm 9-1-1 Specialist Supervisor in that incumbents have management and administrative responsibilities. May be required to work on rotating shifts, including weekends and holidays. This classification may require a flexible work schedule, including performing telecommunication duties as necessary, in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Coordinates the operations of communication center with all participating agencies, both internal and external, and including other agencies.
- Administers operations policies and procedures.
- Prepares annual budget requests and preparations.
- Supervises and evaluates work performance of communications staff, including shift leaders. Ensures staff follows established procedures and guidelines for 9-1-1 Emergency telecommunications. Facilitates in-service and on-going training for staff members.
- Formulates long-term plans for communication center improvements. Prepares requests for upgraded or new equipment, supplies and services in accordance with established purchasing guidelines and procedures.
- Compiles and prepares monthly reports, including grant-required statistics, by gathering and analyzing data reported from program activities.
- Stays abreast of communication techniques and information through seminars, conferences, class and publications.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree in Business Administration, Public Administration, Criminal Justice or a directly related field AND three (3) years of administrative, communications and research activities experience;

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:**

Successful completion of the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) telecommunications course.

#### **Preferred:**

Experience in Criminal Justice administration with an emphasis in Law Enforcement.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Telecommunication 9-1-1 Manager

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JOB CODE: 21151  
PAY GRADE: 21

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Principles and practices of leadership, training and supervision.
- 9-1-1 concepts and equipment functions.
- Federal, State, Local and County communications laws, rules, regulations and guidelines.
- Emergency telecommunication practices and procedures.
- Law enforcement computer databases and telecommunications networks.
- Basic telephone courtesy and functional knowledge.
- Working knowledge of the physical County geography layout.
- Budgetary and fiscal process.
- Computer equipment to include word processing, windows, spreadsheets and databases, ArcView GIS hardware and software, and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, including team building.
- Problem solving and decision-making.
- Interacting with all levels of management, employees and multiple outside agencies.
- Both verbal and written communication.

##### Ability to:

- Communicate effectively.
- Work efficiently both independently and as part of a team.
- Plan, assign, supervise and review the work of subordinates.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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, reaching, occasional indoor/outdoor activities carrying and lifting of moderately heavy equipment, boxes to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Crime Scene Specialist****JOB CODE:** 18178**PAY GRADE:** 18**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under general supervision, performs technical and scene processing support for countywide crime scenes by photographing and sketching physical evidence, processing evidence and marking/packaging physical evidence, such as finger/shoe prints, hair, etc., to satisfy legal and scientific requirements. Prepares reports of findings, testifies in a court at law about work performed and deposition of all physical evidence.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification is distinguished from the Crime Scene Supervisor in that incumbents provide specialized and technical scene processing support in a division/department. The Crime Scene Specialist also possesses broader knowledge/skills about division/department operation to allow more independence in carrying out responsibilities. Work requires flexibility to work evenings, including weekends and holidays. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Attends to crime scenes, identifies and documents evidence and collects and processes physical evidence. Photographs and sketches physical evidence at the scene of the crime. Classifies and stores evidence. Communicates extensively with uniformed and investigative officers to determine nature and extent of the crime scene. Interacts professionally with witnesses and suspects so potential evidence is obtained legally and safely.
- Processes a large variety of different objects and surfaces for latent prints. Enhances latent prints to determine pattern types. Classifies, compares and maintains fingerprint records.
- Establishes and maintains chain of custody. Processes physical evidence. Logs, secures and maintains all evidence submitted by officers for safekeeping and laboratory submission. Releases, destroys or converts articles of evidence, in accordance with legal requirements. Delivers and retrieves physical evidence from forensic laboratories.
- Prepares reports of physical evidence in a concise written format that includes all facts observed, and disposition of all physical evidence processed, collected and preserved. Testifies in court about the evidence and work performed.
- Provides expert testimony in County, State and Federal courts. Provides expert liaison and advisory assistance to other agencies and legal teams.
- Coordinates inventory of crime scene supplies.
- Serves on various committees, as required.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND two (2) years of experience in the crime scene field. Three (3) years of fingerprint experience may be substituted for one (1) year of crime scene experience;

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:**

Valid Texas Driver's License.

**Preferred:**

Commissioned Peace Officer status.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: **Crime Scene Specialist**

**JOB CODE:** 18178  
**PAY GRADE:** 18

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### **MINIMUM QUALIFICATIONS: (Cont.)**

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Physical evidence capabilities, identification procedures, criminological and related techniques.
- Fingerprint classification methods.
- Federal, State, Local and County applicable laws, rules, regulations and applicable crime scene standards and procedures.
- Legal chain of custody procedures.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Photography and film development.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Take, process, classify and compare fingerprints.
- Make accurate sketches.
- Identify and secure all types of physical evidence.
- Work under stress when confronted with critical or unusual situations.
- Communicate effectively.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Establish and maintain effective working relationships with County employees and officials, representatives of law enforcement and other outside agencies, and the general public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 40 pounds (photography equipment) occasionally, visual acuity, hand and eye coordination, precise and meticulous when performing evidence work, and small object manual dexterity. Subject to standing, walking, bending, stooping, crouching, and maintaining balance to perform the essential functions. Subject to indoor/outdoor activities, possible hazardous biological materials, and high stress situations.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Public Information Officer-TCSO

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**JOB CODE:** 18081

**FLSA STATUS:** Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Plans, collects, prepares and disseminates public information. Prepares and releases announcements and speeches, and coordinates public information programs and events. Serves as liaison between departments, media and the public.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification is liaison between the news media, other agencies and the general public. This classification may require a flexible work schedule in order to meet the needs of the department. This classification may require work in secure facilities.

### DUTIES AND RESPONSIBILITIES:

- Researches, collects, prepares, writes and disseminates department information for publications, brochures and news media press releases. Performs editorial assignments, as required. Writes scripts for radio ads, slide and video presentations.
- Develops public information plans and strategies and coordinates employees' responses to news media questions.
- Represents the department in interviews with broadcast and print media. Serves as liaison between departments, media and the public.
- Stages and promotes special events to introduce programs and facilities.
- Responds verbally and in writing to inquiries regarding departmental activities and events. Composes and delivers speeches to local and statewide events, seminars, local community organizations, recruitment fairs, and other events.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree in Journalism, Communication, Marketing, Public Relations, Advertising or a directly related field AND three (3) years of progressively responsible public information, public relations, public information writing, public affairs/community relations/outreach or similar such program experience;

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:**

Valid Texas Class C Driver's License (CDL). Loss of the Class C License is cause for discipline. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Must be available to respond to media events, crime scenes and public interest events seven days per week, 24-hours per day.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Public relations principles, practices and techniques.
- Functioning of broadcast news media preferably, including a familiarity with the local media marketplace.
- Event coordination, production, planning procedures and techniques.
- County public relations strategies and practices.
- Principles and methods used in researching, organizing, writing, editing and producing copy.
- Public relations and promotional methods.
- Business English, spelling, letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Public Information Officer-TCSO**

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**JOB CODE:** 18081  
**PAY GRADE:** 18

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Both verbal and written communication, including presentations.

**Ability to:**

- Work in highly visible position.
- Manage highly sensitive issues while subject to public scrutiny.
- Communicate and interact effectively with a wide variety of people, elected officials, other County departments, local and state agencies, news media organizations, private organizations, special interest groups and the general public.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Chief Investigations

**JOB CODE:** 27091

**PAY GRADE:** 27

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Manages, directs and coordinates the activities of the investigative division.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Manages and coordinates the personnel, equipment, facilities and finances assigned to the division. Assists subordinates in their case preparation. Assigns and monitors workload. Handles training, policy issues and budget requests for the division. Monitors division programs for compliance to policies, procedures, and Federal, State, Local and County requirements.
- Organizes and supervises investigations. Compiles and prepares statistical data and management reports for presentation.
- Performs investigative duties per assigned cases. Plans, organizes and conducts special investigations, as required.
- Manages the control and integrity of the evidence room.
- Communicates and networks with other division directors, program managers, department heads, and elected and appointed officials in other County departments. Serves as liaison with other agencies.
- Represents County by attending meetings, community meetings, seminars, conferences, and professional associations meetings. Participates in private organizations and serves on related committees.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Criminal Justice or a directly related field AND five (5) years of directly related, increasingly responsible managerial experience in investigative and law enforcement officer capacity, including three (3) years of mid- to senior level supervisory or management experience;

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:

Advanced certification issued by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE).

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Law enforcement procedures.
- Management principles and applications in a law enforcement and legal environment.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Commission on Law Enforcement Officer Standards and Education regulations.
- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Chief Investigations

JOB CODE: 27091  
PAY GRADE: 27

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge of: (Cont.)

- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

#### Skill in:

- Interviewing.
- Using firearms.
- Supervisory/management issues, including planning and managing teams.
- Meeting emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

#### Ability to:

- Communicate effectively with persons of very diverse socioeconomic backgrounds.
- Motivate, train, supervise and develop subordinate professional and support employees.
- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Captain Corrections**

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**JOB CODE:** 28092

**PAY GRADE:** 28

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Directs the activities of one or more correctional facilities or services.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Assists with the development of the annual budget. Reviews balances and approves purchases and transfers.
- Attends training mandates by law.
- Supervises, inspects and evaluates the operations of one or more correctional facilities or services. Oversees and ensures operations meet requirements.
- Develops, implements and evaluates plans and budgets within established guidelines. Issues task statements, performance standards, and evaluates employee performance. Conducts and attends meetings.
- Manages and supervises staff, including training of new employees and in-service staff development. Prepares and implements work schedules.
- Develops, writes, reviews and implements policies.
- Handles employee, general public and professional community complaints. Investigates and takes appropriate action on complaints.
- Monitors facilities and programs for security, safety and for compliance with state and court-ordered standards.
- Coordinates work efforts between divisions and other agencies. Answers media requests.
- Monitors and manages inmate population levels.
- Approves or denies access to officials.
- Communicates and networks with other division directors, program managers, department heads, and elected and appointed officials in other County departments.
- Represents County by attending meetings, community meetings, seminars, conferences and professional associations. Participates in meetings, private organizations and serves on related committees.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Criminal Justice or a directly related field AND four (4) years of directly related, increasingly responsible managerial experience in law enforcement/correctional capacity, including two (2) years of mid- to senior level supervisory or management experience;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Captain Corrections

JOB CODE: 28092

FLSA STATUS: Exempt

PAY GRADE: 28

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Jailer Certificate and Basic Law Enforcement Certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE).

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Laws, regulations and procedures governing custody of persons.
- Standard management theory, principles, practices and techniques.
- Penal Code, and the Code of Criminal Procedure, Rules of Evidence, Family Code, Civil statutes, Regulatory Agency Codes, Texas Jail Standards.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervisory/management issues, including planning and managing teams.
- Meeting emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

##### Ability to:

- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Captain Corrections**

**JOB CODE:** 28092

**PAY GRADE:** 28

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Captain Law Enforcement****JOB CODE:** 28093**PAY GRADE:** 28**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Directs the activities of one or more law enforcement divisions.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department. This classification may require work in secure facilities.

**DUTIES AND RESPONSIBILITIES:**

- Manages, supervises, directs, inspects and evaluates personnel to provide law enforcement services.
- Plans and develops goals and objectives. Develops procedures and ensures policies and practices are met. Manages accreditation processes. Develops processes in accordance with professional standards.
- Prepares and implements work schedules, trains and deploys resources.
- Manages division plans and budgets. Procures equipment.
- Disciplines employees and resolves personnel issues and problems. Coordinates training needs. Coordinates personnel and payroll needs. Ensures compliance with the laws.
- Compiles and prepares statistical data and management reports for presentation.
- Handles employee, general public and professional community complaints. Investigates and takes appropriate action on complaints.
- Participates and manages special projects, groups and task forces.
- Develops and implements new systems and programs.
- Communicates and networks with other division directors, program managers, department heads, and elected and appointed officials in other County departments. Serves as liaison with other agencies.
- Develops, coordinates and implements plans for special operations with other agencies.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional associations meetings. Participates in private organizations and serves on related committees. Makes public presentations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Criminal Justice or a directly related field AND five (5) years of directly related, increasingly responsible managerial experience in law enforcement/correctional capacity, including three (3) years of mid- to senior level supervisory or management experience;

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:**

Intermediate TCLEOSE license issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Valid Texas Driver's License.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Captain Law Enforcement****JOB CODE:** 28093**FLSA STATUS:** Exempt**PAY GRADE:** 28**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Principles of law enforcement administration.
- Effective methods of deploying law enforcement officers to meet actual and anticipated emergencies.
- Criminal law with emphasis on the apprehension, arrest and prosecution of violators of the law.
- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervisory/management issues, including planning and managing teams.
- Meeting emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, organize and effectively direct projects.
- Instruct and advise.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Major**

**JOB CODE:** 30094

**PAY GRADE:** 30

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Directs and coordinates activities of either the Corrections or Law Enforcement Division and oversees day-to-day operations of assigned division.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Manages, directs and oversees activities of assigned staff. Plans and develops division goals and objectives. Conducts and participates in meetings. Delegate's authority to staff. Ensures financial accountability and responsibility. Develops project management strategies, timelines and budgets. Provides administrative oversight on projects and grants.
- Responds to inquires from general public, communicates and networks with other division directors, program managers, department heads, and elected and appointed officials in other County departments. Serves as liaison with other agencies.
- Participates in meetings and develops area wide emergency plans with other agencies.
- Reviews reports and files on potential liability or litigation, employee injury or misconduct. Administers or recommends corrective or disciplinary measures.
- Prepares annual budget. Reviews and approves budget requests. Authorizes purchase requests.
- Develops, reviews, supports and enforces compliance with policies and procedures.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional associations. Participates in meetings, private organizations and serves on related committees.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Criminal Justice or a directly related field AND five (5) years of directly related, increasingly responsible managerial experience in law enforcement/correctional capacity, including three (3) years of mid- to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

**Preferred:**

Advanced TCLEOSE license by the Texas Commission on Law Enforcement Officers Standards and Education.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Major**

**JOB CODE:** 30094

**PAY GRADE:** 30

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Law enforcement principles and practices.
- State and federal laws related to correctional/law enforcement agencies.
- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervisory/management issues, including planning and managing teams.
- Meeting emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Chief Deputy Sheriff****JOB CODE:** 32095**PAY GRADE:** 32**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Serves as chief operational and administrative executive. Oversees day-to-day operations of the correctional and patrol divisions. Assists in developing policy direction.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Meets with, and directs division heads and administrative staff.
- Inspects County correctional facilities, other department facilities and activities against departmental standards.
- Conducts hearings, hears public complaints, inmate and employee grievances and recommends appropriate actions. Conducts internal investigations and assists in major investigations and departmental operations.
- Supervises development and implementation of annual operating plans and budgets.
- Authorizes checks, warrants, expenditures, disbursements and purchase orders and monitors budget. Evaluates, recommends and manages contracts.
- Reviews inmate population reports.
- Briefs with department heads, and elected and appointed officials in other County departments. Serves as liaison with other agencies. Addresses Commissioners Court. Testifies in courts. Serves as expert witness.
- Evaluates program outcomes. Interprets legal requirements.
- Directs policy development. Reviews projects and reports. Evaluates bids and proposals.
- Addresses legislative committees, civic groups, and training classes. Replies to citizen, employee and attorney complaints.
- Briefs visiting officials and meets with potential vendors.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Business Administration, Public Administration, Criminal Justice or a directly related field AND eight (8) years of progressively responsible senior administrative level management experience in a law enforcement or criminal justice system, including five (5) years of senior administrative level and supervision of managerial and professional personnel work activities and responsibility for developing, implementing and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

**Preferred:**

Master's degree in Business Administration, Public Administration, Criminal Justice or a directly related field.

Advanced certification by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE).

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Chief Deputy Sheriff****JOB CODE:** 32095**PAY GRADE:** 32**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Law enforcement policies and procedures.
- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Governmental personnel policies and planning and budgeting concepts.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervisory/management issues, including planning and managing teams.
- Meeting emergencies.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, organize and effectively direct projects.
- Supervise work of professional and support staff members.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Job may involve danger due to contact with criminals and suspects.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:      Emergency Management Coordinator Assistant**

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**JOB CODE:**            22238

**FLSA STATUS:**        Exempt

**PAY GRADE:**         22

**LAST REVISED:**      10/01/09

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**JOB SUMMARY:**

Serves as Assistant Emergency Management Coordinator for Travis County.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of two emergency management coordinator-related job classifications within the Public Safety/Emergency Management job family. This classification supervises the emergency management program. This classification is distinguished by the incumbent's focus on the emergency management program being coordinated, rather than having responsibility for the entire work unit. This classification requires a flexible work schedule during a state of emergency. This classification requires a flexible work schedule to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Maintains Travis County emergency management operations plan. Manages inventory of homeland security grant equipment. Maintains records.
- Assists in annual budget preparation. Prepares administrative reports. Oversees grants and grant reporting requirements. Researches and makes recommendations for future grant opportunities.
- Serves as a liaison and works with other agencies in developing operational plans for emergencies. Attends various meetings with local, state, and federal agencies.
- Responds to Emergency Operations Center when notified of emergency conditions.
- Attends training programs, including required and optional courses. Provides emergency management training to departments and other agencies. Represents the County at various meetings with other agencies.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Emergency Management, Public Administration, Industrial Safety, Business Management, Planning or a directly related field AND four (4) years of increasingly responsible experience in the emergency management, strategic planning, research, project management, policy research and program development;

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:**

Valid Texas Driver's License.

**Preferred:**

Completion of Professional Development Series Course from the Federal Emergency Management Agency (FEMA).  
Knowledge of Hazardous Materials Operations.  
Knowledge of Homeland Security Equipment Grant Program.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Public administration and governmental agencies.
- Legislative process.
- National Incident Management System.
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Emergency Management Coordinator Assistant****JOB CODE:** 22238**PAY GRADE:** 22**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge of: (Cont.)**

- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Researching and analyzing emergency management related issues.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Communicate effectively.
- Function calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Emergency Management Coordinator****JOB CODE:** 24245**PAY GRADE:** 24**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Develops, coordinates, implements, manages and monitors the Travis County Emergency Operations Plan to meet local, state and federal requirements. Works with other departments and agencies to prepare for emergencies. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations. Represents Travis County on local, regional and state emergency management issues. Coordinates response and recovery activities during disasters.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of two emergency management coordinator-related job classifications within the Public Safety/Emergency Management job family. This classification supervises the emergency management program. This classification is distinguished by the incumbent's focus on the emergency management program being coordinated, rather than having responsibility for the entire work unit. This classification requires a flexible work schedule during a state of emergency. This classification requires a flexible work schedule to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates development and implementation of departmental and countywide emergency option plans. Coordinates initial and ongoing assessments of risks and services necessary to assure that any interruption of County services is minimized.
- Coordinates development of internal emergency operating procedures and action plans. Manages the test plan elements and disaster exercises.
- Facilitates involvement of regional and County agencies in coordinating and planning committees for disaster preparedness, response and recovery.
- Develops and monitors department annual budget, including grants.
- Responds to Emergency Operations Center when notified of emergency conditions. Directs the response and recovery efforts of Travis County during disasters. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations.
- Attends training programs, including required and optional courses. Provides emergency management training to departments and other agencies. Represents the County at various meetings with other agencies.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Emergency Management, Public Administration, Business Management, Criminal Justice or a directly related field AND five (5) years of directly related, increasingly responsible managerial experience in the public safety field that may include emergency management, fire service, law enforcement, or emergency medical services, industrial safety, business or government continuity planning or a related field, including three (3) years of mid- to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

**Preferred:**

Completion of Professional Development Series Course from the Federal Emergency Management Agency (FEMA).

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE:     **Emergency Management Coordinator**

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**JOB CODE:**        24245

**FLSA STATUS:**     Exempt

**PAY GRADE:**     24

**LAST REVISED:**   10/01/09

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### **MINIMUM REQUIREMENTS: (Cont.)**

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Public administration and governmental agencies.
- Legislative process.
- National Incident Management System.
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Standard business management theory, principles, practices and techniques.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Researching and analyzing emergency management related issues.
- Supervising others, including team building.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Facilitating cooperative group decision making among diverse organizations and individuals.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

##### **Ability to:**

- Supervise work of staff members.
- Communicate effectively.
- Function calmly, effectively, and decisively in emergency situations.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Emergency Management Coordinator**

**JOB CODE:**       24245  
**PAY GRADE:**     24

**FLSA STATUS:**    Exempt  
**LAST REVISED:**  10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Fire Marshal Assistant Deputy II****JOB CODE:** 18429**FLSA STATUS:** Non-Exempt**PAY GRADE:** 18**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Conducts operations within the Fire Investigation Division, the Fire Prevention Division or Fire Inspection Division. Reports to an Assistant Fire Marshal or Fire Marshal.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of four fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by the years of experience related to Law Enforcement, Fire Safety and Prevention. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends. Available for emergency response at all times when in geographic area. Emergency operations require working under difficult conditions.

**DUTIES AND RESPONSIBILITIES:**

- Ensures 24-hour fire coverage of on-duty and on-call personnel. Conducts analysis of fire and explosion scenes to determine origin and cause. Documents and takes photographs of scenes, makes sketches, gathers and preserves evidence. Conducts interviews with witnesses, suspects and those with interests in the property. Takes written and sworn statements. May be responsible for an Arson Canine Program and provide housing, training and upkeep of arson dog. May assist in Juvenile Fire Prevention Program by counseling and training juvenile offenders.
- Initiates and completes assigned investigation and case reports and related documents. Conducts follow-up investigations. Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them. Prepares cases for presentation to prosecutor's office. Testifies before grand jury, justice of the peace court, state and federal courts.
- Supports emergency operations in fire protection, rescue, aviation, law enforcement, hazmat, homeland security and emergency management. Instruct classes on fire protection. Makes public presentations related to fire prevention education. Maintains assigned County vehicle and equipment.
- Schedules and responds to citizen requests for fire inspections. Conducts Plan Reviews. Performs inspections of homes, businesses, schools and other structures. Detects fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to ensure compliance. Performs inspections of County-owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections. Makes public education presentations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Emergency Management, Criminal Justice, Fire Science or Fire Technology/Engineering Technology or a directly related field AND three (3) years experience in public safety (law enforcement, fire protection, fire inspector/prevention) for a government agency;

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:**

Basic TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Basic TCFP Arson Investigator certification issued by the Texas Commission on Fire Protection.

Basic TCFP Fire Inspector certification issued by the Texas Commission on Fire Protection.

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Fire Marshal Assistant Deputy II

**JOB CODE:** 18429

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Preferred:

Intermediate or Advanced TCLEOSE and Instructor certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Intermediate or Advanced TCFP Arson Investigator and TCFP Fire Instructor certification issued by the Texas Commission on Fire Protection.

Certification to the technician level in compliance with 29 Code of Federal Regulations (CFR) 1910.120.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Fire inspection procedures, including NFPA 101, International Fire Code, NFPA 13 and NFPA 72.
- Law enforcement and arson investigation procedures.
- Texas Penal Code, the Texas Code of Criminal Procedure and of the Incident Command System (ICS).
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Interviewing.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Using handguns and other firearms.
- Both verbal and written communication, including presentations.

##### Ability to:

- Instruct, advise, plan, assign and coordinate activities.
- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Fire Marshal Assistant Deputy II**

**JOB CODE:** 18429

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 18

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Fire Marshal Assistant Deputy III

**JOB CODE:** 20430

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 20

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Conducts operations within the Fire Investigation Division, the Fire Prevention Division or Fire Inspection Division. Reports to an Assistant Fire Marshal or Fire Marshal.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by the years of experience related to Law Enforcement, Fire Safety and Prevention. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends. Available for emergency response at all times when in geographic area. Emergency operations require working under difficult conditions.

### DUTIES AND RESPONSIBILITIES:

- Ensures 24-hour fire coverage of on-duty and on-call personnel. Conducts analysis of fire and explosion scenes to determine origin and cause. Documents and takes photographs of scene, makes sketches, gathers and preserves evidence. Conducts interviews with witnesses, suspects and those with interests in the property. Takes written and sworn statements. May be responsible for an Arson Canine Program and provides housing, training and upkeep of arson dog. May assist in Juvenile Fire Prevention Program by counseling and training juvenile offenders.
- Initiates and completes assigned investigation and case reports and related documents. Conducts follow-up investigations. Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them. Prepares cases for presentation to prosecutor's office. Testifies before grand jury, justice of the peace court, state and federal courts.
- Directs, manages and supports emergency operations in fire protection, rescue, aviation, law enforcement, hazmat, homeland security, and emergency management. Instructs classes on fire protection. Makes public presentations related to fire prevention education. Maintains assigned County vehicle and equipment.
- Schedules and responds to citizen requests for fire inspections. Conducts Plan Reviews. Performs inspections of homes, businesses, schools and other structures. Detects fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to insure compliance. Performs inspections of County-owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Emergency Management, Criminal Justice, Fire Science or Fire Protection/Engineering Technology or a directly related field AND three (3) to five (5) years experience in public safety (law enforcement, fire protection, fire inspector/prevention) for a government agency;

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:**

Basic TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Intermediate TCFP Arson Investigator certification issued by the Texas Commission on Fire Protection.

Intermediate TCFP Fire Inspector certification issued by the Texas Commission on Fire Protection.

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Fire Marshal Assistant Deputy III

**JOB CODE:** 20430

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 20

**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Preferred:

Intermediate, Advanced or Master's TCLEOSE and Instructor certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Advanced or Master's TCFP Arson Investigator and TCFP Fire Instructor certification issued by the Texas Commission on Fire Protection.

Certification to the technician level in compliance with 29 Code of Federal Regulations (CFR) 1910.120.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Fire inspection procedures, including NFPA 101, International Fire Code, NFPA 13 and NFPA 72.
- Law enforcement and arson investigation procedures.
- Texas Penal Code, the Texas Code of Criminal Procedure and of the Incident Command System (ICS).
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local, and County applicable laws, rules, regulations and guidelines.
- Supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Interviewing.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Using handguns and other firearms.
- Both verbal and written communication, including presentations.

##### Ability to:

- Instruct, advise and supervise subordinates and plan, assign and coordinate activities.
- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Fire Marshal Assistant Deputy III

JOB CODE: 20430

FLSA STATUS: Non-Exempt

PAY GRADE: 20

LAST REVISED: 10/01/09

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### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Fire Marshal Assistant****JOB CODE:** 22291  
**PAY GRADE:** 22**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Supervises and directs the operations of one or more of the divisions within the Fire Marshal's Office, such as Fire Investigation Division, the Fire Prevention Division or Fire Inspection Division. Reports to the Fire Marshal.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of four fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by the knowledge and independent decision-making skills related to Law Enforcement, Fire Safety and Prevention. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends. Available for emergency response at all times when in geographic area. Emergency operations require working under difficult conditions.

**DUTIES AND RESPONSIBILITIES:**

- Supervises, inspects and conducts operations within law enforcement and fire divisions, such as Fire Investigation Division, the Fire Prevention Division or Fire Inspection Division, as well as, Juvenile Firesetter Intervention Program, Arson and/or Inspection Task Forces, Hazardous Materials/Chemical Biological Radiological Nuclear Explosives (CBRNE) Response Teams.
- Develops, implements and evaluates division plans and budgets within established guidelines, task statements, performance standards, and employees' performance. Reviews and approves case reports and serve as case manager for major criminal investigations.
- Manages and supervises staff, including training of new employees and in-service staff development.
- Prepares and implements work schedules.
- Plans and directs the disbursement and maintenance of equipment. Reviews and assists with major criminal investigations. Reviews and assists in the service of major felony warrants. Assists County and District Attorneys in the preparation of cases. Assists in the serving of warrants and subpoenas.
- May serve as ad hoc member of hiring and promotional boards. May serve as department Public Information Officer.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Emergency Management, Criminal Justice, Fire Science or Fire Technology/Engineering Technology or a directly related field AND four (4) to seven (7) years experience in public safety (law enforcement, fire protection, fire inspector/prevention) for a government agency, including two (2) to three (3) years of mid- to senior level supervisory or management experience;

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:**

Intermediate TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Intermediate TCFP Arson Investigator certification issued by the Texas Commission on Fire Protection.

Intermediate TCFP Fire Inspector certification issued by the Texas Commission on Fire Protection.

Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

**JOB TITLE: Fire Marshal Assistant**

**JOB CODE:** 22291

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 22

**LAST REVISED:** 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)**

**Preferred:**

Advanced or Master's TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Advanced or Master's TCFP Arson Investigator and Fire Instructor certification issued by Texas Commission on Fire Protection.

Advanced or Master's TCFP Fire Inspector certification issued by Texas Commission on Fire Protection.

Possess current certification to the technician level in compliance with 29 Code of Federal Regulations (CFR) 1910.120.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Law enforcement, fire and explosion investigation procedures.
- Texas Penal Code, the Texas Code of Criminal Procedure and of the Incident Command System (ICS).
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations, codes and guidelines.
- Supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Interviewing.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Using handguns and other firearms.
- Both verbal and written communication.

**Ability to:**

- Instruct, advise and supervise subordinates and plan, assign and coordinate activities.
- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Fire Marshal Assistant**

**JOB CODE:** 22291  
**PAY GRADE:** 22

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Fire Marshal****JOB CODE:** 24290**PAY GRADE:** 24**FLSA STATUS:** Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Manages the Fire Marshal's Office to include planning, developing, and organizing and implementing fire prevention and investigation programs.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of four fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by serving as the administrator, manager and Division Head. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends. Available for emergency response at all times when in geographic area. Emergency operations require working under difficult conditions. May be required to work extensive hours with minimal rest during periods of emergency operations.

**DUTIES AND RESPONSIBILITIES:**

- Supervises and conducts criminal investigations to determine person(s) responsible for offenses of arson, including responding to fire scenes 24 hours a day, examines and processes crime, fire and explosion scenes, conducts interviews of witnesses and suspects, obtains sworn statements, prepares reports, affidavits, arrest and search warrants, makes arrests, processes and maintains evidence in accordance with State laws, and testifies in court and other hearings. Enforces laws related to arson, explosives and other State laws.
- Develops and maintains a program that provides timely fire and life safety inspections upon request by the public, and as required/mandated, conducts inspections of County owned facilities on an annual basis and upon request, makes recommendations to correct deficiencies and conducts follow up inspections, maintains records of inspections, coordinates with departments and municipalities conducting fire and life safety inspections.
- Supervises and directs functions of personnel. Ensures personnel maintain state certification and licensing in assigned fields of responsibility. Ensures assigned equipment is properly maintained.
- Develops and monitors annual budget.
- Maintains records and generates reports of activity, develops policies and procedures for fire and explosion investigations, inspections and hazardous materials in compliance with applicable local, state and federal regulations and standards.
- Supports other divisions within emergency services.
- Coordinates and conducts training courses related to fire and explosion investigation, inspection, law enforcement, Incident Command, and hazardous materials.
- Coordinate activities with County departments and other agencies.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Emergency Management, Criminal Justice, Public Administration, Fire Technology or a directly related field AND five (5) to nine (9) years law enforcement, fire prevention or emergency management experience, including three (3) to five (5) years of mid- to senior level supervisory or management experience;

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.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Fire Marshal****JOB CODE:** 24290  
**PAY GRADE:** 24**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

Intermediate TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Intermediate TCFP Arson Investigator certification and Intermediate TCFP Fire Inspector certification issued by the Texas Commission on Fire Protection.

Valid Texas Driver's License.

**Preferred:**

Advanced or Master's TCLEOSE certificate issued by the Texas Commission on Law Enforcement Officers Standards and Education.

Advanced or Master's TCFP Arson Investigator certification and Master TCFP Fire Inspector certification issued by the Texas Commission on Fire Protection.

Possesses experience above the minimum eight (8) years and have attained the rank of Fire Marshal, Assistant Fire Marshal, Assistant Fire Chief, or Police Captain and possess documented leadership training to satisfy TCLEOSE requirements.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Federal, State, Local and County regulations related to fire and arson, explosives, and Texas Clean Air Act/TCEQ.
- NFPA 921 Fire and Explosion Investigations, NFPA 101 Life Safety Code, International Fire Code, Local Government Code as it relates to County Fire Marshals, Emergency Service Districts, Health and Safety Code.
- Model fire codes.
- Incident Command System (ICS).
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations, codes and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Hazardous material incident management.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervising others, including team building.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Using of handguns and other firearms.
- Both verbal and written communication.

**Ability to:**

- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Supervise work of staff members.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Fire Marshal**

**JOB CODE:** 24290  
**PAY GRADE:** 24

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Ability to: (Cont.)**

- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Assist Emergency Services with Homeland Security matters.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: STARFlight Aircraft Mechanic****JOB CODE:** 21325**PAY GRADE:** 21**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Maintains helicopters and/or support functions associated with maintenance activities of **STAR Flight**, a public safety air rescue program. Participates in warranty administration, tracks and assists with spare parts administration, and maintains hangar facility.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification is distinguished by the work performed on the **STAR Flight** aircraft to meet airworthiness requirements. This classification requires a flexible work schedule to meet the needs of the department. Available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. May be required to work extensive hours with minimal rest during periods of emergency operations.

**DUTIES AND RESPONSIBILITIES:**

- Performs scheduled and unscheduled helicopter maintenance, including electrical and avionics trouble shooting, component replacement and/or repair. Tracks and balances main rotor and tail rotor systems. Work is performed in compliance with Federal Aviation Administration (FAA) regulations, Approved Aircraft Inspection Program, (AAIP), Travis County Emergency Medical System (EMS) Operations Manual, manufacturer's maintenance specifications, and other approved related regulations.
- Performs scheduled or unscheduled maintenance on helicopters, including support equipment and flight crew helmets, and application of paint to aircraft and flight crew helmets.
- Performs hangar cleaning, cleans equipment and maintains a clean and safe work area and environment.
- Maintains required up-to-date physical inventory of parts, tools, materials, equipment and supplies.
- Rides in aircraft during operational check flights to evaluate aircraft performance.
- Maintains revision status of technical manuals. Reads and interprets manufacturers' maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.
- Assists and/or performs maintenance training. Addresses issues related to ground safety and training by crewmembers.
- Documents and completes FAA required records, logbooks, and historical data entries of maintenance performed.
- Performs other tasks necessary to comply with FAA Part 135 certification.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND four (4) years experience in repair and maintenance helicopters;

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.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: STARFlight Aircraft Mechanic****JOB CODE:** 21325**PAY GRADE:** 21**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Class C Driver's License (CDL).

Possession of a valid issued Federal Aviation Administration (FAA) Airframe and Power Plant Certificate.

Must meet physical ability/strength standards established by Travis County for the **STAR Flight** Program.Subject to the **STAR Flight** mandated Anti-Drug and Alcohol Misuse Prevention Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Principles of helicopter operations and maintenance, navigation and instrument flight equipment.
- Methods, materials and tools used in maintaining helicopters.
- Factory training in maintenance of helicopters.
- Methods, safety procedures and standard practices of the aircraft mechanic airworthiness functions.
- Federal Aviation Administration and aircraft maintenance regulations.
- Facilities and property management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Using and caring of common and special purpose aircraft maintenance tools and test equipment.
- Tracking and balancing of main rotor and tail rotor systems.
- Preparing and applying of aircraft and flight crew helmets finishes.
- Meeting emergencies.
- Proper and applicable safety practices, procedures and regulations.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Maintain aircraft and other equipment.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Maintain and repair helicopters.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, emergency services professionals and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: STARflight Aircraft Mechanic**

**JOB CODE:** 21325

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 21

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather on a 24 hour a day basis. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARFlight Aircraft Director of Maintenance

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**JOB CODE:** 24326  
**PAY GRADE:** 24

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Manages the aviation maintenance activities of *STAR Flight*, a public safety air rescue program. Coordinates aircraft maintenance and personnel assigned. Oversees and is responsible for warranty administration, spare parts administration, and hangar facility maintenance.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification supervises the mechanics. This classification requires a flexible work schedule to meet the needs of the department. Available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. May be required to work extensive hours with minimal rest during periods of emergency operations.

### DUTIES AND RESPONSIBILITIES:

- Ensures that *STAR Flight* aircraft are maintained in accordance with the Federal Aviation Administration (FAA), Approved Inspection Program (AAIP), Travis County Emergency Medical System (EMS) Operations Manual and manufacture maintenance specifications, and other approved related regulations.
- Supervises and monitors staff, evaluates staff job performance and coordinates, prioritizes, schedules and assigns authorizes staff productive and non-productive work hours. Orients and trains staff.
- Maintains proper maintenance records. Assures airworthiness standards are in compliance with appropriate regulations, directives and good practices.
- Schedules and maintains training calendars. Oversees training classes.
- Develops annual maintenance budget, including forecasting future expenses.
- Ensures technical maintenance manuals are up to the most current revision level.
- Performs maintenance on aircraft, as required. Performs other tasks necessary to comply with FAA Part 135 operations.
- Manages system for parts and equipment inventory control. Supervises the operations of tool and stock, including assuring tools are operational, preparing purchase order requisitions, receive and issuance of parts, equipment, tools and supplies.
- Submits warranty claims, which includes coordinating and responding to issues.
- Communicates and coordinates with vendors.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND eight (8) years experience, including three (3) years experience within the past six (6) years, repairing aircraft in a certified airframe repair station, including one (1) year in the capacity of approving aircraft for return to service, with increasing responsibility of repair and maintenance of aircraft, including three (3) years of supervisory or management experience;

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.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: STARFlight Aircraft Director of Maintenance**

JOB CODE: 24326

FLSA STATUS: Exempt

PAY GRADE: 24

LAST REVISED: 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Class C Driver's License (CDL).

Possession of a valid Federal Aviation Administration (FAA) Airframe and Power Plant Certificate.

Must meet physical ability/strength standards established by Travis County for the **STAR Flight** Program.Subject to the **STAR Flight** mandated Anti-Drug and Alcohol Misuse Prevention Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Principles of aircraft operations and maintenance, navigation and instrument flight equipment.
- Development and utilization of computers for aircraft record management and inventory control.
- Facilities and property management.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Federal Aviation Administration (FAA) regulatory or administrative requirements and practices.
- Standard business management theory, principles, practices and techniques.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervising others, including team building.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Maintain aircraft and other equipment.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Supervise work of staff members.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Maintain and repair aircrafts.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARFlight Aircraft Director of Maintenance

JOB CODE: 24326

FLSA STATUS: Exempt

PAY GRADE: 24

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media, private business people, emergency services professionals and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather on a 24 hour a day basis. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: STARFlight Helicopter Pilot**

**JOB CODE:** 24327  
**PAY GRADE:** 24

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

**JOB SUMMARY:**

Functions as pilot of *STAR Flight*, a public safety air rescue program. Provides transportation for emergency and non-emergency missions.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety/Emergency Management job family. This classification requires a flexible work schedule to meet the needs of the department. Must be available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. Must be available to work a rotating shift schedule consisting of 12 hour day and night shifts while conducting safe flight operations for the following missions: emergency medical missions, land/water rescue, fire fighting, law safety assist, flight training or any mission assigned.

**DUTIES AND RESPONSIBILITIES:**

- Maintains pilot proficiency as required by the Federal Aviation Administration (FAA). Serves as pilot in command. Performs the job functions of a line pilot flying emergency and non-emergency flights.
- Maintains pilot records.
- Conducts public relations activities. Prepares and delivers training. Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates on related committees.
- Maintains pilot proficiency in conducting day and night public safety missions to include Night Vision Goggle (NVG) and helicopter rescue hoist operations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND three (3) years experience as a pilot in command of helicopters operated under Federal Aviation Regulations (FAR) Part 135;

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:**

Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument Rating in Rotorcraft Helicopter.  
 Current FAA Class II Medical Certificate.

3,000 hours of total flight time with a minimum of 1,500 hours logged as Pilot in Command of a Helicopter, 500 hours of cross country flight time, and 100 hours of unaided night time.

Must meet all other Federal Aviation Regulations (FAR) Part 135 requirements for Pilot in Command.

Must be able to conduct search and rescue missions using Night Vision Goggles and Helicopter Rescue Hoist.

Must meet physical ability/strength standards established by Travis County for the *STAR Flight* Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

Subject to the *STAR Flight* mandated Anti-Drug and Alcohol Misuse Prevention Program.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

## JOB TITLE: STARFlight Helicopter Pilot

JOB CODE: 24327

PAY GRADE: 24

FLSA STATUS: Non-Exempt

LAST REVISED: 10/01/09

### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Principles of helicopter operations, including aerodynamics, aircraft limitations, emergency procedures, external loads, aerial fire suppression, aerial rescue, instrument flight techniques, maintenance practices, FAR Parts 61, 91, 135 and National Transportation and Safety Board (NTSB) Part 830.
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Meeting emergencies.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Operate helicopters safely under adverse conditions.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work as a team member within a diverse organization.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media, emergency services professionals and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Helicopter Pilot Senior

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JOB CODE: 25328  
PAY GRADE: 25

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### JOB SUMMARY:

Functions as pilot of *STAR Flight*, a public safety air rescue program. Provides transportation for emergency and non-emergency missions.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification requires a flexible work schedule to meet the needs of the department. Must be available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. Must be available to work a rotating shift schedule consisting of 12 hour day and night shifts while conducting safe flight operations for the following missions: emergency medical missions, land/water rescue, fire fighting, law safety assist, flight training or any mission assigned.

### DUTIES AND RESPONSIBILITIES:

- Maintains pilot proficiency as required by the Federal Aviation Administration (FAA). Serves as pilot in command. Performs the job function of a line pilot flying emergency and non-emergency flights.
- Maintains pilot records.
- Conducts public relations activities. Prepares and delivers training. Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and serves on related committees.
- May administer safety program, including managing data and records, preparing reports, conducting annual audits, and preparing and conducting program meetings.
- Maintains pilot proficiency in conducting day and night public safety missions to include Night Vision Goggle (NVG) and helicopter rescue hoist operations.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND five (5) years experience as a pilot in command of helicopters operated under Federal Aviation Regulations (FAR) Part 135;

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:**

Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument Rating in Rotorcraft Helicopter. Current FAA Class II Medical Certificate.

3,000 hours of total flight time with a minimum of 1,500 hours logged as Pilot in Command of a Helicopter, 500 hours of cross country flight time, and 100 hours of unaided night time.

Must meet all other Federal Aviation Regulations (FAR) Part 135 requirements for Pilot in Command.

Must be able to conduct search and rescue missions using Night Vision Goggles and Helicopter Rescue Hoist.

Must meet physical ability/strength standards established by Travis County for the *STAR Flight* Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

Subject to the *STAR Flight* mandated Anti-Drug and Alcohol Misuse Prevention Program.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARFlight Helicopter Pilot Senior

JOB CODE: 25328  
PAY GRADE: 25

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Principles of helicopter operations, including aerodynamics, aircraft limitations, emergency procedures, external loads, aerial fire suppression, aerial rescue, instrument flight techniques, maintenance practices, FAR Parts 61, 91, 135 and National Transportation and Safety Board (NTSB) Part 830.
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Meeting emergencies.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Operate helicopters safely under adverse conditions.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work as a team member within a diverse organization.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media, emergency services professionals and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

<p><b>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.</b></p>
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# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Helicopter Pilot Chief/Flight Instructor

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**JOB CODE:** 26329  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Supervises and support line pilots of *STAR Flight*, a public safety air rescue program. Provides transportation for emergency and non-emergency missions. Serves as pilot in command of in emergency and non-emergency missions.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification requires a flexible work schedule to meet the needs of the department. Must be available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. Must be available to work a rotating shift schedule consisting of 12 hour day and night shifts while conducting safe flight operations for the following missions: emergency medical missions, land/water rescue, fire fighting, law safety assist, flight training or any mission assigned.

### DUTIES AND RESPONSIBILITIES:

- Supervises and supports line pilots of *STAR Flight* during day-to-day operations.
- Manages pilot flight duty schedule. Integrates aviation activities into departmental plan and efficiently and effectively assigns personnel to support the 24 hours per day, seven days per week program.
- Manages pilot training program. Maintains pilot records. Ensures Federal Aviation Administration (FAA) compliance with current pilot flight physicals, annual check flights and flight/duty time limitations.
- Ensures work is performed in compliance with Federal, State, Local and County regulatory requirements.
- Maintains pilot proficiency, as required, by the FAA. Serves as pilot in command. Performs the job functions of a line pilot.
- Serves as backup Director, as required, during absences.
- Manages the procurement of required equipment and publications.
- Manages the development of annual budget, including pilot support operational and fiscal data.
- Maintains pilot proficiency in conducting day and night public safety missions to include Night Vision Goggle (NVG) and helicopter rescue hoist operations.
- Conducts public relations activities. Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and serves on related committees.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Public Administration or Business Administration or a directly related field AND four (4) years experience, within the past six (6) years, as a pilot in command of helicopters operated under Federal Aviation Regulations FAR Part 121 or Part 135, including two (2) years of mid- to senior level supervisory or management experience;

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:**

Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument Rating in Rotorcraft Helicopter.  
 Current FAA Class II Medical Certificate.

3,000 hours of total flight time, with a minimum of 1,500 hours logged as Pilot in Command of a Helicopter, 500 hours of cross country flight time, and 100 hours of unaided night time.

Must meet all other FAR Part 119.71 requirements for Chief Pilot, with demonstrated supervisory experience.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARFlight Helicopter Pilot Chief/Flight Instructor

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JOB CODE: 26329  
 PAY GRADE: 26

FLSA STATUS: Exempt  
 LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements: (Cont.)

Must meet all other Federal Aviation Regulations (FAR) Part 135 requirements for Pilot in Command.  
 Must be able to conduct search and rescue missions using Night Vision Goggles and Helicopter Rescue Hoist.  
 Must meet physical ability/strength standards established by Travis County for the *STAR Flight* Program.  
 Drug and alcohol testing shall be conducted as part of the pre-employment process.  
 Subject to the *STAR Flight* mandated Anti-Drug and Alcohol Misuse Prevention Program.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Principles of helicopter operations, systems, including aerodynamics, aircraft limitations, emergency procedures, external loads, aerial fire suppression, aerial rescue, instrument flight techniques, air navigation, communications, and maintenance practices.
- Appropriate response to emergency situations.
- Federal Aviation Regulations (FAR), Parts 1, 43, 61, 91, 119, 135, and National Transportation and Safety Board (NTSB) Part 830.
- Helicopter avionics and accessories.
- Aviation suppliers, contractors and service providers.
- Development and utilization of computers for aircraft record management and inventory control.
- Facilities and property management.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, including team building.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Operate helicopters safely under adverse conditions.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Supervise work of staff members.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Helicopter Pilot Chief/Flight Instructor

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JOB CODE: 26329  
PAY GRADE: 26

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media, emergency services professionals and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Director of Operations

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**JOB CODE:** 27246  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Directs the helicopter service of *STAR Flight*, a public safety air rescue program. Provides transportation for emergency and non-emergency missions. Functions in the second-in-command position and assists in overall departmental management.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department. Available for emergency response at all times when in the geographic area. Emergency operations require working under difficult conditions. Availability to work a rotating shift schedule consisting of 12 hour day and night shifts while conducting safe flight operations to include training flights and responding to emergency flights, land/water rescues, fire fighting and law safety assist missions. This classification requires a flexible work schedule to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Oversees and directs aviation activities, as required, by the Federal Aviation Administration (FAA) and Commissioners Court. Coordinates activities with other agencies.
- Manages, directs and oversees activities of assigned staff. Plans and develops division goals and objectives. Conducts and participates in meetings.
- May maintain pilot proficiency, as required, by the FAA. May serve as pilot in command. May perform the job functions of a line pilot. May conduct flight training for pilots and crewmembers. May perform annual flight checks for pilots. Serves as primary interface with representatives of FAA.
- Coordinates activities of the flight staff to ensure appropriate use of the aircraft and equipment.
- Serves as Federal Aviation Regulations (FAR) Part 135 Director of Operations. Oversees flight operations and develops, reviews and manages helicopter operations manual and minimum equipment list, to assure compliance with applicable rules and regulations, policies and procedures.
- Ensures work is performed in compliance with Federal, State, Local and County regulatory requirements.
- Manages the development of annual budget, including flight program operational and fiscal data. Provides administrative reports, including flight program operational and fiscal data.
- Manages internal communications. Informs appropriate staff of significant events. Responds to inquires from general public. Briefs with department heads, and elected and appointed officials in other County departments. Serves as liaison with other agencies. Addresses Commissioners Court and briefs visiting officials.
- Conducts public relations activities. Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and serves on related committees.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Public Administration or Business Administration or a directly related field AND five (5) years experience as a pilot in command of helicopters, including at least three (3) years of mid- to senior level supervisory or management experience within the last six (6) years in a position that exercised operational control over any operations conducted under FAR Part 121 or Part 135;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARFlight Director of Operations

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JOB CODE: 27246

FLSA STATUS: Exempt

PAY GRADE: 27

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument Rating in Rotorcraft Helicopter, and a FAA Certified Flight Instructor/Rotorcraft Helicopter Certificate.

3,000 hours of total flight time, with a minimum of 1,500 hours as Pilot in Command of a Helicopter, 500 hours of cross country flight time, and 100 hours of unaided night time.

Must meet all other requirements of FAR Part 119.71 requirements for Director of Operations, with demonstrated supervisory experience.

Must meet physical ability/strength standards established by Travis County for the *STAR Flight* Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

Subject to the *STAR Flight* mandated Anti-Drug and Alcohol Misuse Prevention Program.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Principles of helicopter operations, systems, including aerodynamics, aircraft limitations, emergency procedures, external loads, aerial fire suppression, aerial rescue, instrument flight techniques, air navigation, communications and instrument flying techniques, and maintenance practices.
- Appropriate response to emergency situations.
- Federal Aviation Regulations, Parts 1, 43, 61, 91, 119, 135, and National Transportation and Safety Board (NTSB) Part 830.
- Helicopter avionics and accessories.
- Aviation suppliers, contractors and service providers.
- Development and utilization of computers for aircraft record management and inventory control.
- Facilities and property management.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, including team building.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Operate helicopters safely under adverse mission conditions.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Supervise work of staff members.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Director of Operations

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JOB CODE: 27246

FLSA STATUS: Exempt

PAY GRADE: 27

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media, emergency services professionals and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARFlight Chief Medical Supervisor

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JOB CODE: 25242

FLSA STATUS: Exempt

PAY GRADE: 25

LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under general direction, exercises leadership and management of strategic and tactical operational objectives specific to duties, tasks and responsibilities related to the daily activities of *STAR Flight* a public safety air rescue program. Oversees and participates in medical teams functioning in program operations including medical care and air transport of critically injured/ill patients, aerial fire fighting, search and rescue and law enforcement assistance. Participates in public service education and safety programs throughout the *STAR Flight* response area.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department and works closely with program management to provide safe, effective and efficient operations. Requires a flexible work schedule and working under difficult conditions to meet the needs of the department. Available for emergency response at all times when in the geographic area. Works some holidays, nights and weekends.

### DUTIES AND RESPONSIBILITIES:

- Participates in planning, developing, managing and implementing programmatic, operational and administrative activities related to *STAR Flight*, including aviation and clinical services. Develops and implements tactical operational plans, goals and objectives consistent with departmental goals and objectives.
- Manages subordinate clinical staff, including assisting in hiring, training, coaching, performance evaluation, disciplinary actions and dismissals, and directs activities to be consistent with goals and objectives. Facilitates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Facilitates compliance with Federal, State and Local laws and regulations. Manages and participates in the development of clinical and operational policies and procedures. Establishes standard operating and emergency procedures and protocols accordingly.
- Manages and ensures all ongoing clinical training requirements are met. Coordinates with management, staff and external sources in all areas of expertise to access and implement training and continuing education in the areas of aviation, clinical, safety, administrative and other training. Provides opportunities for staff to achieve and maintain all required and professional development training.
- Participates in the development of annual program budget, including medical and operational data. Researches and provides costs, quotes, and bids for purchasing medications and medical equipment. Provides expected medical equipment replacement timetable and costs. Manages and monitors assigned funds and budget expenditures and ensures funds maintained for program needs. Provides operational reports and statistics, as required.
- May respond to emergency calls, as required, to provide medical care/oversight or other mission critical functions. Ensures emergency operations are staffed and operational on a 24/7 basis. Participates in coordinating activities and communicates with external agencies in completing missions and providing appropriate customer service. Ensures all flight qualified medical personnel maintain weight, physical fitness and competency requirements and medical equipment is available and functional at all times, including necessary preventative maintenance. Maintains controlled medications in a secured area(s) and facilitates adequate stocking levels.
- Represents *STAR Flight* and conducts public relations events and educational in-services for Travis County and surrounding service area. Attends community meetings, seminars, conferences, professional association and other meetings and participates on related committees, as required.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARflight Chief Medical Supervisor

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JOB CODE: 25242

FLSA STATUS: Exempt

PAY GRADE: 25

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Emergency Management, Business Administration, Public Administration, Criminal Justice or a directly related field AND (5) years of increasingly responsible experience in emergency medical services or directly related field, including three (3) years of mid-to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

Must meet physical ability/strength standards established by Travis County for the **STAR Flight Program**.

Must meet minimum physical fitness requirements established by Travis County for the **STAR Flight Program**.

Subject to the **STAR Flight** mandated Anti-Drug and Alcohol Misuse Prevention Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

If Paramedic, includes:

State/National Licensing and City of Austin/Travis County certification as required by functional assignment.

Texas Department of State Health Services Paramedic Certification.

National Registry of Emergency Medical Technician-Paramedic.

Current certification Basic Cardiac Life Support and Advanced Cardiac Life Support.

Letter of support from Medical Director(s) or direct supervisor.

#### **Paramedic Preferred:**

Previous rotor or fixed-wing flight experience.

Critical Care experience.

Pediatric Advanced Life Support (or equivalent).

Advanced Trauma Life Support/Trauma Nurse Advanced Trauma Course.

Neonatal Resuscitation Program.

Current Flight Paramedic Certified.

Training in and understanding of Incident Command principles.

Demonstrated proficiency in Low to High Angle and Swift Water Rescue techniques.

Helicopter rescue experience.

Bilingual oral proficiency in English/Spanish.

If Flight Nurse, includes:

Current license to practice as a Registered Nurse in the State of Texas.

Current certification Basic Cardiac Life Support and Advanced Cardiac Life Support.

Current certification Pre-Hospital Trauma Life Support (or equivalent).

Letter of support from Medical Director(s) or direct supervisor.

#### **Flight Nurse Preferred:**

Previous rotor or fixed-wing flight experience.

Pre-hospital experience.

Experience in a Level I or Level II trauma center.

Possess or meet Texas Department of State Health Services requirements for Emergency Care Attendant, Emergency

Medical Technician or Paramedic Certification or Licensure.

National Registry of Emergency Medical Technician or Paramedic.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE:     **STARFlight Chief Medical Supervisor**

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**JOB CODE:**       25242

**FLSA STATUS:**     Exempt

**PAY GRADE:**     25

**LAST REVISED:**  10/01/09

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### **MINIMUM REQUIREMENTS: (Cont.)**

#### **Flight Nurse Preferred: (Cont.)**

Pediatric Advanced Life Support (or equivalent).

Advanced Trauma Life Support/Trauma Nurse Advanced Trauma Course.

Neonatal Resuscitation Program.

Current Certified Emergency Nurse, Critical Care Registered Nurse, or Certified Flight Registered Nurse.

Training in and understanding of Incident Command principles.

Demonstrated proficiency in Low to High Angle and Swift Water Rescue techniques.

Helicopter rescue experience.

Bilingual oral proficiency in English/Spanish.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of emergency services and public safety operations.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Incident Command principles.
- Clinical Practice Standards of Care.
- State and Federal regulatory or administrative requirements and practices.
- Budget development, process and maintenance.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Managing subordinates and working with all levels of personnel.
- Meeting emergencies.
- Building consensus and teamwork.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Low to High Angle and Swift Water Rescue techniques.
- Helicopter rescue techniques.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Supervise work of staff members.
- Work as a team member in a diverse organization.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Prioritize needs, develop and implement plans of action.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARflight Chief Medical Supervisor

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JOB CODE: 25242  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARFlight Program Director

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JOB CODE: 28243  
 PAY GRADE: 28

FLSA STATUS: Exempt  
 LAST REVISED: 10/01/09

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### JOB SUMMARY:

Under general direction of Executive Management, directs the program operations and service of *STAR Flight*, a public safety air rescue program. Oversees and is responsible for all programmatic, operational and administrative functions and services. Program operations and services include: medical care and air transport of critically injured/ill patients, aerial fire fighting, search and rescue and law enforcement assistance. Directs and participates in public service education and safety programs throughout the *STAR Flight* response area.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Public Safety/Emergency Management job family. This classification represents senior management within the department and works closely with Executive Management for all programmatic operations. This classification is distinguished by serving as the administrator, manager and Division Head, reporting directly to executive management and managing through subordinate managers. Requires a flexible work schedule and working under difficult conditions to meet the needs of the department. Available for emergency response at all times when in the geographic area. Works some holidays, nights and weekends.

### DUTIES AND RESPONSIBILITIES:

- Plans, develops, manages and implements all programmatic, operational and administrative activities related to *STAR Flight*, including aviation and clinical. Participates in and implements comprehensive strategic plans consistent with departmental goals and objectives.
- Oversees subordinate management and staff, including hiring, training, coaching, performance evaluation, disciplinary actions and dismissals, and directs activities to be consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Ensures all program policies, operations and procedures are in compliance with Federal, State, Local laws and regulations. Manages and participates in the development of clinical and operational policies and procedures. Establishes standard operating and emergency procedures and protocols accordingly.
- Directs and ensures all ongoing training requirements are met. Coordinates with management, staff and external sources in all areas of expertise to access and implement training and continuing education in the areas of aviation, clinical, safety, administrative and other training. Provides opportunities for staff to achieve and maintain all required and professional development training.
- Participates in the development of annual program budget, including flight program, medical and operational data. Oversees, monitors and maintains approved annual program budget and ensures funds maintained for program needs. Provides administrative reports, including flight program, clinical, operational and fiscal data.
- May respond to emergency calls as required to provide medical care/oversight or other mission critical functions. Ensures emergency operations are staffed and operational on a 24/7 basis. Coordinates activities and communicates with external agencies in completing missions and providing appropriate customer service. Evaluates risk/benefit ratio of rescue and other missions.
- Represents *STAR Flight* and coordinates and conducts public relations events and educational in-services for Travis County and surrounding service area. Attends community meetings, seminars, conferences, professional association and other meetings and participates on related committees.
- Oversees and facilitates maintenance of mission readiness status on all levels, including safety compliance, clinical and administrative basis. Communicates program operations status regularly with executive management. Participates in communications with Commissioners Court and others, as required.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARflight Program Director

**JOB CODE:** 28243  
**PAY GRADE:** 28

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS:

#### **Education and Experience:**

Bachelor's degree in Emergency Management, Business Administration, Public Administration, Criminal Justice or a directly related field AND six (6) years of increasingly responsible experience in emergency medical services, public safety air rescue as helicopter pilot or directly related field, including four (4) years of mid-to senior level supervisory or management experience;

If Paramedic, includes:

Five (5) years as a full-time Advanced Life Support (ALS) provider;

If Flight Nurse, includes:

Graduation from an accredited school of nursing AND three (3) years experience as a registered nurse (RN) in a critical-care area i.e. Emergency Department (ED), Intensive Care Unit (ICU), Critical Care Unit (CCU), Pediatric Intensive Care Unit (PICU) or flight nursing;

If Helicopter Pilot, includes:

Five (5) years experience as a pilot in command of helicopters operated under Federal Aviation Regulations (FAR) Part 135;

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:**

Valid Texas Driver's License.

Must meet physical ability/strength standards established by Travis County for the **STAR Flight** Program.

Must meet minimum physical fitness requirements established by Travis County for the **STAR Flight** Program.

Subject to the **STAR Flight** mandated Anti-Drug and Alcohol Misuse Prevention Program.

Drug and alcohol testing shall be conducted as part of the pre-employment process.

If Paramedic, includes:

State/National Licensing and City of Austin/Travis County certification as required by functional assignment.

Texas Department of State Health Services Paramedic Certification.

National Registry of Emergency Medical Technician-Paramedic.

Current certification Basic Cardiac Life Support and Advanced Cardiac Life Support.

Letter of support from Medical Director(s) or direct supervisor.

#### **Paramedic Preferred:**

Previous rotor or fixed-wing flight experience.

Critical Care experience.

Pediatric Advanced Life Support (or equivalent).

Advanced Trauma Life Support/Trauma Nurse Advanced Trauma Course.

Neonatal Resuscitation Program.

Current Flight Paramedic Certified.

Training in and understanding of Incident Command principles.

Demonstrated proficiency in Low to High Angle and Swift Water Rescue techniques.

Helicopter rescue experience.

Bilingual oral proficiency in English/Spanish.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: STARFlight Program Director

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JOB CODE: 28243  
PAY GRADE: 28

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

If Flight Nurse, includes:

Current license to practice as a Registered Nurse in the State of Texas.  
Current certification Basic Cardiac Life Support and Advanced Cardiac Life Support.  
Current certification Pre-Hospital Trauma Life Support (or equivalent).  
Letter of support from Medical Director(s) or direct supervisor.

### Flight Nurse Preferred:

Previous rotor or fixed-wing flight experience.  
Pre-hospital experience.  
Experience in a Level I or Level II trauma center.  
Possess or meet Texas Department of State Health Services requirements for Emergency Care Attendant, Emergency Medical Technician or Paramedic Certification or Licensure.  
National Registry of Emergency Medical Technician or Paramedic.  
Pediatric Advanced Life Support (or equivalent).  
Advanced Trauma Life Support/Trauma Nurse Advanced Trauma Course.  
Neonatal Resuscitation Program.  
Current Certified Emergency Nurse, Critical Care Registered Nurse, or Certified Flight Registered Nurse.  
Training in and understanding of Incident Command principles.  
Demonstrated proficiency in Low to High Angle and Swift Water Rescue techniques.  
Helicopter rescue experience.  
Bilingual oral proficiency in English/Spanish.

If Helicopter Pilot, includes: Valid Federal Aviation Administration (FAA) Commercial Pilot Certificate and Instrument Rating in Rotorcraft Helicopter.  
Current FAA Class II Medical Certificate.  
3,000 hours of total flight time with a minimum of 1,500 hours logged as Pilot in Command of a Helicopter, 500 hours of cross country flight time, and 100 hours of unaided night time.  
Must meet all other Federal Aviation Regulations (FAR) Part 135 requirements for Pilot in Command.  
Must be able to conduct search and rescue missions using Night Vision Goggles and Helicopter Rescue Hoist.

### Knowledge, Skills, and Abilities:

#### Knowledge of:

- Functions, policies and procedures, principles, practices and techniques of emergency services and public safety operations.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of helicopter operations, systems and maintenance.
- Incident Command principles.
- Clinical Practice Standards of Care.
- State and Federal regulatory or administrative requirements and practices.
- Budget development, process and maintenance.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: STARflight Program Director

JOB CODE: 28243  
PAY GRADE: 28

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Program management, including managing subordinates and working with all levels of personnel.
- Meeting emergencies.
- Building consensus and teamwork.
- Explaining complicated technical problems in simple non-technical language.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Low to High Angle and Swift Water Rescue techniques.
- Helicopter rescue techniques.
- Both verbal and written communication.

#### Ability to:

- Supervise work of staff members.
- Work as a team member in a diverse organization.
- Communicate effectively.
- Work calmly, effectively, and decisively in emergency situations.
- Reason and make judgments and decisions.
- Prioritize needs, develop and implement plans of action.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include meeting physical ability/strength standards outlined above. Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Based on aircraft weight limitation pilots in these positions should maintain a maximum body weight of 220 pounds. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Justice & Public Safety

**JOB CODE:** 32265  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Operates as Direct Supervisor for Department Heads for the Travis County Counseling and Education Services Department, and the Juvenile Public Defender in that is responsible for administration, management and functions. Operates as Department Head for the Criminal Justice Planning Department. Manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Advises the Commissioners Court on matters pertaining to justice and public safety issues. Works with other independently elected or appointed officials in the County, City, State and community on matters pertaining to the justice system and public safety. Directs administrative work relating to a broad range of County management issues in the justice and public safety arena. Negotiates and monitors contracts and other purchasing processes under JPS authority. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Serves as primary liaison between Commissioners Court and justice organizations, entities, and jurisdictions in the justice and public safety arena.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court on related issues of Criminal Justice. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

### DUTIES AND RESPONSIBILITIES:

- Directs the development and implementation of County Criminal Justice goals, objectives, policies, procedures, and priorities. Interprets and enforces Commissioner Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy and budget objectives are met and resources are effectively distributed. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Provides, upon request, technical, research and analytical support for justice and public safety planning, administration and management.
- Enhances public safety through the facilitation of policy development among justice and public safety entities, organizations and jurisdictions.
- Provides leadership for strong, collaborative planning processes among and between justice and public safety jurisdictions/entities/systems in the County, City, and State.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Facilitates the identification of justice system issues as well as collaborative processes for solving problems.
- Assists in the identification of evidence-based practices for enhancing public safety as well as facilitates the inclusion of core components in public safety programming adopted by the Commissioners Court.
- Serves as the representative of the Commissioners Court at meetings of committee, commission or group related to justice and public safety and social service issues that overlap.
- Directs comprehensive services, including Travis County Counseling and Education Services Department, Juvenile Public Defender and Criminal Justice Planning.
- Directs the tasks and activities for collaborative planning activities involving local entities. Facilitates activities of and provides staff support and expertise to task forces, committees and working groups. Leads the development and implementation of work plans for such groups.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Executive Manager Justice & Public Safety

**JOB CODE:** 32265  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Manages and supervises administrative functions, short and long-range plans, goals, objectives and work plan priorities, the development of strategic plans, policies and procedures, work plans, department budgets, fiscal and administrative reports, grant requests and legislative incentives. Oversees legal review of departmental needs. Performs public relations, media contacts and audits. Directs departmental planning, research and other projects.
- Plans and supervises the conducting of analysis, policy, procedures, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and change in existing policies, fiscal impact, process improvement and public benefit of programs or initiatives.
- Directs the establishment and monitoring of interlocal agreements and contracts. Monitors related legislation for its potential impact and recommends related legislative priorities to Commissioners Court.
- Operates as Direct Supervisor for the Department Head for the Travis County Counseling and Education Services Department, and the Juvenile Public Defender. Manages and supervises Department Heads in relation to administrative functions, such as preparing budgets, reports, studies, reviews, and agenda requests. Manages employee relations through performance evaluations, disciplinary actions, hiring and dismissing employees, developing strategic plans, policies and procedures, work plans, grant requests and legislative incentives. Oversees legal review of departmental needs. Performs public relations, media contacts and audits. Acts as the single point of contact for Commissioners Court regarding these departments and keeps Commissioners Court informed of pertinent issues.
- Directs and assists Department Heads to develop and monitor departmental missions, initiatives, goals, objectives and work plan priorities. Directs and assists Department Heads in performance of departmental planning, research and other projects. Reviews and edits Department Head reports. Directs and assists Department Heads in development, preparation, and submittal of the departmental budget. Directs and assists Department Heads in administration of departmental budget. Directs and assists Department Heads in preparation of a variety of fiscal and administrative reports. Directs and assists Department Heads in determining resources needed to meet service demands and resolves budgetary issues. Performs performance evaluations of CES and JPD Department Heads. Coordinates use of shared financial and systems support resources with the Executive Manager Emergency Services.
- Operates as Department Head for Criminal Justice Planning. Develops and monitors departmental missions, initiatives, goals, objectives, and work plan priorities. Directs departmental planning, research and other projects. Reviews and edits staff reports. Prepares the development, preparation and submittal of the departmental budget. Administers departmental budget. Prepares a variety of fiscal and administrative reports. Determines resources needed to meet service demands and resolves budgetary issues.
- Evaluates the present status of operational infrastructure and directs improvements, including the programmatic, organizational, financial and legislative components of that infrastructure. Integrates financial and management information to facilitate policy discussion, debate, and decision. Synthesizes complex issues into straightforward, meaningful terms for public presentations and policy analysis.
- Plans, directs, and reviews the management oversight for multiple management groups and program contracts. Develops performance work plans and assigns responsibilities through subordinate managers. Negotiates conflicts and resolves issues. Evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service. Plans for future services and budgetary requirements.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Executive Manager Justice & Public Safety

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**JOB CODE:** 32265  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas such as future wireless communication, building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.
- Directs the preparation and monitoring of millions of dollars from multiple funding sources at various levels in operating and capital budgets. Monitors expenditures, represents the Commissioners Court in contract and agreement negotiations in support of countywide goals and services assuring financial integrity and service levels.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Management, Public Administration, Justice, Public Safety, Public/Policy Administration or a directly related field AND eight (8) years of progressively responsible experience at the executive level of state and local government, or public sector management/administration in criminal justice is desired, including a minimum of five (5) years experience in a supervisory capacity and professional personnel work activities and responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Business Administration, Management, Public Administration, Justice, Public Safety, Public/Policy Administration or a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Functions, policies and procedures, principles, practices, and techniques of public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of effective leadership, management and supervision.
- State and local government budget, planning, systems, documents, issues, and trends.
- Theory, principles, practices, and methods of contract administration.
- Budgeting development, process and maintenance, including multiple contracts from various sources.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Budget development, process and maintenance.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Executive Manager Justice & Public Safety

JOB CODE: 32265  
PAY GRADE: 32

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Building consensus and effective work teams.
- Working with and communicating with various community groups.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Problem solving and decision-making.
- Interacting effectively with all levels of management, employees, multiple outside agencies and outside contractors.
- Exercising independent judgment.
- Developing short and long-range comprehensive plans.
- Analyzing day-to-day processes within complex organizations.
- Developing innovative solutions to procedural problems.
- Both verbal and written communication, including presentations.

#### Ability to:

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Solve conflicts and resolve issues.
- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs, which foster increased efficiency and effectiveness.
- Apply knowledge to conduct planning management research data analysis, policy, and procedure and process analyses.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Executive Manager Justice & Public Safety**

**JOB CODE:** 32265  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Emergency Services

**JOB CODE:** 32266

**FLSA STATUS:** Exempt

**PAY GRADE:** 32

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Responsible for administration, management, and supervision for the functions performed by the Medical Examiner's Office, Fire Marshal's Office, Emergency & Wireless Communications, Emergency Management Office, STAR Flight and Travis County EMS. Responsible for direct supervision of Appointed Officials, Department Heads, and Managers for Emergency Services. Manages multiple senior administrators to ensure compliance with the mission, goals and objectives of each office. Responsible for analyzing, designing, developing, implementing, and evaluating the functions and activities of the offices. Responsible for planning, organizing, staffing, directing, coordinating, reporting and budgeting of the offices. Coordinates Emergency Services functions among County, City, State and other jurisdictions. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Oversees Emergency Services, develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, and sets the standard for best management practices.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court on related issues of Emergency Services. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

### DUTIES AND RESPONSIBILITIES:

- Directs the development and implementation of County Emergency Services goals, objectives, policies, procedures, and priorities. Interprets and enforces Commissioner Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy objectives are met, budgets support objectives, and resources are effectively distributed among policy objectives. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Directs comprehensive services, including Medical Examiners Office, Fire Marshal's Office, Emergency & Wireless Communications, Emergency Management Office, STAR Flight and Travis County EMS.
- Reports key emergency services and operations issues and concerns, including Homeland Security and 9-1-1 to the Commissioners Court, as considered necessary. Oversees development of wireless communication and public safety policies and procedures, Homeland Security grants, 9-1-1 programs directly related to CAPCOG and public safety agencies this includes 9-1-1 equipment, network design and operation and FCC inventory and licensing process. Directs design and technical matters relating to wireless and public safety communication networks.
- Directs the tasks and activities for collaborative planning activities involving local entities. Facilitates activities of and provides staff support and expertise to task forces, committees and working groups. Leads the development and implementation of work plans for such groups.
- Manages and supervises administrative functions, short and long-range plans, goals, objectives and work plan priorities. Manages and supervises the development of strategic plans, policies and procedures, work plans, department budgets, fiscal and administrative reports, grant requests and legislative incentives. Oversees legal review of departmental needs. Performs public relations, media contacts and audits. Directs departmental planning, research and other projects. Acts as the single point of contact for Commissioners Court regarding assigned departments and keeps Commissioners Court informed of pertinent issues.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Emergency Services

**JOB CODE:** 32266

**FLSA STATUS:** Exempt

**PAY GRADE:** 32

**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Operates as Direct Supervisor for Department Head and Chief Administrative Officer for Medical Examiner's Office and Department Head for Fire Marshal's Office. Manages and supervises Department Heads in relation to administrative functions, such as preparing budgets, reports, studies, reviews and agenda requests. Manages employee relations through performance evaluations, disciplinary actions, hiring and dismissing employees, developing strategic plans, policies and procedures, work plans, grant requests and legislative incentives.
- Directs the establishment and monitoring of interlocal agreements and contracts. Monitors related legislation for its potential impact and recommends related legislative priorities to Commissioners Court.
- Plans and supervises the conducting of analysis, policy, procedure, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and change in existing policies, fiscal impact, process improvement and public benefit of programs or initiatives.
- Directs and assists Department Heads to develop and monitor departmental missions, initiatives, goals, objectives, and work plan priorities. Directs and assists Department Heads in performance of departmental planning, research and other projects. Reviews and edits Department Head reports. Directs and assists Department Heads in administration, development, preparation and submittal of the departmental budget. Directs and assists Department Heads in preparation of a variety of fiscal and administrative reports. Directs and assists Department Heads in determining resources needed to meet services demands and resolve budgetary issues. Performs performance evaluations for Department Head and Chief Administrative Officer for Medical Examiner's Office and Department Head for Fire Marshal's Office. Coordinates use of shared financial and systems support resources with the Executive Manager Criminal Justice.
- Operates as Direct Supervisor for Emergency & Wireless Communications, Emergency Management Office, STAR Flight and Travis County EMS. Performs performance evaluations for Emergency Services administrative support staff, Wireless Manager, Emergency Management Coordinator and STAR Flight Program Manager. Develops and monitors departmental missions, initiatives, short and long-range plans, goals, objectives, and work plan priorities. Directs Emergency Services planning, research and other projects. Prepares the development, preparation and submittal of the Emergency Services budget. Administers Emergency Services budget. Prepares a variety of fiscal and administrative reports. Determines resources needed to meet services demands and resolves budgetary issues.
- Evaluates the present status of operational infrastructure and directs improvements, including the programmatic, organizational, financial, and legislative components of that infrastructure. Integrates financial and management information to facilitate policy discussion, debate and decision. Synthesizes complex issues into straightforward, meaningful terms for public presentations and policy analysis.
- Plans, directs, reviews the management oversight for multiple management groups and program contracts. Develops performance work plans and assigns responsibilities through subordinate managers. Negotiates conflicts and resolves issues. Evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service. Plans for future services and budgetary requirements.
- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas such as future wireless communication, building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Executive Manager Emergency Services

JOB CODE: 32266

FLSA STATUS: Exempt

PAY GRADE: 32

LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs the preparation and monitoring of millions of dollars from multiple funding sources at various levels in operating and capital budgets. Monitors expenditures, represents the Commissioners Court in contract and agreement negotiations in support of countywide goals and services assuring financial integrity and service levels.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Management, Public Administration, Communications, Emergency Management, Public Safety, Public/Policy Administration or a directly related field AND eight (8) years of progressively responsible senior administrative level, professional management and leadership experience in Emergency Services, at the executive level of state and local government, or public sector management/administration, including a minimum of five (5) years of senior administrative level and supervision of managerial and professional personnel work activities and responsibility for developing, implementing and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Public Administration, Business Administration, Communications, Public Safety or a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of emergency services.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of effective leadership, management and supervision.
- State and local government budget, planning, systems, documents, issues and trends.
- Theory, principles, practices, and methods of contract administration.
- Budget development, process and maintenance, including multiple contracts from various sources.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Public safety operations and services, 9-1-1 network design, functionality, call-taking and distribution processes.
- Computer-aided dispatching, mobile data systems, digital communication technology, VHF, UHF, conventional and trunked 800-900 MHz wireless communication systems with Public Safety emphasis.
- Homeland Security, Emergency Management Operations, Fire Services and Medical Examiner Operation.
- GIS and wireless communication equipment repair and billing practices, FCC rules and regulations and wireless communication legislation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Emergency Services

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**JOB CODE:** 32266

**FLSA STATUS:** Exempt

**PAY GRADE:** 32

**LAST REVISED:** 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Building consensus and effective work teams.
- Working with and communicating with various community groups.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Problem solving and decision-making.
- Interacting effectively with all levels of management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment.
- Making presentations.
- Developing short and long-range comprehensive plans.
- Analyzing day-to-day processes within complex organizations.
- Developing innovative solutions to procedural problems.
- Both verbal and written communication, including presentations.

#### Ability to:

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Plan, direct and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs, which foster increased efficiency and effectiveness.
- Apply knowledge to conduct planning management research data analysis, policy, and procedure and process analyses.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Executive Manager Emergency Services**

**JOB CODE:** 32266  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Executive Manager Admin Operations****JOB CODE:** 32268  
**PAY GRADE:** 32**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Serves under general policy direction from the Commissioners Court. Directs administrative work relating to a broad range of County management issues for Administrative Operations. Oversees Administrative Operations, including Human Resources Management, Facilities Management, Records Management and Communications Resources and Information and Telecommunications Systems. Develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, sets the standard for best management practices. Provides highly responsible and complex administrative support to the Commissioners Court and manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court and Administrative Operations. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

**DUTIES AND RESPONSIBILITIES:**

- Directs the development and implementation of County Administrative Operations goals, objectives, policies, procedures and priorities. Interprets and enforces Commissioner Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy objectives are met, budgets support objectives and resources are effectively distributed among policy objectives. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Ensures safe and accessible facilities equipped with technology that promote communication and optimizes employee performance.
- Directs comprehensive services, including Human Resources Management, Facilities Management, Records Management and Communications Resources, and Information and Telecommunications Systems.
- Plans and supervises the conducting of analysis, policy, procedures, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and changes to existing policies, fiscal impact, process improvement, and public benefit of programs or initiatives.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Evaluates the present status of operational infrastructure and directs improvements, including the programmatic, organizational, financial and legislative components of that infrastructure. Integrates financial and management information to facilitate policy discussion, debate and decision. Synthesizes complex issues into straightforward, meaningful terms for public presentations and policy analysis.
- Plans, directs and reviews the management oversight for multiple management groups and program contracts, through subordinate directors, develops performance work plans and assign responsibilities. Negotiates conflicts and resolves issues. Evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service. Plans for future services and budgetary requirements.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Executive Manager Admin Operations**

**JOB CODE:** 32268  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas, such as future building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.
- Directs the preparation and monitoring of millions of dollars from multiple funding sources at various levels in operating and capital budgets. Monitors expenditures and represents the Commissioners Court in contract and agreement negotiations in support of countywide goals and services assuring financial integrity and service levels.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Business Administration, Management, Public Administration or a directly related field AND eight (8) years of progressively responsible senior administrative level, professional management and leadership experience, including two (2) years experience in one of the following administrative areas: Human Resources, Facilities Management, Records Management, Information Technology at the executive level of corporation, or public sector management/administration, and including a minimum of five (5) years of senior administrative level experience and supervision of managerial and professional personnel work activities and responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

**Preferred:**

Master's degree in Business Administration, Management, Public Administration or a directly related field.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of effective leadership, management and supervision.
- State and local government budget, planning, systems, documents, issues, and trends.
- Theory, principles, practices, and methods of contract administration.
- Budgeting development, process and maintenance, including multiple contracts from various sources.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Executive Manager Admin Operations**

**JOB CODE:** 32268  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Skill in:**

- Building consensus and effective work teams.
- Working with and communicating with various community groups.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Problem solving and decision-making.
- Interacting effectively with all levels of management, employees, multiple outside agencies and outside contractors.
- Exercising independent judgment.
- Both verbal and written communication, including presentations.

**Ability to:**

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs, which foster increased efficiency and effectiveness.
- Apply knowledge to conduct planning management research data analysis, policy, procedure and process analyses.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, , Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, union representatives, representatives of multiple outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Executive Manager HHS****JOB CODE:** 32269  
**PAY GRADE:** 32**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Serves under general policy direction from the Commissioners Court. Directs administrative work relating to a broad range of County management issues for HHS. Oversees HHS departments. Develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, and sets the standard for best management practices. Provides highly responsible and complex administrative support to the Commissioners Court, manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court and HHS. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

**DUTIES AND RESPONSIBILITIES:**

- Directs the development and implementation of County HHS goals, objectives, policies, procedures and priorities. Interprets and enforces Commissioner Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy objectives are met, budgets support objectives and resources are effectively distributed among policy objectives. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Plans and supervises the conducting of analysis, policy, procedures, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and changes to existing policies, fiscal impact, process improvement and public benefit of programs or initiatives.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Evaluates the present status of operational infrastructure and directs improvements, including the programmatic, organizational, financial and legislative components of that infrastructure. Integrates financial and management information to facilitate policy discussion, debate and decision. Synthesizes complex issues into straightforward, meaningful terms for public presentations and policy analysis.
- Plans, directs and reviews the management oversight for multiple management groups and program contracts through subordinate directors. Develops performance work plans and assigns responsibilities. Negotiates conflicts, resolves issues, and evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service. Plans for future services and budgetary requirements.
- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, and conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas, such as future building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager HHS

**JOB CODE:** 32269  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs the preparation and monitoring of millions of dollars from multiple funding sources at various levels in operating and capital budgets. Monitors expenditures and represents the Commissioners Court in contract and agreement negotiations in support of countywide goals and services assuring financial integrity and service levels.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Management, Public Administration or a directly related field AND eight (8) years of progressively responsible senior administrative level, professional management and leadership experience, including two (2) years experience of Health and Human Services administrative areas at the executive level of corporation, or public sector management/administration, and including a minimum of five (5) years of senior administrative level experience and supervision of managerial and professional personnel work activities and responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Business Administration, Management, Public Administration or a directly related field.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of effective leadership, management and supervision.
- Texas and local government budget, planning, systems, documents, issues and trends.
- Theory, principles, practices and methods of contract administration.
- Budgeting development, process and maintenance, including multiple contracts from various sources.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Building consensus and effective work teams.
- Working with and communicating with various community groups.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Problem solving and decision-making.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

## JOB TITLE: Executive Manager HHS

JOB CODE: 32269  
PAY GRADE: 32

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in: (Cont.)

- Interacting effectively with all levels of management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment.
- Both verbal and written communication, including presentations.

#### Ability to:

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs, which foster increased efficiency and effectiveness.
- Work collaboratively with the Commissioners Court to successfully implement the community impact goals established by the Court.
- Apply knowledge to conduct planning management research data analysis, policy, procedure and process analyses.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Executive Manager Planning & Budget****JOB CODE:** 32271  
**PAY GRADE:** 32**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Serves under the general policy direction from the Commissioners Court. Directs administrative work relating to a broad range of County management issues in the Planning and Budget process. Administratively responsible for countywide development and recommendation for budget resource allocation policies and procedures, rules, schedules, guidelines and practices. Directs the Planning and Budget Office, develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, and sets the standard for best management practices. Provides highly responsible and complex administrative support to the Commissioners Court, and manages department through subordinate staff to ensure completion of performance mission and objectives in compliance with operating and capital budget. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court and Planning and Budget. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

**DUTIES AND RESPONSIBILITIES:**

- Directs the development and implementation of countywide Planning and Budget goals, objectives, policies, procedures and priorities. Interprets and enforces Commissioners Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy objectives are met, budgets support objectives and resources are effectively distributed among policy objectives. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Directs the planning, formulating, and preparation of the annual preliminary and adopted budget. Coordinates budget activities and schedules. Reviews and recommends appropriate action on budget requests and budget amendments.
- Develops and recommends budget resource allocation policies and procedures, rules, schedules, guidelines and practices. Through subordinates, coordinates budget planning, financial forecasts, productivity research, planning management research analysis, program analysis and cost/benefit studies and research projects. Responds to special requests and recommends strategies for increased service delivery or cost effectiveness programs.
- Coordinates and participates in budget work sessions for Commissioners Court and coordinates development of plans and budget. Interprets general laws and regulations in relationship to their financial impact. Researches the law to keep current on developing law and relevant legal issues. Conducts periodic revenue and expenditure forecasts and advises Court on actions to optimize revenues and decrease expenditures. Manages and oversees the capital funding program and the investment activity for cash resources.
- Plans and supervises the conducting of analysis, policy, procedures, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and changes to existing policies, fiscal impact, process improvement and public benefit of programs or initiatives. Plans for future services and budgetary requirements.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Plans, directs and reviews the management oversight for multiple management groups and program contracts through subordinate directors. Develops performance work plans and assigns responsibilities. Negotiates conflicts and resolves issues. Evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Planning & Budget

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JOB CODE: 32271  
 PAY GRADE: 32

FLSA STATUS: Exempt  
 LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, and conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas, such as future building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.
- Oversees Travis County's investment portfolio and the County corporations that issue private activity bonds for affordable housing and healthcare programs.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Public/Policy Administration, Management, Finance, Economics or a directly related field AND eight (8) years of progressively responsible, public or private, executive level experience in large and complex organizations, including a minimum of five (5) years of senior leadership and administrative experiences, including management and supervision of professional work activities, and responsibility for planning, developing, implementing strategic and tactical goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Business Administration, Public/Policy Administration, Management, Finance, Economics or a directly related field. Prefer a broad-based and distinguished record of high level executive experience in multiple settings in the budget, finance and/or strategic planning arena.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of public administration.
- Fiscal practices, planning and management, and budgeting methods and concepts.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and local government budget, planning, systems, documents, issues and trends.
- Securities allowed under the Texas Public Funds Investment Act.
- Multi-family and single family bond financing, housing finance corporations under Federal and State laws, and of banking services.
- Principles and practices of effective leadership, management and supervision.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Planning & Budget

JOB CODE: 32271  
PAY GRADE: 32

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Planning, implementing, and coordinating complex technical and administration programs.
- Building consensus and effective work teams.
- Developing state and local government and budget processes and systems.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Problem solving and decision-making.
- Analyzing problems, evaluating alternatives and recommending a course of action.
- Interacting effectively with all levels of management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment.
- Both verbal and written communication, including presentations.

#### Ability to:

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Direct and coordinate the planning, formulating, and preparation of the annual budget.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Conduct research and assessment evaluations of programs and resources.
- Plan, direct and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs, which foster increased efficiency and effectiveness.
- Apply knowledge to conduct planning management research data analysis, policy, and procedure and process analyses.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Executive Manager Planning & Budget

JOB CODE: 32271  
PAY GRADE: 32

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Executive Manager TNR****JOB CODE:** 32272**FLSA STATUS:** Exempt**PAY GRADE:** 32**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Serves under general policy direction from the Commissioners Court. Directs administrative work relating to a broad range of County management issues for County infrastructure, including roads, bridges, parks, endangered specified preserves, landfill and cemetery. Directs work related to the regulation of private land development, solid waste siting, on-site sewage, and stormwater management, environmental polices and procedures, and countywide fleet management. Oversees TNR departments. Develops and interprets policy for elected and appointed officials, department heads, constituents and other governmental entities, and sets the standard for best management practices. Provides highly responsible and complex administrative support to the Commissioners Court, and manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Works collaboratively with other Travis County Executive Managers to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Executive Managers job family. This classification is distinguished from the other Executive Managers in that incumbent serves as primary liaison between Commissioners Court and TNR. Serves as member of executive management team. This classification may require a flexible work schedule to meet the needs of the offices and departments.

**DUTIES AND RESPONSIBILITIES:**

- Directs the development and implementation of County goals, objectives, plans, policies and procedures, and priorities. Interprets Commissioners Court policies. Works with independently elected officials to achieve those goals. Directs development of evaluation mechanisms to ensure policy objectives are met, budgets support objectives and resources are effectively distributed among policy objectives. Serves as principal liaison to County offices, public and private agencies, and general public in developing operational matters.
- Reports progress of plans and projects, recommending amendments or modifications, as required. Oversees road construction and maintenance, countywide fleet management, transportation planning, capital improvements and related administrative functions. Develops and manages Travis County Park System and Balcones Management Preserves. Develops long-term alternatives for Parkland use and preservation.
- Develops and provides executive direction to the implementation of a multi-million dollar Capital Improvements Program for highways, roadways, bridges, parks, preserves, and related infrastructure, including inter-agency coordination, contract, development and administration.
- Develops and provides Executive direction to the development and arbitration of County land development and environmental laws and regulation, including sub-division, on-site sewage, traffic and transportation, solid waste siting, stormwater management, endangered species preservation and management, air quality, water quality, hazardous materials and resource conservation.
- Plans and supervises the conducting of analysis, policy, procedures, programs, issues, special projects and evaluation assessments. Reviews executive and management action plans, reports and fiscal estimates. Develops, reviews and makes recommendations and presentations on critical issues, initiatives, new policies and changes to existing policies, fiscal impact, process improvement and public benefit of programs or initiatives.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Evaluates the present status of operational infrastructure and directs improvements, including the programmatic, organizational, financial and legislative components of that infrastructure. Integrates financial and management information to facilitate policy discussion, debate and decision. Synthesizes complex issues into straightforward, meaningful terms for public presentations and policy analysis.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Executive Manager TNR**

**JOB CODE:** 32272  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Plans, directs and reviews the management oversight for multiple management groups and program contracts. Through subordinate directors, develops performance work plans and assigns responsibilities. Negotiates conflicts and resolves issues. Evaluates services and subordinates. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service. Plans for future services and budgetary requirements.
- Serves as primary advisor to the Commissioners Court in developing short and long-range plans. Cultivates cooperative partnerships with other elected and appointed officials and department heads, within the organization, outside public and private organizations to provide infrastructure, and conducts needs assessments to monitor and improve customer service delivery. Directs and collaborates on research and development in prioritized areas, such as future building programs, program development, projected personnel requirements, funding projections and future legislation. Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations.
- Directs the preparation and monitoring of millions of dollars from multiple funding sources at various levels in operating and capital budgets. Monitors expenditures, represents the Commissioners Court in contract and agreements negotiations in support of countywide goals and services assuring financial integrity and service levels.
- Represents the County by attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences and professional association meetings, participate in private organizations and serve on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Business Administration, Management, Public Administration or a directly related field AND eight (8) years of progressively responsible senior administrative level, professional management and leadership experience in professional engineering and construction of major public improvements at the executive level of state and local government, or public sector management/administration, including a minimum of five (5) years of senior administrative level experience and supervision of managerial and professional work activities, and, responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;

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:**

Valid Texas Driver's License.

**Preferred:**

Master's degree in Business Administration, Management, Public Administration or a directly related field.

Professional Engineer (P.E.) or related design professional authorized to practice in the State of Texas. If registered in another state, must become registered in the State of Texas within six (6) months of employment.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Functions, policies and procedures, principles, practices and techniques of engineering and public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of effective leadership, management and supervision.
- State and local government budget, planning, systems, documents, issues and trends.
- Theory, principles, practices, and methods of state and local public engineering, construction, street maintenance, and contract administration.
- Principles and practices of vehicle, equipment and maintenance.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Executive Manager TNR****JOB CODE:** 32272  
**PAY GRADE:** 32**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge of: (Cont.)**

- Budgeting development, process and maintenance, including multiple contracts from various sources.
- Analysis techniques, network systems and research techniques.
- Methods of presentations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Building consensus and effective work teams.
- Working and communicating with various community groups.
- Managing subordinates, working with staff at the senior administrative level, elected and appointed officials, and constituents.
- Problem solving and decision-making.
- Performing contract negotiation, compliance and dispute resolution.
- Project direction and coordination.
- Interacting effectively with all levels of management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment.
- Both verbal and written communication, including presentations.

**Ability to:**

- Mediate and resolve employee grievances and differences at all levels within span of control.
- Interpret and set visions, goals, and develop short-term and long-term plans for successful implementation.
- Communicate goals to a wide and diverse audience.
- Schedule program work on a long-term basis.
- Maintain customer-based, business perspective.
- Maintain professional ethics and personal integrity.
- Read and interpret geographic-related documents including, maps, engineering plans and specification, site and sub-division plans, and spatial analysis of geographic information.
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Lead collaborative development of short-term and long-term strategies for implementing goals.
- Bring together several viewpoints and ideas to a balanced position.
- Represent the County in a professional and effective manner.
- Plan, direct, and coordinate the work activities of managerial, professional and support staff.
- Lead development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy and procedure, plan or program by itself and in relationship to other policies and procedures, plans or programs.
- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Work in diversified, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence, including graphs, charts and other geographic information analysis.
- Effectively present information senior management and public group, to Commissioners Court, senior management, employees and public groups, including the State Legislature utilizing tact and diplomacy.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Executive Manager TNR**

**JOB CODE:** 32272  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Purchasing Clerk II

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**JOB CODE:** 10483  
**PAY GRADE:** 10

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs complex technical office work to assist purchasing staff in the typing and proof reading of contracts, specifications, correspondence and other technical documents for acquisition and payment of commodities, equipment or service. Exercises independent judgment regarding procedures and processes following standard purchasing procedures. Work is subject to review for conformance to agency policies and procedures.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two purchasing-related job classifications within the Purchasing job family. This classification is distinguished by the technical purchasing support duties and responsibilities, following standard purchasing procedures and performing related nature of purchasing assignments.

### DUTIES AND RESPONSIBILITIES:

- Performs office support for purchasing agent, purchasing staff, contract managers and/or construction personnel.
- Types bid invitations, requisitions, purchase orders, purchase vouchers and sends copy to supplier and department originating request.
- Schedules appointments and arranges bid meetings for the following contract types: Information for Bidders (IFB), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Services (RFS) for buyers.
- Communicates with vendors or their representatives on clarification of specifications, bids or other routine purchasing matters.
- Verifies billings from suppliers with open purchase orders and approves for payment.
- Performs filing and maintenance of records for purchasing activities.
- Organizes and types purchasing manual and updates, newsletters and maintains fixed assets management records.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

High School diploma or G.E.D. AND three (3) years of increasingly responsible purchasing-related general office/office experience, including the operation of modern office procedures, methods and computer equipment, including word processing, spreadsheets, databases and a variety of software packages;

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.

#### **Preferred:**

Formal related training and/or courses in purchasing operations.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Purchasing Clerk II

JOB CODE: 10483

FLSA STATUS: Non-Exempt

PAY GRADE: 10

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Modern office practices and procedures, and methods related to purchasing and of billing procedures.
- Accounting and bookkeeping practices and accepted accounting principles relating to single or double entry accounting systems and financial reports.
- Business telephone techniques and etiquette.
- Basic purchasing terminology.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Reviewing invoices, bills for accuracy and completeness.
- Communicating with others to gather information.
- Recording and compiling material for reports.
- Both verbal and written communication.

##### Ability to:

- Apply County purchasing principles, procedures, and methods.
- Research information.
- Work quickly accurately with numbers and to verify calculations.
- Maintain detailed and accurate reports.
- Exercise independent judgment and decision-making.
- Maintenance of a well organized appropriate records system.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Purchasing Clerk III****JOB CODE:** 12484  
**PAY GRADE:** 12**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Performs a variety of complex technical office and administrative duties for purchasing agent and staff in the typing and proofreading of contracts and specifications, correspondence, and other technical documents for the acquisition and payment of commodities, equipment or services. Performs bookkeeping and accounting task for the purchasing department-verifying data, balancing, preparing reports, deposits and disbursements. Work is subject to periodic review for conformance to agency policy.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of two purchasing-related job classifications within the Purchasing job family. It is distinguished by the variety and level of complex technical purchasing support duties and responsibilities, following standard purchasing procedures, and performing related nature of purchasing assignments.

**DUTIES AND RESPONSIBILITIES:**

- Works as lead to receive work assignments from purchasing staff, contract managers and/or construction personnel, and assigns job duties to other purchasing clerk staff.
- Secures documents, money and checks, and deposits monetary funds for department and/or returns checks to vendors.
- Performs direct secretarial support for purchasing agent and staff, assists in the preparation of department budget and amendments, and develops office forms and procedures consistent with department and countywide policies.
- Types bid invitations, requisitions, purchase orders, purchase vouchers and schedules appointments and arranges bid meetings for the following contract types: Information for Bidders (IFB), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Services (RFS).
- Performs bookkeeping and accounting duties for the purchasing department to include verification of receipts and cash received with appropriate ledgers. Processes and disburses checks for refunds and/or payments. Prepares statistical data and reports, as required.
- Communicates with vendors or their representatives on clarification of specifications, bids or other routine purchasing matters.
- Maintains confidential personnel and purchasing files. Maintains fixed assets management records.
- Organizes and types purchasing manuals and updates, newsletters, and maintains fixed assets management records.
- Places bid advertisements in the local newspapers.
- Assists with contract awards.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND one (1) year of business college with coursework in Bookkeeping, Accounting, Purchasing Operations or a directly related field AND one (1) year of increasingly responsible experience working with vendors, suppliers, consultants to acquire supplies, services, equipment or other commodities;

OR,

Three (3) years of purchasing-related general office experience AND one (1) year of accounting/bookkeeping skills, including increasingly responsible experience in working with vendors, suppliers, consultants to acquire supplies, services, equipment or other commodities;

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Purchasing Clerk III

JOB CODE: 12484  
PAY GRADE: 12

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Education and Experience: (Cont.)

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 have some familiarity with the County's Purchasing Procedures and Commissioners resolutions in order to meet contracting timelines.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Modern office practices and procedures, and methods related to purchasing and of billing procedures.
- Accounting and bookkeeping practices and accepted accounting principles relating to single or double entry accounting systems and financial reports.
- Business telephone techniques and etiquette.
- Basic purchasing terminology.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.
- Principle and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Reviewing invoices, bills for accuracy and completeness.
- Communicating with others to gather information.
- Recording and compiling material for reports.
- Both verbal and written communication.

##### Ability to:

- Apply County purchasing principles, procedures, and methods.
- Research information.
- Work quickly accurately with numbers and to verify calculations.
- Maintain detailed and accurate reports.
- Exercise independent judgment and decision-making.
- Maintenance of a well organized appropriate records system.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Contract Compliance Specialist

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**JOB CODE:** 20692

**FLSA STATUS:** Exempt

**PAY GRADE:** 20

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Performs a variety of administrative duties related to the oversight and monitoring of contracts. Evaluates and monitors complex contract performance, compliance and contractual obligation. Acts as liaison between project managers, department heads, multiple outside agencies, other County staff and the community as required. Responds to inquires regarding contract obligations, renewals or revisions. Analyzes data and prepares reports. Maintains, manages contracts databases and files.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Purchasing job family. It is distinguished by level of monitoring contract, as well as the additional experience required.

### DUTIES AND RESPONSIBILITIES:

- Participates in the planning and implementation of a contract compliance program. Interprets policies, rules, codes or regulations.
- Works closely with project managers, department heads, multiple outside agencies, and other County staff to review contracts. Establishes procedures for the monitoring of contract compliance issues, and to ensure their needs and interests are satisfied. Prepares related contract correspondence. Facilitates dispute resolutions between contractors, vendors, consultants and associated County department staff. Attends a variety of meetings to administer contract and communicate contract status and expectations.
- Develops, implements and maintain a system to monitor contracts and agreements. Maintains and manages contracts databases and files.
- Negotiates contract renewals, amendments and plan changes. Resolves audit exceptions.
- Coordinates and conducts the risk assessments to determine requirements for the maximum service and monitoring of the contracts.
- Monitors complex contract performance by conducting on-site visits, and examining complex billings, fiscal data and eligibility determinations for compliance with contract and policies.
- Assists in the development of contracts by proposing terms, conditions and specifications.
- Reviews and investigates non-compliance issues, writes situation summaries, recommends and present solutions. Researches and aids in the resolution of complex contract issues.
- Analyzes data, prepares, distributes and presents project status reports as required for projects managers, department heads, multiple outside agencies, Commissioner's Court, other County staff and the general public.
- Represents Travis County in professional organizations serving on boards and committees as assigned.
- May develop contract administration policies, procedures, standards and plans.
- May recruit for additional resources.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Construction Management, Business Administration, Procurement, Public Administration or a directly related field AND three (3) years of increasingly responsible experience in Contract Administration, Procurement or Business Administration, including complex billing, contract issues and dealing with multiple outside agencies;

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.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Contract Compliance Specialist

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JOB CODE: 20692  
PAY GRADE: 20

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Generally accepted business and accounting practices.
- Contractual law and regulations and community policies, resources and structures.
- Principles and procedures of financial record keeping and reporting.
- Asset management and government debt financing rules and regulation for projects.
- Theory, principles, practices and methods of contract management.
- Principles and procedures of receivable management and file maintenance.
- Computer equipment to include word processing, spreadsheets, databases and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Performing contract negotiation, project coordination and litigation of contracts.
- Resolving contract disputes.
- Interacting effectively with all levels of management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment under minimal supervision.
- Both verbal and written communication.

##### Ability to:

- Evaluate contracts and recommend future status.
- Interpret policies, procedures, codes, ordinances and regulations.
- Evaluate fiscal data for conformity and contract requirements.
- Negotiate features of a contract.
- Identify errors and recommend solutions/corrective measures.
- Read, analyze and interpret common technical and professional journals, financial reports and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information to top management and public groups.
- Establish and maintain effective working relationships with representatives of multiple outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Law Library Specialist****JOB CODE:** 14404**FLSA STATUS:** Non-Exempt**PAY GRADE:** 14**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Performs defined para-professional support tasks and/or services of a law library that includes acquiring, organizing, maintaining and providing access to library collection. Assists the public and staff with reference and information requests. Works with a variety of library automated systems providing service to library users, library staff or libraries.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of four law library-related job classifications within the Professional Support job family. This classification performs para-professional support tasks within the law library.

**DUTIES AND RESPONSIBILITIES:**

- Uses microcomputer programs, bibliographic services and the Internet to perform non-original (copy) cataloging and to produce labels, circulation lists, catalog cards, and inventories.
- Processes materials for distribution and circulation.
- Oversees circulation of library materials.
- Directs patrons, the public, inmates, and County officials and employees and provides instruction to library patrons in the use of library materials and databases, CD-ROM LAN, and other library equipment to answer information needs. Explains use of library equipment, such as videocassette recorder (VCR), tape recorder, microfiche reader.
- Coordinates activities with vendors to get information on bound volumes, new editions and updates.
- Provides clerical support, which may include preparing supply order forms and monitoring supply inventory, compiling statistics for monthly and annual reports, reporting equipment problems, maintaining equipment reports and/or scheduling and billing for library service. Prepares meeting room schedules.
- Receives bulk mail and processes it for redirection. Shelves, weeds and organizes materials in the courthouse and jail libraries. Assists with data entry into library automation to update and maintain library databases.
- Answers the telephone and walk-in requests to provide information and/or makes referrals to other libraries or organizations.
- Sorts and route incoming and outgoing mail. Prepares library materials for shipment and receives returned material.
- May supervise volunteers.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND two (2) years of responsible library experience;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Law Library Specialist

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JOB CODE: 14404

FLSA STATUS: Non-Exempt

PAY GRADE: 14

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Library practices, procedures and policies, and cataloging rules, regulations and resources.
- Cataloging practices and standards.
- Variety of automated library systems.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

##### Skill in:

- Library principles, practices and terminology, and relevant automated database systems.
- Both verbal and written communication.

##### Ability to:

- Use and explain library equipment, facilities and files.
- Read, analyze and interpret general business periodicals, professional journals and governmental regulations.
- Answer questions from customers.
- Establish and maintain effective working relationships with departmental support staff, attorneys, judges, clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Librarian**

**JOB CODE:** 16405

**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt

**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Under general supervision, performs and coordinates routine library work conducting research and providing legal and non-legal reference services to judges, officials, employees, legal community and citizens. Provides information and materials in response to requests and acquiring and organizing library resources.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four law library-related job classifications within the Professional Support job family. This classification performs a mixture of specialty functions that combine public and technical functions. Maintains expertise in print and electronic search strategies.

**DUTIES AND RESPONSIBILITIES:**

- Performs reference, research and technical services to county constituency, as well as Travis County employees.
- Serves as an information consultant to access primary and secondary legal resources, conducts bibliographic instruction in use of print and electronic materials.
- Performs complex legal research for judges, staff attorneys, elected/appointed officials, and Travis County litigants. Conducts computer assisted searches of primary and secondary legal authorities. Searches periodicals and journals for articles addressing state policies or legal doctrine. Stays current on newly enacted laws which may change or replace information given to patrons or help with policy decisions for the library.
- Oversees circulation of library materials and use of library equipment. Files, shelves, and weeds collection to maintain current information and accessibility. Catalogs new publications.
- Coordinates inventory of supplies and orders depleted materials. Answers phone and walk-in requests for basic information and/or makes referrals. May direct clerical staff in performing technical duties. Updates CD-ROM LAN with new disks from legal services.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Master's degree in Library Science AND two (2) years professional librarian experience;

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:**

- Library science and information technology.
- Acquisitions and collections development practices and standards.
- Federal, State, Local and County laws, rules, regulations and guidelines applicable to Libraries.
- Federal, State, Local and County laws, rules, regulations and guidelines applicable to Records Management.
- Policies, practices, procedures and terminology of assigned function.
- Cataloging practices and standards.
- On-line automated library system software and hardware as well as other relevant computer applications, including CD applications.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Librarian**

**JOB CODE:** 16405

**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge of: (Cont.)**

- Online legal research tools and databases and the Internet.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Conducting research.
- Both verbal and written communication.

**Ability to:**

- Use and explain library equipment, facilities and files.
- Write reports, business correspondence and procedure manuals.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Establish and maintain effective working relationships with departmental support staff, attorneys, judges, clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Library Supervisor**

**JOB CODE:** 19406

**FLSA STATUS:** Exempt

**PAY GRADE:** 19

**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Under minimal supervision, creates, implements, administers and evaluates law library programs, policies and procedures. Identifies trends in legal information resources and services, technology integration and management issues in order to develop and implement new solutions for providing information to clientele. Provides cohesive management and administration for the operation of the Travis County Law Libraries.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of four law library-related job classifications within the Professional Support job family. This classification has wide latitude for individual initiative and independent judgment. The position acts as supervisor for the library staff.

**DUTIES AND RESPONSIBILITIES:**

- Supervises and schedules staff and coordinates training for all library staff. Assist with the development of policies and procedures within the area of assignment. Provides training to new employees and instructs experienced employees in new methods of legal research.
- Performs reference, research and technical services to County constituency, as well as Travis County employees.
- Serves as an information consultant to access primary and secondary legal resources, conducts bibliographic instruction in use of print and electronic materials. Assist pro se patrons to prepare for consultation with reference attorney.
- Performs complex legal research for judges, staff attorneys, elected/appointed officials, and Travis County litigants. Conducts computer assisted searches of primary and secondary legal authorities. Assist manager in selection of legal materials to meet the need of patrons.
- Develops search aids and brochures to describe library services.
- Serves as project manager for special projects. Collects and reports statistics. Maintains automated calendaring aid for reference attorney appointments.
- Coordinates resource sharing, question referral, and exchange of information with other departments, agencies, professional organizations and community legal assistance organizations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Master's degree in Library Science AND three (3) years professional librarian experience, including one (1) year of supervisory or management experience;

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.

**Preferred:**

Work experience in government law libraries.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Law Library Supervisor**

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**JOB CODE:** 19406

**FLSA STATUS:** Exempt

**PAY GRADE:** 19

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Library science and information technology.
- Acquisitions and collections development practices and standards.
- Federal, State, Local and County laws, rules, regulations and guidelines applicable to Library Management.
- Cataloging practices and standards.
- Online automated library system software and hardware, as well as other relevant computer applications, including CD applications.
- Online legal research tools and databases and the Internet.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Problem solving and decision-making.
- Conducting research.
- Both verbal and written communication.

**Ability to:**

- Use and explain library equipment, facilities and files.
- Plan, assign, motivate and coordinate work of support staff.
- Compile and analyze data, and to write clear and comprehensive reports, business correspondence, and procedure manuals.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with departmental support staff, attorneys, judges, clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE:     Archivist****JOB CODE:**       19408**PAY GRADE:**     19**FLSA STATUS:**   Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under minimal supervision establishes a Travis County archives including planning, developing, overseeing and administering the arrangement, preservation, cataloging, and exhibition of historic records. Administers and is responsible for security and accessibility of records, accountability for materials management, descriptive data development, documentation of internal procedures, and control of holdings management data. May lead or supervise the work of others.

**DISTINGUISHING CHARACTERISTICS:**

This is in a series of job classifications within the Professional Support job family. This classification has wide latitude for individual initiative and independent judgment.

**DUTIES AND RESPONSIBILITIES:**

- Plans, develops, oversees and administers the County archives. Develops, implements and enforces policies and procedures to preserve, conserve, make available and ensure the security of records of enduring value regardless of the records medium or format (electronic, photographic, video, digital or paper). Ensures compliance with applicable Federal, State and Local laws and regulations.
- Collaborates and negotiates with community leaders, Elected and Appointed Officials and the general public to improve the collection through donations, to document the history of Travis County, and to preserve records of historic or enduring value that pertain to Travis County. Appraises potential donations.
- Manages space to maximize efficiencies. Implements systems for remote storage of archival holdings. Integrates newly accessioned records into existing holdings and manages location and inventory system for unprocessed records.
- Designs and creates in-person and online public exhibits of historic documents and artifacts. Serves as project manager for special projects, exhibitions, and Internet access initiatives.
- Researches new technologies, automation and new software and hardware for archives and records center, as required.
- Educates the public through outreach, public speaking, and online exhibits. Serves as an information consultant to departments, Elected Officials, and academic researchers.
- Provides physical electronic access and digital collection management. Creates Internet site and wiki for online exhibits of photographs and documents. Creates and maintains automated catalogs and databases to maintain control over the collection and to organize digital images for both preservation and Internet publication.
- Performs reference, research and technical services to appropriately describe records and to create finding aids. Plans and implements locator systems and practices that allow efficient retrieval of documentation in electronic and paper formats. Develops retrieval systems, indexing vocabulary, authority controls, and other descriptive enhancements.
- Implements a standard electronic description strategy to coordinate participation in shared national systems.
- Identifies and analyzes historic records and prescribes appropriate preservation and storage actions regardless of record medium or format. Preserves records by identifying endangered materials and level of conservation work needed. Provides basic repair and preventive preservation for paper records. Recommends conservation and preservation microfilming priorities.
- Analyzes issues and develops and implements plans to preserve access to electronic records stored in obsolete technology.
- Researches grant sources and writes grants.
- Develops, collects, analyzes and maintains statistics.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE:     Archivist**

**JOB CODE:       19408**

**FLSA STATUS:    Exempt**

**PAY GRADE:     19**

**LAST REVISED:  10/01/09**

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

- Performs administrative duties related to maintenance of the County archives, including assisting with the preparation of the departmental budget, purchase of supplies and equipment and support of the life-cycle control of records.
- May lead or supervise the work of others, including assisting in the hiring, training, assigning work and performance evaluations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Master's degree in Library, Archives, Information Science or Museum Studies AND one (1) to three (3) years of archival, records, or information management work experience; including, demonstrated experience with archival processing according to standards;

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.

**Preferred:**

Undergraduate degree in Political Science, Public Administration, or History.

Work experience in County government or records management.

Certification with the Academy of Certified Archivists.

Valid Texas Driver's License.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Archival standards, theory, technology and processing.
- Federal, State, Local laws, rules, codes, procedures, and regulations applicable to archives and records management.
- Standard practices in area of assignment.
- Texas and Travis County history.
- Preservation standards and museum exhibition guidelines.
- Creation and management industry standard finding aids and inventory systems using XML, databases, or other electronic tools.
- Development of catalog descriptions, guides, finding aids, series inventories, and file indexes appropriate to appraisal results.
- XML schema and metadata development, thesaurus building, and subject indexing techniques.
- Computer equipment to include word processing, spreadsheets and databases, and related software applications, including Internet publishing and wiki software.
- History of information management technology and the challenges of preserving access.
- Business letter writing, grammar and punctuation and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Archivist**

**JOB CODE:**       19408  
**PAY GRADE:**     19

**FLSA STATUS:**    Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Designing and creating exhibit and displays.
- Abstracting information from primary and secondary resources.
- Appraising, evaluating, and organizing archival collections.
- Managing time well and performing multiple tasks, and organizing diverse activities.
- Both verbal and written communication.

**Ability to:**

- Operate a variety of office equipment and a computer including word processing, spreadsheets and databases.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with outside agencies, Elected Officials, other County staff, academics, community leaders, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential functions.

<p><b>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.</b></p>
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# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:**     **Law Library Manager**

**JOB CODE:**        22407

**PAY GRADE:**      22

**FLSA STATUS:**     Exempt

**LAST REVISED:**   10/01/09

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**JOB SUMMARY:**

Manages, plans, develops, organizes, implements and evaluates countywide Law Library programs and services, policies, and procedures. Responsible for staff, collection, budget and contracts.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of four law-library related job classifications within the Professional Support job family. This classification manages the law library, including multiple locations.

**DUTIES AND RESPONSIBILITIES:**

- Manages, plans, develops, organizes, implements and evaluates countywide Law Library programs and services, policies, and procedures.
- Prepares Law Library annual budget for submissions. Monitors contract compliance with all vendors.
- Oversees the supervision of assigned personnel, which includes work allocation, training, and problem resolution. Evaluates performance and makes recommendations for personnel actions. Establishes work standards and motivates employees to achieve peak productivity and performance.
- Administers Law Library Fund to provide information resources, legal reference materials and services to the public, judges, and legal community in compliance with State and Federal laws and regulations.
- Manages legal reference and research services, including on-line and traditional resources to meet County, general public, businesses, attorneys, court personnel, employees, boards and committees, and department's needs.
- Performs complex legal research for judges, staff attorneys, elected/appointed officials and Travis County litigants. Performs complex library work. Conducts computer assisted searches of primary and secondary legal authorities.
- Responsible for all expenditures and development of print and electronic resource collections in main branch libraries, smaller branch libraries and countywide departments that receive legal materials.
- Assists director with administrative and research assignments. Prepares and edits publications and reports.
- Performs presentations for professional organizations.
- Coordinates resource sharing, question referral and exchange of information with other departments, agencies, professional organizations and community legal assistance organizations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Master's degree in Library Science AND five (5) years professional librarian experience, including one (1) year of mid- to senior level supervisory or management experience;

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.

**Preferred:**

Work experience in government law libraries.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Law Library Manager

JOB CODE: 22407

FLSA STATUS: Exempt

PAY GRADE: 22

LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Library science, information technology, organization, administration, supervision and management.
- Federal, State, Local and County laws, rules, regulations and guidelines applicable to Library Management.
- Current law library issues and trends.
- Principles, practices, and evaluation methods of library science.
- Organizational structure, workflow and operating procedures.
- Accounting, purchasing and budgetary theory, principles and practices.
- Law publications, publishers and dealers.
- Cataloging practices and standards.
- Automated library functions and systems software and hardware as well as other relevant computer applications, including CD applications.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervising others, making presentations and evaluating programs.
- Conducting research and reference techniques and methods.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Train and supervise support staff.
- Use and explain library equipment, facilities and files.
- Write reports, business correspondence and procedure manuals.
- Independently prepare correspondence, memorandums and other materials.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental support staff, attorneys, judges, clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Program Coordinator****JOB CODE:** 16474  
**PAY GRADE:** 16**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Coordinates grants process, including grant seeking, writing, reporting, program planning, needs assessment, and administration. Serves on committees, develops resources and serves as primary contact between divisions and departments involved in grant processing. Coordinates services and facilitates development of policies and procedures. May assist in the development of short- and long-term plans.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Professional Support job family. This classification is a specialized classification and not part of a series.

**DUTIES AND RESPONSIBILITIES:**

- Administers federal grant through written proposals and reports, budget control, reporting and formal/informal correspondence.
- Communicates program mission by maintaining media/press relations through media alert distribution, by utilizing the County television talk show production, and by coordinating and working in concert with national and state campaigns at the local level.
- Develops educational programs and projects. Prepares corresponding literature to increase public awareness and researches related topics. Serves as a program community liaison with national, state, and local community leaders. Supervises program staff.
- Collaborates with government agencies, private sector organizations, and citizens. Organizes community task force to communicate and increase community participation.
- Sets program goals and accomplishes program directives. Solicits and schedules presentations and meetings.
- Researches and develops for potential funding sources. Develops and writes proposals for department grants. Serves as the primary contact for the user divisions of the department for grant proposals and contracts.
- Moves grant proposals through County processes, including agenda requests, approval, award, acceptance and submission.
- Facilitates development and implementation of grant activities, including reporting and audit requirements and compliance regulations. Ensures timely reporting on program performance.
- Develops new processes and enhances existing efforts to achieve divisional goals. Analyzes, evaluates and presents data. Maintain databases and prepares written reports.
- Coordinates activities of services for eligibility. Provides intake and assessment. Provides short- and long-term analysis. Schedules and facilitates staffing and provides follow-up. Serves as liaison.
- Attends task force and committee meetings.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Business Administration, Public Administration, Economics, Technical Writing, Program/Project Management, Social Sciences, Psychology, Criminal Justice or a directly related field AND one (1) year to three (3) years experience in reviewing and analyzing financial, accounting records and grants experience, or communications work experience, or social work/casework experience;

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.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Program Coordinator**

**JOB CODE:** 16474  
**PAY GRADE:** 16

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Grant guidelines, procedures funding agencies.
- Community resources.
- Grants and contracts administration of principles and practices.
- Public administration.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Administrative analysis and statistical techniques.
- General aptitude in mathematics or accounting.
- Modern principles of sociology, criminology, child and adolescent psychology, social casework techniques, methods and techniques of counseling, and laws and regulations relating to juvenile justice and social services.
- Policies, practices, procedures and terminology related to environmental.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages, including Internet access.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Public speaking.
- Analytical research.
- Problem solving and decision-making.
- Resolving contract standards and compliance issues.
- Both verbal and written communication.

**Ability to:**

- Research, plan and coordinate grant related activities.
- Develop and schedule television productions.
- Initiate and develop methods and procedures.
- Plan, organize and direct activities.
- Gather, analyze and evaluate facts.
- Write policies and procedures.
- Conduct research on a variety of topics.
- Prepare clear, concise reports, which reach reasonable conclusions.
- Develop, analyze and interpret policies and procedures.
- Manage time well, perform and prioritize multiple tasks and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Conduct investigations and report the results clearly, accurately and impartially.
- Establish and maintain effective working relationships with participating parties of the project, clients, community agencies, departmental clientele, representatives of outside agencies, governing boards, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Job Placement Specialist****JOB CODE:** 15824**PAY GRADE:** 15**FLSA STATUS:** Non-Exempt**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Assists clients in preparation for obtaining employment by conducting classes, linking clients with employment resources and providing case management services to unemployed clients. Develops job bank resources within the community and prepares clients to fill jobs. Makes community based referrals, as required.

**DISTINGUISHING CHARACTERISTICS:**

This classification is in a Professional Support series of job classifications and is designed to provide clients with the job related skills necessary to find employment and develop community based resources to train and employ the clients. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Contacts potential employers in the local community to ascertain employment needs and matches clients with job requirements. Establishes contacts and partnerships with employment agencies and educational organizations. Develops work opportunities and job bank resources.
- Conducts program orientation and intake sessions for clients. Interviews clients and reviews employment records. Evaluates work history, education and training, job skills, compensation needs, and qualifications of clients. Prepares individual employment development plans.
- Assesses client's educational needs and makes appropriate referrals to community based providers as needed.
- Conducts pre-employment classes, including writing resumes, completing applications and interviewing techniques.
- Refers clients to employers and provides pertinent job related information to client.
- Develops and documents job fairs through management reports. Assists clients in completing job applications and other job related forms.
- Collects program statistics and generates statistical reports.
- Communicates appropriate employment related information regarding clients to authorized personnel.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Criminal Justice, Corrections, Counseling, Social Work, Psychology, Sociology, Human Resources or a directly related field AND two (2) years experience in casework, employment related counseling, workforce development or related experience in a social work or corrections agency;

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:**

Valid Texas Driver's License.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Employment practices, recruitment strategies and job readiness training.
- Vocational testing and placement.
- Community educational and vocational resources.
- Federal, State, Local and County laws, rules, regulations and guidelines.
- Policies, practices, procedures and methods of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Job Placement Specialist**

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**JOB CODE:**       15824

**FLSA STATUS:**    Non-Exempt

**PAY GRADE:**     15

**LAST REVISED:**  10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Skill in:**

- Assessing client needs and providing or accessing job related training.
- Establishing contacts and partnerships with employment agencies and educational organizations.
- Interviewing clients, evaluating work and educational history and job skills, and matching with appropriate employers.
- Conducting pre-employment classes.
- Both verbal and written communication.

**Ability to:**

- Compile data and write clear and comprehensive reports.
- Understand and carry out verbal and written directions.
- Manage time well and meet timelines.
- Coordinate and handle various projects simultaneously.
- Establish and maintain effective working relationships with County employees and officials, clients, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Natural Resources Technician**

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**JOB CODE:** 16574  
**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09

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**JOB SUMMARY:**

Assists with land management protection and enhancement programs and projects of natural resources on lands owned or managed by Travis County.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of three natural resources-related job classifications within the Professional Support job family. This classification is distinguished from other classifications by entry level of work required. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Assists in planning and conducting natural resources management protection and enhancement projects on lands owned or managed by Travis County, including monitoring and maintaining projects, conducting biological rare species monitoring, directing and implementing problem species control programs, collecting base line survey data on plant and animal species, coordinating habitat restoration for endangered species, and maintaining preserve infrastructure.
- Assists in providing geographic information system (GIS) mapping support for management and maintaining GIS databases for land management activities. Maintains and updates maps.
- Assists in researching and developing methods and protocols, or improves methods for natural resources management. Researches issues pertaining to natural resource protection and coordinates or works with other agencies or professionals to improve methods and project management for development and enforcement of statewide regulations.
- Assists in compiling and analyzing field data in the form of public presentations, technical written reports, special materials, annual reports, land management plans, protocols and checklists for the general public. Evaluates data results with regard to impact on natural resources management.
- Assists in conducting education and outreach to the general public. Provides public with information on natural resources protection and preserves. Disseminates information to landowners, managers, and other public agencies that uses the preserves and parks as research sites.
- Assists in serving as an advisor and consultant for County parks and staff on a variety of natural resources issues.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field or directly related increasingly responsible demonstrated experience in natural resource management;

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:**

Valid Texas Driver's License.

**Preferred:**

Pesticide Applicator License.

Wildland Firefighter Certification (Red Card Certification).

ArcView Geographic Information System (GIS) geoprocessing experience.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Natural Resources Technician**

**JOB CODE:** 16574

**FLSA STATUS:** Non-Exempt

**PAY GRADE:** 16

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Standard theory, principles, practices and techniques of land management protection and enhancement projects.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology related to land management protection.
- Computer equipment to include word processing, windows, spreadsheets and databases, ArcView Geographic Information System (GIS) hardware and software, and related applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Using ArcView Geographic Information System (GIS).
- Using biological monitoring and censusing, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Managing data in geodatabases.
- Work as a team member within a diverse organization.
- Use hand and power tools.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 driving, standing, walking/hiking (some rough terrain), good vision and hearing, sitting, repetitive motion, carrying, lifting, crouching/crawling, vision to monitor, pushing, reaching, and stooping, kneeling to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Natural Resources Specialist****JOB CODE:** 18584  
**PAY GRADE:** 18**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Coordinates land management protection and enhancement programs and projects of natural resources on lands owned or managed by Travis County. Performs office and fieldwork to plan, implement, monitor and complete projects in Natural Resources Program. Coordinates with Natural Resources and Parks Services staff on land management activities.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of three natural resources-related job classifications within the Professional Support job family. This classification is distinguished from other classifications by the computer knowledge required. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Plans and conducts natural resources management protection and enhancement projects on lands owned or managed by Travis County, including monitoring and maintaining projects, conducting biological rare species monitoring, directing and implementing problem species control programs, collecting base line survey data on plant and animal species, coordinating habitat restoration for endangered species, and maintaining preserve infrastructure. Maintains applicable state and federal permits, as required.
- Provides technical geographic information system (GIS) mapping support for management. Creates and maintains GIS databases for land management activities. Maintains and updates maps.
- Researches and develops methods and protocols, or improves methods for natural resources management. Researches issues pertaining to natural resource protection and coordinates or works with other agencies or professionals to improve methods and project management for development and enforcement of statewide regulations.
- Manages, compiles, analyzes and presents field data in the form of public presentations, technical written reports, special materials, annual reports, land management plans, protocols and checklists for the general public. Evaluates data results with regard to impact on natural resources management.
- Conducts education and outreach to the general public. Provides public with information on natural resources protection and preserves. Disseminates information to landowners, managers, and other public agencies that uses the preserves and parks as research sites.
- Coordinates, leads and trains parks staff and others in support of land management activities. Serves as an advisor and consultant for County parks and staff on a variety of natural resources issues.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field AND one (1) year of directly related, increasingly responsible demonstrated experience in natural resource management;

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:**

Pesticide Applicator License or must obtain license within six (6) months of employment.  
Valid Texas Driver's License.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Natural Resources Specialist

JOB CODE: 18584  
PAY GRADE: 18

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Education and Experience: (Cont.)

##### Preferred:

Wildland Firefighter Certification (Red Card Certification).  
Geographic Information System (GIS) and ArcGIS software experience.  
U.S. Fish and Wildlife Service (USFWS) Section 10(a)(1)(A) Scientific Permit and State Permit for monitoring endangered avian species and for monitoring endangered karst invertebrates.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard theory, principles, practices and techniques of land management protection and enhancement projects.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology related to land management protection.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software applications, such as ArcView Geographic Information System (GIS) hardware and software.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Using ArcView Geographic Information System (GIS).
- Using biological monitoring and censusing, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Managing data in geodatabases.
- Work as a team member within a diverse organization.
- Use hand and power tools.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 driving, standing, walking/hiking (some rough terrain), good vision and hearing, sitting, repetitive motion, carrying, lifting, crouching/crawling, vision to monitor, pushing, reaching, and stooping, kneeling to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Accreditation & Compliance Officer

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**JOB CODE:** 19475  
**PAY GRADE:** 19

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Provides oversight and maintenance for all administrative compliance factors in conformity with Federal, State and Local statutes, policies, procedures and accreditation standards. Monitors all Federal, State and Local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures compliance.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Professional Support job family. This classification is responsible for oversight and maintenance of accreditation and compliance issues for a department in conformity with Federal, State and Local statutes, policies, procedures and accreditation standards.

### DUTIES AND RESPONSIBILITIES:

- Monitors all Federal, State and Local statutes, policies, procedures, accreditation standards and other regulatory or governmental agency standards and ensures compliance.
- Reviews and evaluates current programs, policies, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness. Monitors the unit's workload to ensure that quality services are being provided.
- Researches and assists with research and evaluation projects related to standards and compliance. Prepares reports. Develops policies and procedures related to accreditation procedures and processes.
- Recommends improvements or changes based on existing standards.
- Researches current and developing legislative and other programmatic issues related to compliance. Stays abreast of relevant compliance requirements.
- Interprets complex standards, policies, rules, codes or regulations for practical application to departmental operations.
- Reviews and monitors contracts for direct services and to ensure compliance language associated with any granting authority, governmental agency, or accreditation organization.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Public Administration or a directly related field AND three (3) years of increasingly responsible experience in compliance monitoring or other related experience;

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:**

Valid Texas Driver's License.

Eligible for certification by the Texas Juvenile Probation Commission as a Juvenile Probation Officer and/or Juvenile Detention Officer within six (6) months of employment.

#### **Preferred:**

Successful completion of Handle with Care Physical Restraint Technique training.  
Cardio-pulmonary Resuscitation (CPR) Certification.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Accreditation & Compliance Officer

JOB CODE: 19475  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws, requirements and standards.
- Contractual law and regulations and community policies, resources and structures.
- Office management principles and practices.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Problem solving and decision-making.
- Strategic planning, developing, monitoring and evaluating of programs.
- Resolving contract standards and compliance issues.
- Both verbal and written communication.

##### Ability to:

- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Conduct investigations and report results clearly, accurately and objectively.
- Interpret policies, procedures, codes, ordinances and regulations.
- Gather, analyze and evaluate facts from which to develop policies and procedures.
- Serve as technical consultant and liaison.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Research, prepare, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May require exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

<p><b>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.</b></p>
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**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Floodplain Manager****JOB CODE:** 22512  
**PAY GRADE:** 22**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under administrative supervision, coordinates Travis County's activities related to floodplain management.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Professional Support job family. This classification overall performance and compliance in of floodplain management. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Provides consultation, direction and technical assistance on regulatory aspects of floodplain management, including studies and applications, development related permitting, non-compliance enforcement and inspection issues.
- Serves as a floodplain management expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on matters relevant to floodplain management projects. Provides technical analysis for programs or projects. Works with other local agencies to ensure coordination on floodplain management issues.
- Supervises staff, conducts staff job performance evaluations, and authorizes staff productive and non-productive work hours. Orients and trains staff. Provides leadership to program staff. Manages program and project priorities, deadlines, and assignment schedules.
- Evaluates programs, policies and procedures and practices. Plans, organizes, reviews and makes recommended changes to existing regulations as appropriate.
- Monitors and oversees permit applications for approval/denial to ensure compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the Federal, State, and County Governments, and the department.
- Develops, coordinates and provides outreach education and training workshops to local agencies, officials, and the general public on the dangers of flooding.
- Reviews and approves FEMA letters of map change for the County. Reviews/approves plat related submittals for compliance with various floodplain related regulations.
- Documents damages caused by flooding events in the unincorporated areas of the County. Coordinates with emergency services, during flooding events to determine the expected level of flooding in order to insure safe and efficient evacuations.
- Ensures that all serious public health and safety violations, are addressed in accordance to the policies and procedures. Negotiates with violators to ensure voluntary compliance.
- Serves as a liaison with and represents the County to advisory groups and local agencies, community and subdivision neighborhood groups, attends or addresses public hearings, boards and commissions, professional associations, and private companies. Consults and coordinates with representatives of regulatory agencies, special interest groups, the public, or department personnel on issues. Handles sensitive citizen inquires and complaints.
- Prepares and makes presentations related to regulations, policies, procedures, projects and programs. Answers inquiries from a complex and broad spectrum of individuals and groups.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Land Management, Emergency Management, Business Management, Planning or a directly related field AND five (5) years of directly related, increasingly responsible experience in local floodplain management, State or Federal floodplain management, strategic planning, research, project management or disaster recovery;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Floodplain Manager**

**JOB CODE:** 22512

**PAY GRADE:** 22

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Education and Experience: (Cont.)**

**Licenses, Registrations, Certifications, or Special Requirements:**

Certified Floodplain Manager (CFM).

Valid Texas Driver's License.

**Preferred:**

Experience with AutoCAD, GIS, and hydrologic/hydraulic software (HEC).

Designated Representative (DR) License.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Specialized floodplain management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws and regulations, codes, ordinance and guidelines, rules and requirements.
- Methods, practices and techniques of inspections, compliance and enforcement.
- FEMA technical rules and regulations.
- Emergency management principles and practices.
- Geographic Information Systems (GIS) or Global Positioning Systems (GPS), HEC and RSDE software.
- Public administration and governmental agencies.
- Principles of emergency management administration.
- Legislative process.
- Online computer searching, compliance sources and Internet.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages, including database management, statistical packages, GIS, GPS, HEC, RSDE software, word processing and project management.
- Technical business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Researching and analyzing floodplain management related issues.
- Writing, editing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Coordinating multiple groups.
- Preparing and conducting adult education and training materials.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, coordinate, organize and effectively prioritize program and projects.
- Interpret plans and specifications, standards, policies, procedures, regulatory codes.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Exercise sound judgment and make decisions.
- Perform in a stressful environment while maintaining a professional manner.
- Convey complex ideas and concepts verbally and in writing.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Address complex issues so they may be understood by the audience.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Floodplain Manager**

**JOB CODE:** 22512

**FLSA STATUS:** Exempt

**PAY GRADE:** 22

**LAST REVISED:** 10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 driving, standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: On-Site Sewage Facility Program Manager

**JOB CODE:** 24514

**FLSA STATUS:** Exempt

**PAY GRADE:** 24

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Manages, plans, organizes, and supervises the on-site sewage facility, evaluations, inspections, construction and issuing permits. Ensures that all environmental issues pertaining to private sewage facilities are resolved in accordance with State and County rules. Under administrative supervision, coordinates Travis County's activities related to floodplain management.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Professional Support job family. This classification manages the activities related to on-site sewage facilities and overall performance and compliance in of floodplain management. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Manages, plans, organizes, and supervises the on-site sewage facility, evaluations, inspections, construction and issuing permits. Oversees review for subdivision evaluations, including geological and soil evaluations, permits and certificates to operate, inspecting existing and under construction on-site sewage facilities for compliance with State and County laws, regulations and calculation of reports.
- Provides consultation, direction and technical assistance on regulatory aspects of floodplain management, including studies and applications, development related permitting, non-compliance enforcement and inspection issues.
- Serves as a floodplain management expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on matters relevant to floodplain management projects. Provides technical analysis for programs or projects. Works with other local agencies to ensure coordination on floodplain management issues.
- Evaluates programs, policies and procedures and practices. Plans, organizes, reviews and makes recommended changes to existing regulations as appropriate.
- Monitors and oversees permit applications for approval/denial to ensure compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the Federal, State, and County Governments, and the department.
- Develops, coordinates and provides outreach education and training workshops to local agencies, officials, and the general public on the dangers of flooding.
- Reviews and approves FEMA letters of map change for the County. Reviews/approves plat related submittals for compliance with various floodplain related regulations.
- Documents damages caused by flooding events in the unincorporated areas of the County. Coordinates with emergency services, during flooding events to determine the expected level of flooding in order to insure safe and efficient evacuations.
- Ensures that all serious public health and safety violations, are addressed in accordance to the policies and procedures. Negotiates with violators to ensure voluntary compliance.
- Supervises staff, conducts staff job performance evaluations, authorizes staff productive and non-productive work hours, and orients and trains staff. Provides leadership to program staff. Assigns work to staff. Manages program and project priorities, deadlines, resources needed to accomplish program elements and assignment schedules.
- Serves as technical expert by advising elected officials, appointed officials, department heads, County staff, general public, developers, designers, architects, engineers, contractors and other agencies, and consultants on matters relevant to programs and projects. Provides technical interpretation and explanation of information, policies and procedures for programs or projects. Works with other local agencies.
- Serves as a liaison with and represents the County to advisory groups and local agencies, community and neighborhood groups, attends or addresses public hearings, boards and commissions, professional associations, and private companies. Consults and coordinates with representatives of regulatory agencies, special interest groups, the public, or department personnel on issues. Handles sensitive general public or citizen inquires and complaints.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: On-Site Sewage Facility Program Manager

JOB CODE: 24514  
PAY GRADE: 24

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### DUTIES AND RESPONSIBILITIES:

- Directs on-site evaluations. Monitors and assists in the efforts to ensure project compliance with County and other applicable regulations.
- Prepares and develops program procedures for complaint investigations and enforcements. Designs processes to include issuing legal notices for violation of restrictions, completing forms necessary to file legal charges, testifying in court and investigating wastewater spills and discharges. Prepares methodology and designs for evaluating programs. Develops and makes recommendations for process improvements.
- Prepares and makes presentations related to regulations, policies, procedures, projects and programs. Answers inquiries from a complex and broad spectrum of individuals and groups.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Business Administration or a directly related field AND five (5) years of experience in environmental and resource management activities, local floodplain management, State or Federal floodplain management, strategic planning, research, project management or disaster recovery, including two (2) years of mid- to senior level supervisory or management experience.

#### Licenses, Registrations, Certifications, or Special Requirements:

Certified Floodplain Manager (CFM).  
Designated Representative (DR) License.  
Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Specialized floodplain management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws and regulations, codes, ordinance and guidelines, rules and requirements.
- Methods, practices and techniques of inspections, compliance and enforcement.
- FEMA technical rules and regulations.
- Emergency management principles and practices.
- Geographic Information Systems (GIS) or Global Positioning Systems (GPS), HEC and RSDE software.
- Public administration and governmental agencies.
- Principles of emergency management administration.
- Legislative process.
- Online computer searching, compliance sources and Internet.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages, including database management, statistical packages, GIS, GPS, HEC, RSDE software, word processing and project management.
- Technical business letter writing, grammar and punctuation, and report preparation.
- Supervisory principles, practices and techniques.
- Principles of project management.
- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws and regulations, codes, ordinance and guidelines, rules, permits, licenses, and requirements.

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: On-Site Sewage Facility Program Manager****JOB CODE:** 24514  
**PAY GRADE:** 24**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**MINIMUM REQUIREMENTS: (Cont.)****Knowledge of: (Cont.)**

- Requirements for contract plans, specifications, and estimates.
- Online computer searching, compliance purposes and sources.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Researching and analyzing floodplain management related issues.
- Supervisory/management issues, including planning and managing teams.
- Planning and managing a variety of programs and projects.
- Leadership, collaboration and negotiation techniques.
- Analyzing and evaluating complex data.
- Explaining complicated technical problems in simple non-technical language.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and technical decision-making for developing effective solutions.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, coordinate, organize and effectively prioritize program and projects.
- Plan, assign, supervise, train and review the work of subordinates.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Convey complex ideas and concepts verbally and in writing.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Address complex issues so they may be understood by the audience.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions. May be subject to contact with dangerous machinery, fumes, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Natural Resources Program Manager

**JOB CODE:** 24522

**FLSA STATUS:** Exempt

**PAY GRADE:** 24

**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Manages, plans, organizes, and supervises the natural resources program, land acquisition and environmental compliance on Travis County park, preserve and other managed open space.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three natural resources-related job classifications within the Professional Support job family. This classification manages activities and oversees Travis County lands projects and manages administrative issues on the conservation plan and the preserve. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Manages land acquisitions, reviews recommendations, negotiating terms and conditions. Oversees review of subdivision applications and provides technical analysis on open space acquisition and management.
- Supervises staff, conducts staff job performance evaluations, authorizes staff productive and non-productive work hours, and orients and trains staff. Provides leadership to program staff. Assigns work to staff, manages program and project priorities, deadlines, and assignment schedules.
- Serves as subject expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on matters relevant to programs and projects. Provides technical analysis for programs or projects. Works with other local agencies.
- Directs programs activities, including internal and external infrastructure and ecological restoration, to maximize natural resource protection. Monitors and assists in the efforts to ensure project compliance with County and other applicable environmental regulations.
- Prepares and develops special reports on program status, annual budget, financial reports, annual work plan, and correspondence. Develops and makes recommendations. Assists in the development of short and long term plans for related programs and projects. Prepares methodology and designs for evaluating programs.
- Develops program cost estimates and monitors expenditures. Monitors annual budget expenditures. Reviews and authorizes budget expenditures for County projects. Generates projected expenditures.
- Serves as a liaison with and represents the County to advisory groups and local agencies, community and neighborhood groups, attends or addresses public hearings, boards and commissions, professional associations, and private companies. Consults and coordinates with representatives of regulatory agencies, special interest groups, the public, or department personnel on issues. Handles sensitive citizen inquires and complaints.
- Prepares and makes presentations related to regulations, policies, procedures, projects and programs, answers inquiries from a complex and broad spectrum of individuals and groups.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Business Administration or a directly related field AND five (5) years of experience in environmental and resource management activities, including two (2) years of mid- to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

**TRAVIS COUNTY JOB DESCRIPTION**

DRAFT

**JOB TITLE: Natural Resources Program Manager**

JOB CODE: 24522

FLSA STATUS: Exempt

PAY GRADE: 24

LAST REVISED: 10/01/09

**MINIMUM REQUIREMENTS: (Cont.)****Knowledge, Skills, and Abilities:****Knowledge of:**

- Supervisory principles, practices and techniques.
- Principles of project management.
- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budget preparation and office management.
- Grant information sources, standards and guidelines.
- Requirements for contract plans, specifications, and estimates.
- Online computer searching and compliance sources.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervisory/management issues, including planning and managing teams.
- Planning and managing a variety of programs and projects.
- Leadership, collaboration and negotiation techniques.
- Analyzing and evaluating complex data.
- Explaining complicated technical problems in simple non-technical language.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and technical decision-making for developing effective solutions.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Plan, coordinate, organize and effectively prioritize program and projects.
- Plan, assign, supervise, train and review the work of subordinates.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Convey complex ideas and concepts verbally and in writing.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Address complex issues so they may be understood by the audience.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements 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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions. May be subject to contact with dangerous machinery, fumes, and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Environmental Resources Mgmt Specialist Senior****JOB CODE:** 20575**FLSA STATUS:** Exempt**PAY GRADE:** 20**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Develops and implements land management projection and enhancement programs and projects of natural resources on lands owned or managed by Travis County. Works closely with personnel from other programs and agencies to optimize management and protection of natural resources. Investigates environmental problems, identifies solutions and ensures that operations compliment and support conservation of natural resources.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Professional Support job family. Incumbents use judgment to resolve complex issues involved with research projects. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources. Facilitates the process of acquiring land under the terms of permits.
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes schedules and assignments, authorizes staff productive and non-productive work hours, and orients and trains staff.
- Plans, organizes, develops, schedules and implements goals and objectives for the program.
- Conducts environmental analysis, exercises independent judgment in investigating and analyzing natural resources and environmental issues, and develops and implements environmental policies and procedures.
- Provides consultations with personnel, identifies training needs and designs and presents training. Serves as subject expert.
- Coordinates efforts with regional land managers to address preserve management issues.
- Serves as subject expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on environmental matters relevant to programs and projects.
- Assists in the development of long range County plan for natural resources/environmental related programs and projects. Develops, reviews and recommends budget expenditures for County projects and grants, working with project manager and staff.
- Performs administrative duties, as required.
- Monitors and maintains projects, conducting biological species censusing inventories.
- Conducts education and outreach to the general public by participating in information sessions, tours, and conferences to explain issues related to land management goals.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field AND three (3) years experience in natural resources management, land management or field biology, including project management and program development;

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:**

Valid Texas Driver's License.

Depending on assigned duties, may require International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) Erosion Control Specialist Certification, or Pest Control License.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Environmental Resources Mgmt Specialist Senior

JOB CODE: 20575

FLSA STATUS: Exempt

PAY GRADE: 20

LAST REVISED: 10/01/09

### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Conducting investigations, including data collection, analyzing, interpreting and writing a report of results.
- Conducting sampling.
- Standard theory, principles, practices, and techniques of conservation- based land management.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Local ecological systems and conditions.
- Fiscal policies, budget programming and budget tracking.
- Grant writing, project management, and environmental specifications.
- Computer equipment to include word processing, spreadsheets, databases, ArcView Geographic Information System (GIS) hardware and software, and related applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Using ArcView Geographic Information System (GIS).
- Using biological monitoring and censusing, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Develop and implement new and innovative ideas for managing natural resources.
- Managing data in geodatabases.
- Work as a team member within a diverse organization.
- Exercise diplomacy and avoid bias in handling controversial issues.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements 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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Environmental Specialist****JOB CODE:** 17576  
**PAY GRADE:** 17**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Coordinates land management projection and enhancement programs and projects of natural resources on lands owned or managed by Travis County, such as hazardous materials management, recycling, refuse and waste management, herbicide program management, hazardous chemical spills, composting, tree replacement, vegetation management, and energy conservation. Depending upon assigned project, may be responsible for administration of a regional Habitat Conservation Plan (HCP) and other ecological management projects and programs. May educate and assist the public to comply with Endangered Species Regulations in the HCP. Performs office and fieldwork to plan, implement, monitor and complete projects in Natural Resources Program.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of four environmental-related job classifications within the Professional Support job family. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Evaluates, develops and maintains environmental countywide natural resource and environmental programs. Manages multiple program contracts and coordinates with contractors.
- Serves as liaison and coordinates efforts with other agencies, private and public entities, including constituents or professionals. Resolves problems.
- Monitors existing Federal, State and Local regulations and issues relevant to operations and makes recommendations on compliance.
- Prepares cost estimates, plans and specifications for outside goods or services. Prepares request for proposals, assists in contract negotiations with outside vendors and manages approved contracts. Assists with development of grant proposals, applications, and contracts for services with other agencies as sources for additional funding.
- Analyzes, evaluates and presents data, maintain databases and prepares written reports.
- Conducts education and outreach to the general public by participating in information meetings, trainings, and conferences to explain issues related to the programs goals. Represents the department by working closely with groups, community members and organization representatives.
- Stays abreast of legislative economic, technological and industry trends.
- Assists in preparing and submitting grant applications for new and continued funding of programs through Federal, State, Local and County sources.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND two (2) years experience in government grants, including minimum one of the four areas of writing and proposal preparation, grant administration, budget preparation/analysis, or project management;

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:**

Valid Texas Driver's License.

Depending on assigned duties, may require International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) Erosion Control Specialist Certification, or Pest Control License.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Environmental Specialist

JOB CODE: 17576  
PAY GRADE: 17

FLSA STATUS: Non-Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Grant technical writing, project management, and environmental specifications.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Using biological monitoring and censusing, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

<p><b>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.</b></p>
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**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Environmental Specialist Senior****JOB CODE:** 19577  
**PAY GRADE:** 19**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Manages grants process for Parks and Natural Resources, including grant seeking, writing and administration. Develops projects that meet the criteria of funding agencies and that support the strategic goals of Travis County Parks and Natural Resources Division. Manages environmental projects. Serves on committees dealing with Natural Resources or grants issues.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four environmental-related job classifications within the Professional Support job family. This classification is distinguished from other classifications by the grant technical administration required. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Administers preparation and submission of grant applications for new and continued funding of programs through Federal, State, Local and County sources, including maintaining grant accurate records and prepare monthly reports of progress, monitoring contractual compliance, reviews projects, coordinates efforts between funding agencies, and schedules items for approval.
- Identifies funding sources, develops projects and writes grant proposals. Communicates and meets with funding agencies, and assists with taking the application through the approval process. Responds to information requests.
- Serves on committees and task forces dealing with environmental or grants issues.
- Approves purchase requests for grant items.
- Reviews projects in the Natural Resources program. Reviews project operations to ensure timely submission of progress reports.
- Supports civil enforcement, as required.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Environmental Science, Environmental Policy, Technical Writing or a directly related field AND three (3) years experience in government grants, including minimum two of the four areas of writing and proposal preparation, grant administration, budget preparation/analysis, or project management;

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:**

Valid Texas Driver's License.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Grant guidelines, procedures and of funding agencies.
- Grant technical writing, project management, and environmental specifications.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- General aptitude in mathematics or accounting.
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Environmental Specialist Senior

JOB CODE: 19577  
PAY GRADE: 19

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### **Knowledge, Skills, and Abilities: (Cont.)**

##### **Skill in:**

- Using biological monitoring and censuring, and wildlife control equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### **Ability to:**

- Research, plan and coordinate grant related activities.
- Write policies and procedures.
- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Effectively present information to management and public groups.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Environmental Project Manager

**JOB CODE:** 22578  
**PAY GRADE:** 22

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Develops and implements specific countywide environmental policies, procedures and projects consistent with Travis County Natural Resources Program and all regulatory requirements.

### DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four environmental-related job classifications within the Professional Support job family. This classification is distinguished from other classifications in that it requires both technical knowledge and managerial skills. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Performs as project manager, develops, implements, oversees, manages or administers projects, budgets, codes, specifications, policies and procedures for countywide programs, projects and improvements.
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes schedules and assignments, and authorizes staff productive and non-productive work hours. Orients and trains staff.
- Provides environmental expertise and support for development design, construction, improvements, and maintenance. Monitors grant projects for compliance with funding agency regulations.
- Acts as liaison on environmental matters. Performs County, interlocal and code enforcement coordination. Advises County staff, citizens and other agencies and consultants on environmental matters relevant to County programs and projects. Resolves problems.
- Performs tasks as assigned in annual workplan. Works with staff to develop and implement. Prepares and conducts environmental compliance training; oversees annual reports.
- Conducts environmental assessments, investigates and analyzes problems and advises methods to mitigate adverse environmental impact of all County operations. Monitors existing and proposed federal, state and local laws and regulations relevant to environmental aspects of County programs and projects and ensures compliance with such laws and related County policies and procedures.
- Develops, reviews, and recommends annual fiscal year expenditures involving contracts for capital improvement projects, grants, construction design, construction, maintenance, compliance issues, and general items to complete projects within policies and procedures.
- Manages and oversees the preparation and submission of grant applications for new and continued funding of programs through Federal, State, Local and County sources. Develops and prepares contract documents.
- Drafts projects bid specifications and performs plan review. Reviews and identifies potential environmental compliance problems with engineering design, construction plan activities and site assessments. Conducts research, provides recommendations, resolves issues and conveys information. Provides environmental compliance oversight in grant projects. Makes recommendations to resolve issues and conflicts in coordination with consultants, staff and other agencies.
- Serves as subject expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on environmental matters relevant to programs and projects.
- Assists in the development of long range County plan for natural resources/environmental related programs and projects. Develops, reviews and recommends budget expenditures for County projects and grants, working with project managers and staff.
- Coordinates with elected officials, appointed officials, department heads for programs.
- Represents the County in attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences, professional associations meetings, private organizations, and participate on related committees. Responds to difficult citizen inquires and complaints.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Environmental Project Manager

JOB CODE: 22578  
 PAY GRADE: 22

FLSA STATUS: Exempt  
 LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Natural Resources, Environmental Science, Environmental Engineering, Geography, Technical Writing, Resource Economics or a directly related field AND four (4) years of experience in natural resources/environmental analysis and grant management, including program and project development, implementation and grant administration, and including one (1) year of mid- to senior level supervisory or management experience;

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:

Valid Texas Driver's License.

Depending on assigned duties may require grant/certification writing, International Society of Arboriculture (ISA) Arborist Certification, International Erosion Control Association (IECA) Erosion Control. Specialist Certification, Water Supply Operator Certification or Pest Control License.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- State and Federal environmental regulatory or administrative grant requirements and practices.
- Implementation of environmental engineering techniques and specifications and management practices relating to water quality, storm water pollution control, erosion control, restoration, land and vegetation management, hazardous materials, waste management.
- Principles of local land development, transportation and roadway design.
- Implementation of environmental procedures within an organization.
- Construction practices.
- Grant guidelines, procedures and of funding agencies.
- Grant technical writing, project management, and environmental specifications.
- Governmental grant programs.
- Project and contract management.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases, ArcView GIS hardware and software, and related applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill to:

- Supervisory/management issues, including planning and managing teams.
- Using biological monitoring and censusing, and wildlife control equipment.
- Conducting environmental assessments and studies.
- Interacting with all levels of government (elected officials), management, employees, multiple outside agencies, and outside contractors.
- Exercising independent judgment under minimal supervision.
- Performing technical writing tasks, including successful grant writing.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE: Environmental Project Manager**

**JOB CODE:** 22578

**FLSA STATUS:** Exempt

**PAY GRADE:** 22

**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities: (Cont.)**

**Ability to:**

- Assess the impacts of proposed land development and/or maintenance practices upon water quality, land resources, and biological resources.
- Analyze and interpret mapped and graphic data and plans for land management and capital improvement projects.
- Manage time well, perform and prioritize multiple tasks, organize diverse activities, and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

**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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Environmental Program Manager****JOB CODE:** 24581  
**PAY GRADE:** 24**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Manages, plans, organizes, and supervises a work unit or program area related to the areas of natural resource grants, solid waste, hazardous materials management, water quality, stormwater management, air quality, and environmental compliance and enforcement on a countywide basis. Ensures environmental policies, procedures and projects developed and implemented are consistent with Federal, State, Local and County regulatory requirements.

**DISTINGUISHING CHARACTERISTICS:**

This is the fourth in a series of four environmental-related job classifications within the Professional Support job family. This classification represents senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Directs planning, development and implementation of policies and programs to ensure compliance with local, state and federal environmental laws and regulations on a countywide basis. Reports to and provides recommendations to Environmental Officer and Commissioners Court on environmental policy matters. Represents the County before Federal, State and Local regulatory agencies.
- Oversees and conducts research, consultation and provides reports to Commissioners Court in response to queries from constituents and Commissioners Court members regarding current and prospective natural resources issues, program activities and plans.
- Manages, directs and supervises work and activities of professional and technical staff which includes recruiting, hiring, training, work distribution, coaching, performance management, performance reviews and discipline.
- Directs and implements civil environmental enforcement program. Oversees creation and maintenance of database for enforcement activities and coordinates with other departments and agencies with similar missions.
- Directs and implements air and water quality program elements. Assists in drafting of policy and code and oversees adherence to existing regulations and policy of the Commissioners Court in these technical areas which includes inter-agency responsibilities embodied in interlocal agreements.
- Directs and oversees environmental grant program and is responsible for managing and seeking the administering of grants in diverse areas including recreation, floodplain buyout, ecological restoration, and land acquisition.
- Directs the planning, scoping, scheduling and budgeting of natural resources protection and enhancement projects. Oversees planning, review and approval of environmental protection and enhancement projects, including the environmental components of engineering plans. Requests for proposals and contract administration for approved projects.
- Reviews or directs the review of environmental remediation and enhancement plans to ensure compliance with County and other environmental standards.
- Acts as a liaison with Federal and State authorities and other local political subdivisions to ensure coordination in the protection of natural resources.
- Performs administrative duties related to the program, such as preparing or assisting in preparation of reports and correspondence, annual work plan, program budget, status reports.
- Serves as a liaison with and represents the County to advisory groups and local agencies, community and neighborhood groups, boards and commissions, professional associations, and private companies. Assists in monitoring emerging environmental policy at State and Federal levels and initiatives related to environmental policy and regulatory issues. Consults and coordinates with representatives of regulatory agencies, special interest groups, the public, or department personnel on environmental issues. Responds to difficult citizen inquires and complaints.
- Prepares and makes presentations related to environmental regulations, policies, procedures, projects and programs. Answers inquiries concerning environmental related issues from a broad spectrum of individuals and groups.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Environmental Program Manager**

**JOB CODE:** 24581  
**PAY GRADE:** 24

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Environmental Engineering or a directly related field AND five (5) years of experience in natural resources or environmental analysis and grant management, including both program development, implementation and grant administration, and including two (2) years of mid- to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

**Preferred:**

Master's degree Natural Resources, Environmental Science, Environmental Engineering or a directly related field.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Standard management theory, principles, practices, and techniques of environmental and natural resource protection.
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Technical aspects of field inspection and enforcement in areas of air and water quality and solid waste.
- Requirements for contract plans, specifications, and estimates.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Environmental laws, regulations and mitigation requirements.
- Consultant contract management policies and procedures.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Supervisory/management issues, including planning and managing teams.
- Leadership, collaboration and negotiation techniques.
- Planning and coordinating work activities.
- Contract negotiation.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem solving and decision-making.
- Conflict resolution and community relations.
- Developing and monitoring programs and related budgets.
- Both verbal and written communication.

**Ability to:**

- Manage, motivate, train, develop and evaluate staff.
- Plan, organize and effectively direct projects.
- Evaluate technical proficiency and direction of field initiatives in air and water quality and solid waste enforcement areas.
- Develop and implement new and innovative ideas for protecting natural resources.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Environmental Program Manager

JOB CODE: 24581  
PAY GRADE: 24

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Read and understand basic legal documents.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/ infectious disease, and hazardous chemicals.

**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.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Right of Way Agent

JOB CODE: 20517  
PAY GRADE: 20

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### JOB SUMMARY:

Negotiates directly with landowners for acquisition of property rights, including real property or easement rights.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two right of way-related job classifications within the Professional Support job family. This classification is distinguished from other classifications that it requires the technical knowledge. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Negotiates with landowners or their representative to reach agreeable contract terms for acquisition of real property rights and for the acquisition of easement rights.
- Schedules and conducts closings for real estate acquisitions.
- Conducts pre-acquisition investigations to schedule, budget and develop acquisitions strategies for projects. Prepares and conducts public meetings/hearings.
- Serves as subject expert by advising elected officials, appointed officials, department heads, County staff, general public and other agencies, and consultants on right-of-way matters relevant to programs and projects.
- Analyzes counter-offers and proposed settlements based upon factors that affect real property value and appraisal theory and condemnation laws. Provides recommendations to management based upon analysis.
- Secures and coordinates title commitments, land plans, appraisals, environmental studies, archeological studies and core sample reports, as required to support project objectives.
- Directs the preparation and approval of legal documents and contracts, including creating legal descriptions to acquire land rights.
- Negotiates utility relocation agreements and coordinates the relocation of utilities in support of project objectives, to include scheduling with public and private organizations and other agencies.
- Provides relocation assistance and benefits to property owners being displaced by projects.
- Provides real estate support and preparation of bond election budgets and annual acquisitions budgets.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Finance, Real Estate or Public Administration Texas Real Estate Law or a directly related field AND three (3) years experience in successful real estate acquisition, including negotiation of real estate transactions;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Experience negotiating for right-of-way under the threat of condemnation.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Right of Way Agent

JOB CODE: 20517  
PAY GRADE: 20

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- State real estate legal procedures, laws, and techniques for the acquisition of property.
- State right-of-way acquisition policies and procedures.
- Phases of right-of-way acquisition process.
- Real estate markets, research work, eminent domain procedures, deed and tract restrictions, easements, property descriptions, survey field notes and title curative procedures.
- Standard theory, principles, practices and techniques.
- Federal, State, Local, and County applicable laws, rules, regulations and guidelines.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Analyzing and interpreting real estate valuation, appraisal theory and title issues.
- Real estate negotiations.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

##### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize and plan diverse activities.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Ability to deal with diverse people.
- Work as a team member within a diverse organization.
- Reason and make judgments and decisions.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, engineers, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Right of Way Program Manager

**JOB CODE:** 25518  
**PAY GRADE:** 25

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Provides planning and management for right-of-way transactions. Develops right-of-way acquisition schedules and budgets. Provides land acquisition information and support to numerous programs.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two right of way-related job classifications within the Professional Support job family. This classification is distinguished from other classifications that requires both the technical knowledge and managerial. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Manages, develops, implements, oversees, and administers projects, budgets, codes, specifications, strategic plans, policies and procedures for countywide programs, projects and issues. Develops and implements techniques for evaluating program activities. Identifies the need to revise program areas.
- Supervises support staff, evaluates staff job performance and coordinates, prioritizes, schedules and assignments authorizes staff productive and non-productive work hours. Orients and trains staff.
- Evaluates, analyzes, and provides written recommendations regarding right-of-way transactions.
- Represents the department at business meetings, conferences, seminars, panels and committees.
- Acts as liaison on right-of-way matters. Performs County, interlocal and code enforcement coordination. Advises County staff, citizens and other agencies and consultants on matters relevant to County programs and projects. Resolves problems.
- Prepares right-of-way reports, contracts, legal documents, correspondence, consultant agreements, written analysis, negotiations and counter-offers. Reviews, edits and approves real estate contracts and documents.
- Prepares annual budget, cash flow, and work plan. Assists in the development of long range County plan for related programs and projects. Develops, reviews and recommends budget expenditures for County projects.
- Provides guidance, review, analysis, and real estate legal insight to County Attorney for support in condemnation cases.
- Provides land acquisition support, information, and guides to transportation planners, engineers, County departments, and other agencies.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Finance, Real Estate or Public Administration or a directly related field applicable to real estate practices AND five (5) years experience in real estate acquisition or related, including three (3) years for a government, and one (1) year of mid- to senior level supervisory or management experience;

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:**

Valid Texas Driver's License.

#### **Preferred:**

Current State of Texas Real Estate License.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE: Right of Way Program Manager

JOB CODE: 25518  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- State real estate legal procedures, laws, and techniques for the acquisition of property.
- Acquisition of right-of-way under the threat of condemnation.
- Phases of right-of-way acquisition process.
- State right-of-way acquisition policies and procedures.
- State and Federal acquisition requirements.
- Eminent Domain laws and appraisal theories.
- Land planning and appraisal techniques and guidelines.
- Real estate markets, research work, eminent domain procedures, deed and tract restrictions, easements, property descriptions, survey field notes and title curative procedures.
- Standard theory, principles, practices and techniques.
- Federal, State, Local, and County applicable laws, rules, regulations and guidelines.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Supervisory/management issues, including planning and managing teams.
- Analyzing and interpreting real estate valuation, appraisal theory and title issues.
- Real estate negotiations.
- Interacting with all levels of management, employees, multiple outside agencies, and outside contractors.
- Explaining complicated technical problems in simple non-technical language.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Both verbal and written communication.

##### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize and plan diverse activities.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, engineers, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving, standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Records Analyst Associate****JOB CODE:** 15489  
**PAY GRADE:** 15**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under moderate supervision, performs and coordinates department records and information management function. Conducts inventories and analysis to determine departmental record-keeping requirements. Develops and administers retention schedules. Consults with County departments and the public in matters related to both active and inactive records. Creates and maintains computerized records and electronic tracking systems, and implements office procedures for these systems. Coordinates transition of inactive records to final disposition.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four records analyst-related job classifications within the Professional Support job family. This classification performs duties pertaining to records analysis, storage and management and also performs other routine office duties. This classification is distinguished from the Records Analyst in that incumbents typically have less experience, do not act in a supervisory capacity and perform other routine office duties requiring a lower level of knowledge, skills and abilities.

**DUTIES AND RESPONSIBILITIES:**

- Receives, authenticates, maintains, disseminates, and tracks departmental records and information. Assigns, oversees, and documents the sealing or destruction of records as mandated by establishing procedures. Provides plain or certified copies of records upon request. Interacts with the general public by handling records requests. Responds to requests in person, by mail, and by telephone in accordance with established policies, procedures and regulations.
- Examines and evaluates records-management systems to improve existing methods for efficient handling, protection, and disposition of records and information. Reviews records and reports to determine proper media (paper, microfilm), reproduction processes, and electronic data processing required. Recommends changes or modifications in procedures, utilizing knowledge of departmental processes, uniform coding systems and filing methods. Provides policy, procedural, and technical advice on less complex records management issues.
- Conducts inventories and performs analysis to determine departmental recordkeeping requirements. Evaluates and assesses long-term security of departmental documents and document management systems, implements security goals and objectives in the development and enhancement of electronic workflow and filing systems.
- Coordinates the conversion of digital images to microfilm and the maintenance of microfilm libraries and inventory. Prepares documents for imaging, operates electronic scanning equipment, and converts scanned material to digital format. Performs image validation to ensure all documents are imaged and indexed correctly. Ensures safety, security, and confidentiality of digitized records.
- Compiles and maintains statistical reports to track data, extracting and compiling data from multiple databases. Maintains production reports. Edits and inspects documents to ensure the integrity of the document. Implements quality control procedures for all records.
- Reviews records retention policies and schedules to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Monitors the storage and disposition of records according to approved retention schedules and to ensure compliance with all applicable Federal, State and Local regulations. Coordinates off-site records storage, including contracts with storage providers. Makes technical recommendations relating to the design and operations of off-site records storage.
- Coordinates special projects (disaster recovery, inventories), serving on committees, as required. May train others in records management procedures.
- May perform various clerical and administrative tasks involving processing of forms, letters, data entry/retrieval, equipment maintenance and inventory control.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst Associate**

**JOB CODE:**       15489

**FLSA STATUS:**    Non-Exempt

**PAY GRADE:**     15

**LAST REVISED:**  10/01/09

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**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Records Management, Public Administration, Business Administration, Library and Information Sciences or a directly related field AND one (1) year of professional records management, library and information science or management information systems experience;

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:**

- Federal, State, Local and County laws, rules, regulations and guidelines applicable to records management.
- Sources of information and records, including public databases, governmental statistical data, and official States, County, and City data.
- Standard practices and techniques of records management, including file management techniques.
- Principles and procedures of record keeping.
- Records and Information Management technologies.
- Computer equipment to include word processing, spreadsheets, databases and records management software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Interpreting a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Using basic arithmetic, including calculating figures such as proportions, percentages, areas and volume.
- Evaluating value and type of documents.
- Problem solving and decision-making.
- Conducting records inventory.
- Conducting research.
- Interacting with the public and providing customer service.
- Both verbal and written communication.

**Ability to:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulation.
- Communicate effectively, present information and respond to questions.
- Maintain databases.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply concepts of basic algebra and geometry.
- Compile and analyze data, and to write clear and comprehensive reports, business correspondence, and procedure manuals.
- Establish and maintain effective working relationships with departmental support staff, other County employees and officials, representatives of outside agencies, clientele, attorneys, judges and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst Associate**

**JOB CODE:**       15489  
**PAY GRADE:**     15

**FLSA STATUS:**    Non-Exempt  
**LAST REVISED:**  10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Records Analyst Assistant****JOB CODE:** 13488**FLSA STATUS:** Non-Exempt**PAY GRADE:** 13**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under close supervision, assists in the coordination of department records and information management function. Conducts inventories and analysis to determine departmental record-keeping requirements. Develops and administers retention schedules. Consults with County departments and the public in matters related to both active and inactive records. Creates and maintains computerized records and electronic tracking systems, and implements office procedures for these systems. Assists in the transition of inactive records to final disposition.

**DISTINGUISHING CHARACTERISTICS:**

This is the first in a series of four record analyst-related job classifications within the Professional Support job family. This classification performs general office duties to fulfill duties pertaining to operations of Records Management. This classification performs duties pertaining to records analysis, storage and management and also performs other routine office duties. This classification is distinguished from the Records Analyst Associate in that incumbents typically have no experience and perform routine office duties requiring entry-level knowledge, skills, and abilities.

**DUTIES AND RESPONSIBILITIES:**

- Receives, authenticates, maintains, disseminates, and tracks departmental records and information. Documents the sealing or destruction of records as mandated by establishing procedures. Provides plain or certified copies of records upon request. Interacts with the general public by handling records requests. Responds to requests in person, by mail, and by telephone in accordance with established policies, procedures and regulations.
- Examines and evaluates records-management systems to improve existing methods for efficient handling, protection, and disposition of records and information. Reviews records and reports to determine proper media (paper, microfilm), reproduction processes, and electronic data processing required. Recommends changes or modifications in procedures, utilizing knowledge of departmental processes, uniform coding systems and filing methods. Provides policy, procedural, and technical advice on routine records management issues.
- Conducts inventories and performs analysis to determine departmental recordkeeping requirements. Assists with the evaluation and assessment of long-term security of departmental documents and document management systems. Implements security goals and objectives in the development and enhancement of electronic workflow and filing systems.
- Assists with the conversion of digital images to microfilm and the maintenance of microfilm libraries and inventory. Prepares documents for imaging, operates electronic scanning equipment, and converts scanned material to digital format. Performs image validation to ensure all documents are imaged and indexed correctly. Ensures safety security, and confidentiality of digitized records.
- Compiles and maintains statistical reports to track data, extracting and compiling data from multiple databases. Maintains production reports. Edits and inspects documents to ensure the integrity of the document. Implements quality control procedures for all records.
- Reviews records retention policies and schedules to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Monitor the storage and disposition of records according to approved retention schedules and to ensure compliance with all applicable Federal, State and Local regulations. Coordinates off-site records storage, including contracts with storage providers. Makes technical recommendations relating to the design and operations of off-site records storage. Assists with special projects (disaster recovery, inventories).
- May perform various clerical and administrative tasks involving processing of forms, letters, data entry/retrieval, equipment maintenance and inventory control.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE:     Records Analyst Assistant**

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**JOB CODE:**       13488

**FLSA STATUS:**    Non-Exempt

**PAY GRADE:**     13

**LAST REVISED:**  10/01/09

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**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Records Management, Public Administration, Business Administration, Library and Information Sciences or a directly related field;

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:**

- Federal, State, Local and County laws, rules, regulations and guidelines applicable to records management.
- Standard practices and techniques of records management, including file management techniques.
- Principles and procedures of record keeping.
- Record retention schedules.
- Records and Information Management technologies.
- Computer equipment to include word processing, spreadsheets, databases and records management software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Using basic arithmetic, including calculating figures such as proportions, percentages, areas and volume.
- Evaluating value and type of documents.
- Conducting records inventory.
- Problem solving and decision-making.
- Conducting research.
- Interacting with the public and providing customer service.
- Both verbal and written communication.

**Ability to:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulation.
- Communicate effectively, present information and respond to questions.
- Maintain databases.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply concepts of basic algebra and geometry.
- Compile and analyze data, and to write clear and comprehensive reports, business correspondence, and procedure manuals.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Establish and maintain effective working relationships with departmental support staff, other County employees and officials, representatives of outside agencies, clientele, attorneys, judges and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst Assistant**

**JOB CODE:**       13488  
**PAY GRADE:**     13

**FLSA STATUS:**    Non-Exempt  
**LAST REVISED:**  10/01/09

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

**TRAVIS COUNTY JOB DESCRIPTION****DRAFT****JOB TITLE: Records Analyst****JOB CODE:** 17490  
**PAY GRADE:** 17**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 10/01/09**JOB SUMMARY:**

Under general supervision, performs and coordinates department records and information management function. Conducts inventories and high level analysis to determine departmental record-keeping requirements. Develops and administers retention schedules. Consults with County departments and the public in matters related to both active and inactive records. Creates and maintains computerized records and electronic tracking systems, and implements office procedures for these systems. Coordinates transition of inactive records to final disposition.

**DISTINGUISHING CHARACTERISTICS:**

This is the third in a series of four record analyst-related job classifications within the Professional Support job family. This classification exercises independent judgment to fulfill duties pertaining to operations of Records Management. This classification performs duties pertaining to records analysis, storage and management and also performs other complex office duties. This classification is distinguished from the Records Analyst Supervisor in that incumbents typically have less responsibility and performs moderate to highly complex office duties requiring a mid-level of knowledge, skills and abilities.

**DUTIES AND RESPONSIBILITIES:**

- Supervises, plans, and directs staff members of the Records unit. Assigns and delegates work, monitors workflow and deadlines, develops performance standards, and resolves problems. Evaluates performance, makes personnel recommendations, and trains staff. Supervises and coordinates activities and functions of the off-site records unit. Analyzes workload, performance measures, resources, and customer needs in order to evaluate operations and makes recommendations for improvement. Serves as liaison between department and various other departments, agencies, private companies, and the public.
- Receives, authenticates, maintains, disseminates, and tracks departmental records and information. Assigns, oversees, and documents the sealing or destruction of records as mandated by establishing procedures. Provides plain or certified copies of records upon request. Interacts with the general public by handling higher-level records requests. Responds to requests in person, by mail, and by telephone in accordance with established policies, procedures and regulations.
- Examines and evaluates records-management systems to improve existing methods for efficient handling, protection, and disposition of records and information. Reviews records and reports to determine proper media (paper, microfilm), reproduction processes, and electronic data processing required. Recommends changes or modifications in procedures, utilizing knowledge of departmental processes, uniform coding systems and filing methods. Provides policy, procedural, and technical advice on complex records management issues.
- Conducts inventories and performs analysis to determine departmental recordkeeping requirements. Evaluates and assesses long-term security of departmental documents and document management systems, implements security goals and objectives in the development and enhancement of electronic workflow and filing systems.
- Coordinates the conversion of digital images to microfilm and the maintenance of microfilm libraries and inventory. Prepares documents for imaging, operates electronic scanning equipment, and converts scanned material to digital format. Performs image validation to ensure all documents are imaged and indexed correctly. Ensures safety, security, and confidentiality of digitized records.
- Compiles and maintains statistical reports to track data, extracting and compiling data from multiple databases. Maintains production reports. Edits and inspects documents to ensure the integrity of the document. Implements quality control procedures for all records.
- Reviews records retention policies and schedules to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Monitor the storage and disposition of records according to approved retention schedules and to ensure compliance with all applicable Federal, State and local regulations. Coordinates off-site records storage, including contracts with storage providers. Makes technical recommendations relating to the design and operations of off-site records storage.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE:     **Records Analyst**

**JOB CODE:**        17490  
**PAY GRADE:**     17

**FLSA STATUS:**    Non-Exempt  
**LAST REVISED:**  10/01/09

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### **DUTIES AND RESPONSIBILITIES: (Cont.)**

- Coordinates and supervises special projects (disaster recovery, inventories), serving on committees as needed. Maintains complex administrative functions for electronic retrieval, dissemination, tracking, and retention of records. Prepares calendars and schedules, policies and procedures, and new processes to ensure accurate and efficient management of records documents.
- Performs other job-related duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **Education and Experience:**

Bachelor's degree in Records Management, Business Administration, Information Systems or a directly related field AND two (2) years of professional records management, library science or management information systems experience;

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:**

- Federal, State, Local and County laws, rules, regulations and guidelines applicable to records management.
- Sources of information and records, including public databases, governmental statistical data, and official States, County, and City data.
- Standard practices and techniques of records management, including file management techniques.
- Principles and procedures of record keeping.
- Records and Information Management technologies.
- Computer equipment to include word processing, spreadsheets, databases and records management software applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Interpreting a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Using basic arithmetic, including calculating figures such as proportions, percentages, areas and volume.
- Evaluating value and type of documents.
- Problem solving and decision-making.
- Conducting records inventory.
- Conducting research.
- Interacting with the public and providing customer service.
- Both verbal and written communication.

##### **Ability to:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulation.
- Communicate effectively, present information and respond to questions.
- Maintain databases.
- Calculate figures such as proportions, percentages, area and volume.
- Apply concepts of basic algebra and geometry.



# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst**

**JOB CODE:**       17490

**FLSA STATUS:**    Non-Exempt

**PAY GRADE:**     17

**LAST REVISED:**  10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Ability to: (Cont.)**

- Compile and analyze data, and to write clear and comprehensive reports, business correspondence and procedure manuals.
- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Establish and maintain effective working relationships with departmental support staff, other County employees and officials, representatives of outside agencies, clientele, attorneys, judges and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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## JOB TITLE:     **Records Analyst Supervisor**

**JOB CODE:**       20492  
**PAY GRADE:**     20

**FLSA STATUS:**    Exempt  
**LAST REVISED:** 10/01/09

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### JOB SUMMARY:

Oversees the Records Management Program by having responsibility for the processing, organization and management of departmental records and files. Performs high level record analysis to determine proper storage and retention schedules. Coordinates off-site records storage activity. Leads and supervises the work of others.

### DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four record analyst-related job classifications within the Professional Support job family. This classification is distinguished from the Records Analyst in that incumbents typically have more experience and responsibility and supervises the Records function and staff.

### DUTIES AND RESPONSIBILITIES:

- Supervises, plans, and directs staff members of the Records unit. Assigns work, develops performance goals and standards, trains, resolves problems, evaluates performance, monitors workflow and deadlines, and makes personnel action recommendations. Develops detailed user requirements, system documentation and workflow procedures. Plans and coordinates departmental training. Plans, writes, revises, and recommends policies and procedures.
- Completes the development of assigned annual work plan goals for records program. Develops data quality internal controls. Monitors and audits data. Analyzes changing business needs and how their effect on various systems and associated processes. Make recommendations for improvements. Analyzes and determines cost-effective methods and procedures. Oversees discrepancies in systems.
- Performs record analysis to determine proper storage, retention, duplication, etc. actions necessary for compliance with Federal, State and Local laws and regulations. Establishes standards and processes for records storage, retention and access in compliance with applicable Federal, State and Local laws and regulations.
- Responds to inquiries and incoming mail from agencies. Performs and conducts complex research to provide reports and data. Prepares written correspondence. Develops and designs statistical reports to track data, extracting and compiling data from multiple databases.
- Serves as primary liaison with various departments, divisions, private companies, local, state and national records management agencies. Serves on committees. Keeps abreast of changes in the law and regulations. Administers compliance with the Texas Open Records Act for department.
- Coordinates off-site records storage and retrievals. Approves records destruction. Conducts records inventory and assists in analysis to plan a long-term policy for records management. Maintains, compiles and generates statistical reports. Functions as a Records Analyst. Processes data and transfers, receives, indexes, retains, retrieves and disposes of records.
- Prepares and maintains disaster recovery plans. Assists in budget development process. Determines the need for equipment, technology, professional services, staffing, and other resources. Manages vendor relationships, prepares requisitions for purchases.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Records Management, Public Administration, Business Administration, Library and Information Sciences or a directly related field AND five (5) years of professional records management experience, including one (1) year of supervisory or management experience;

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.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst Supervisor**

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**JOB CODE:**       20492  
**PAY GRADE:**     20

**FLSA STATUS:**    Exempt  
**LAST REVISED:** 10/01/09

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**MINIMUM REQUIREMENTS: (Cont.)**

**Licenses, Registrations, Certifications, or Special Requirements:**

None required.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Supervisory principles, practices and techniques.
- Federal, State, Local and County laws, rules, regulations and guidelines applicable to records management.
- Sources of information and records, including public databases, governmental statistical data, and official States, County, and City data.
- Standard practices and techniques of records management, including file management techniques.
- Records retention schedules.
- Records and Information Management technologies.
- Computer equipment to include word processing, spreadsheets, databases and records management software applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Interpreting a variety of instructions furnished in written, verbal, diagram or schedule form.
- Using basic arithmetic including calculating figures such as proportions, percentages, areas and volume.
- Evaluating value and type of documents.
- Problem solving and decision-making.
- Conducting records inventory.
- Conducting research.
- Project management.
- Interacting with the public and providing customer service.
- Both verbal and written communication.

**Ability to:**

- Communicate effectively.
- Plan, assign, motivate and coordinate work of support staff.
- Conduct records inventory.
- Train others in records management.
- Maintain databases.
- Use and explain equipment, facilities and files.
- Assist in budget development process.
- Compile and analyze data, and to write clear and comprehensive reports, business correspondence and procedure manuals.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Reason and make judgments and decisions.
- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental support staff, other County employees and officials, representatives of outside agencies, clientele, attorneys, judges and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

DRAFT

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**JOB TITLE:     Records Analyst Supervisor**

**JOB CODE:        20492**  
**PAY GRADE:      20**

**FLSA STATUS:     Exempt**  
**LAST REVISED:   10/01/09**

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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 standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, lifting moderately heavy equipment or boxes to perform the essential 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.**

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# TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

**Voting Session:** AUGUST 25, 2009

I. A. Request made by: DANNY HOBBY, EXECUTIVE MANAGER, EMERGENCY SERVICES  
Phone #: 854-4416  
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested topic: CONSIDER AND TAKE APPROPRIATE ACTION ON MEMORANDUM OF AGREEMENT BETWEEN TEXAS MILITARY FORCES AND TRAVIS COUNTY REGARDING A SECURE LANDING ZONE AT CAMP MABRY FOR STAR FLIGHT AIRCRAFT.

C. Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge

II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies).  
B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Required Authorizations: Please check if applicable.

Planning and Budget Office (854-9106)  
\_\_\_\_ Additional funding for any department or for any purpose  
\_\_\_\_ Transfer of existing funds within or between any line item  
\_\_\_\_ Grant

Human Resources Department (854-9165)  
\_\_\_\_ Change in your department's personnel (reorganization, restructuring etc.)

Purchasing Office (854-9700)  
\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)  
\_\_\_\_ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 12:00pm on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.



Austin-Travis County  
**STAR Flight**



7800 Old Manor Road  
Austin, TX 78724  
[www.starflightrescue.org](http://www.starflightrescue.org)

Dispatch 1-800-531-STAR  
Administration (512) 854-6464  
Fax (512) 854-6466

**To:** Travis County Commissioners Court  
**Through:** Danny Hobby, Executive Manager, Emergency Services  
Travis County  
**From:** Casey Ping, Program Manager, **STAR Flight**  
Travis County  
**Date:** August 12, 2009  
**Subject:** Camp Mabry Memorandum of Understanding

*[Handwritten signature]*  
1-854-6464

The **STAR Flight** management team has developed a MOU with Texas Military Forces for the use of the Camp Mabry facility during rescue operations. **STAR Flight** is occasionally called on to perform rescue operations at Mt. Bonnell and in the vicinity of the Pennybecker Bridge. The close proximity, secure area and open areas make it ideal for facilitating a landing zone to be used during rescue operations along Lake Austin.

There are no fees or exchange of funds associated with this MOU. It only defines roles and responsibilities for using Camp Mabry.

Please let me know if you have any questions or need additional information.

Casey

**MEMORANDUM OF AGREEMENT  
BETWEEN  
Travis County, 314 W. 11<sup>th</sup> Street, Austin, Texas 78701  
AND  
Texas Military Forces, 2200 West 35<sup>th</sup> Street, Austin Texas 78730-5218**

**1. PURPOSE:**

The purpose of this Memorandum of Agreement (MOA) is to establish a mutual agreement between Travis County and Texas Military Forces granting permission for *STAR Flight* Emergency Medical/Rescue Helicopters to land at a secure landing zone at Camp Mabry for the purpose of transferring a victim from the rescue hoist to the interior of the aircraft for transport to the nearest appropriate medical facility. This agreement is primarily for utilization of the parade field located at Camp Mabry as a designated landing zone for both day and night rescues that occurs at Mount Bonnell.

**2. AUTHORITY:**

As granted by Texas Military Forces.

**3. BACKGROUND:**

Every year *STAR Flight* conducts several rescue operations at Mt. Bonnell. Prior to our current method of rescue utilizing a rescue hoist, we used the “short haul” method which allowed for vertical descent and placement of the victim and rescuer to the road at Mt. Bonnell. We now use a “dynamic hoist” rescue method which terminates with a 7 meter delivery which means the aircraft is moving forward during the descent and not descending vertically from a stationary hover. Mt. Bonnell Road is not a preferable location for this type of delivery method and has actually become so congested with traffic that it’s not safe to complete the 7 meter delivery at that location.

*STAR Flight* has extensively searched the area for a logical, safe locality to complete the rescue phase and determined that Camp Mabry is only one flight mile from Mt. Bonnell. This distance along with the wide open grounds at Camp Mabry make it ideal for this critical phase of the rescue operations.

Nearly all the rescues originating at Mt. Bonnell are at night, well after normal business operations at Camp Mabry have ceased and should not interfere with the daily operations.

**4. DESCRIPTION OF SERVICES/GOODS TO BE PROVIDED:**

Texas Military Forces will grant Travis County permission to allow *STAR Flight* helicopters to conduct the termination phase of rescue mission to include landing in the designated area for the purpose of transferring patient/victims into the cabin of the helicopter for transport to the nearest appropriate medical facility. In Texas, there are varying rights of access that provide the parties with different responsibilities and benefits. The following language is proposed:

1. The following described property located in Austin, Texas, hereinafter referred to as the “Premises,” and being more particularly described as follows:

Open area commonly referred to as the "Parade Ground" on Camp Mabry, located at 2200 W. 35<sup>th</sup> Street, Austin, Texas.

2. The License granted hereby to the Licensee does authorize Licensee to use and occupy the Premises nonexclusively for the sole purpose of temporary landing of emergency rotary wing aircraft to effect the repositioning of passengers and crew, in accordance with the Licensor's use guidelines. Licensee is not authorized to construct improvements. Licensee covenants not to use the Premises in any manner that would preclude Licensor's future use of any portion of the Premises or easement thereon consistent with the Licensor's open space guidelines. Licensor hereby reserves the right to use the Premises in the future for any use consistent with Licensor's needs.

3. Nothing in this MOA shall be construed as conveying any license exceeding a one year term unless specifically agreed to by parties in writing. Nothing in this MOA shall be construed as conveying an easement in gross and/or appurtenant.

**5. RESPONSIBILITIES OF THE PARTIES:**

Travis County *STAR Flight* is responsible for notification of the Texas Military Forces when the landing zone will be utilized. The assigned Aviation Communication Specialist at the Combined Communication Center will notify the Joint Operations Center (JOC) at 512-782-5544 of the rescue operation and the estimated time of arrival (ETA) of the helicopter at the landing zone. *STAR Flight* is responsible for conducting all operations in a safe manner and in accordance with the MOA.

**6. MANPOWER:**

No additional manpower is anticipated to be required from either party. Each party will execute its responsibilities from the resources allocated through the normal allocation process.

**7. FUNDING:**

No additional funding is required by this MOA.

**8. APPLICABLE LAWS:**

The applicable statutes, regulations, directives, and procedures of the United States, The State of Texas and Travis County shall govern this MOA and all documents and actions pursuant to it.

**9. CONTRACT CLAIMS AND DISPUTES: N/A**

**10. DISPUTE RESOLUTION:**

In the event of a dispute between the parties, Texas Military Forces and Travis County agree to use their best efforts to resolve that dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the parties. The parties agree that, in the event such measures fail, then the MOA is terminated.

**11. RESPONSIBILITY FOR COSTS:**

*There is no cost to either party associated with this MOA.*

**12. REVIEW:**

This agreement will be reviewed annually to ensure adequate identification of support requirements. Additional reviews may take place when changing conditions or circumstances require substantial changes or development of a new agreement. Minor changes may be made at any time by correcting the existing document or attaching a memorandum to the basic document. Changes must be coordinated and initialed by a representative of both parties.

**13. EFFECTIVE DATE:**

The term of this License shall be for a period of one (1) year, commencing on 14 August 2009 and terminating at midnight, 13 August 2010. This one (1) year term is renewable by Licensee for one additional term by written notice provided by Licensee to Licensor a minimum of thirty (30) days prior to the termination date of this License Agreement.

**14. ACCEPTANCE OF AGREEMENT:**

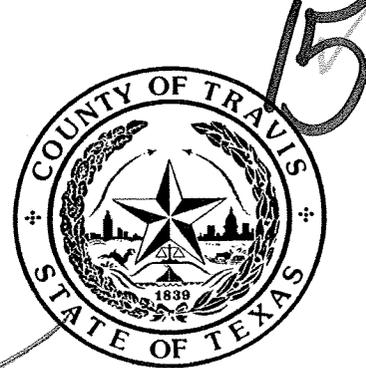
\_\_\_\_\_  
Samuel T. Biscoe, County Judge  
Travis County Commissioners Court  
314 W. 11<sup>th</sup> Street  
Austin, TX 78701

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MG Jose S. Mayorga  
Adjutant General of Texas  
2700 W. 35<sup>th</sup> St., Austin, TX 78763

\_\_\_\_\_  
DATE

# TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST



**VOTING SESSION: August 25, 2009**

- I. Request made by: Roger Jefferies, Executive Manager, Justice and Public Safety

Requested topic:

**RECEIVE UPDATE ON THE JOINT APPLICATION FOR THE HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) GRANT.**

Approved by:

\_\_\_\_\_  
(Signature of Commissioner or Judge)

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies)
- B. Please list all of the agencies or officials' names and telephone numbers that must be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:  
**Sherri Fleming, Executive Manager, Health and Human Services, 854-4581**  
**Deece Eckstein, Travis County Intergovernmental Affairs, 854-9754**  
**Cathy McClagherty, Sr. Planner, Criminal Justice Planning, 845-4713**

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- III. Required Authorizations: Please check if applicable.

**Planning and Budget Office (854-9106)**

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item
- Grant

**Human Resources Department (854-9165)**

- Change in your department's personnel (reorganization, restructuring, etc.)

**Purchasing Office (854-9700)**

- Bid, Purchase Contract, Request for Proposal, Procurement

**County Attorney's Office (854-9415)**

- Contract, Agreement, Policy & Procedure

**AGENDA REQUEST DEADLINE:**

All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 12:00 p.m. on Tuesdays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.



## **JUSTICE & PUBLIC SAFETY DIVISION**

**Roger W. Jefferies, Executive Manager**

**P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417**

**To:** Sam Biscoe, Travis County Judge  
Ron Davis, Commissioner, Pct. 1  
Sarah Eckhardt, Commissioner, Pct. 2  
Karen Huber, Commissioner, Pct. 3  
Margaret Gomez, Commissioner, Pct. 4

**From:** Roger Jefferies, Executive Manager, Justice and Public Safety

**Date:** August 18, 2009

**Subject:** **Homeless Prevention Case Management Pilot Collaborative Application**

On April 28, 2009, the Texas Department of Housing and Community Affairs announced available funding for Homeless Prevention and Rapid Re-Housing (HPRP). The source of these funds is the U.S. Department of Housing and Urban Development or HUD; funds were made available to local governments, non-profit agencies, and collaborative efforts. At a Texas Department of Housing and Community Affairs board meeting on July 30, 2009, the statewide results from all applicants received final approval and were announced.

A collaborative of six Austin/Travis County non-profit agencies applied for and was awarded \$1 million in Homeless Prevention Rapid Re-Housing funds through a demonstration project. Participants in this collaborative are **Caritas of Austin** (lead agency), **Any Baby Can**, **Foundation for the Homeless**, **Front Steps**, **Goodwill**, and **SafePlace**. These funds will be used to prevent homelessness by providing rent and utilities assistance and comprehensive case management. As well, the program will include a rapid re-housing component to move people into housing quickly after becoming homeless. **This application received the second highest regional score of all of the applications received.**

A second collaborative comprised of **Caritas of Austin** (lead agency), **the Crime Prevention Institute (CPI)**, **AIDS Services of Austin**, **the Wright House**, **Family Eldercare**, **the Austin-Travis County Reentry Roundtable (RRT)**, and **Travis County Criminal Justice Planning (CJP)** was formed to apply for a portion of the funds made available statewide for innovative pilot projects. This group applied for and was awarded \$600,000 to provide intensive case management, outreach, and linkage to services for a portion of the reentry population within Travis County. The targeted population of this pilot project is individuals returning to the community from incarceration who are at risk of homelessness *and* who have a chronic health issue, substance abuse issue, mental health/developmental disability, and/or physical disability. RRT and CJP are partners in this effort but were not grant applicants and will not receive any

funding. Both RRT and CJP assisted with the grant proposal development and writing and will be part of future project oversight. CJP, in particular, headed efforts to develop and fine tune the project's budget. **This application received the *highest statewide score of all of the applications received.***

Offenders and ex-offenders involved with Travis County-funded programs will potentially benefit from the comprehensive homeless prevention services to be offered by both of these projects. These programs include the Commitment to Change (CTC) program and the Mental Health Public Defender Office, as well as CPI and Project Recovery, both of which receive partial funding from Travis County.



# TRAVIS COUNTY PURCHASING OFFICE

**Cyd V. Grimes, C.P.M., Purchasing Agent**

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

16

Approved by: \_\_\_\_\_

*M. Grice 8-14-09*

**Voting Session: Tuesday, August 25, 2009**

**REQUESTED ACTION:** APPROVE CONTRACT AWARD FOR CONSTRUCTION SERVICES FOR THE IMPERIAL VALLEY DRIVE DRAINAGE IMPROVEMENTS, IFB NO. B090276-LP, TO THE LOW BIDDER, SMITH CONTRACTING COMPANY, INC. (TNR)

**Points of Contact:**

**Purchasing:** J. Lee Perry

**Department:** TNR, Joe Gieselman, Executive Manager;  
Mo Mortazavi, Project Manager

**County Attorney (when applicable):** John Hille

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro, Jose Palacios

**Other:**

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➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

➤ On Thursday, July 15, 2009, Travis County received eleven (11) bids in response to IFB No. B090276-LP, Imperial Valley Drainage Improvements.

TNR has reviewed the bids and recommends awarding, with Purchasing's concurrence, a construction contract to the low bidder, Smith Contracting Company, Inc. in the amount of \$657,523.60. This includes the base bid of \$594,123.60 for Travis County's portion of the project and Alternate I, which is \$63,400.00 for the City of Austin's portion of the project.

➤ **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract.

Not applicable

➤ **Contract-Related Information:**

Award Amount: \$657,523.60

Contract Type: Construction

Contract Period: 185 working days

**Contract Modification Information:**

Modification Amount: N/A (Firm Amount) (Add'l. comments)

Modification Type: N/A

Modification Period: N/A

➤ **Solicitation-Related Information:**

Solicitations Sent: 67 Responses Received: 11  
HUB Information: Vendor is not a HUB % HUB Subcontractor: 9.09%

➤ **Special Contract Considerations:**

- Award has been protested; interested parties have been notified.
- Award is not to the lowest bidder; interested parties have been notified.
- Comments: Draft Contract attached. Original contract being routed for funds verification.

➤ **Funding Information:**

- Purchase Requisition in H.T.E.: 472212
- Funding Account(s): 512-4931-808-8166 & 475-4993-750-6099
- Total Project Budget: \$1,886,400.00
- Design Budget: \$172,000.00
- Construction Budget: \$1,222,400.00
- Miscellaneous Budget: \$492,000.00
- Comments: N/A

➤ **Statutory Verification of Funding:**

- Contract Verification Form: Funds Verified X Not Verified     by Auditor.

Contract No. 09K00276LP  
Imperial Valley Drive Drainage Improvements

STATE OF TEXAS §

COUNTY OF TRAVIS §

This Agreement for Construction Services (the "Construction Contract" or "Contract") is made and entered into this day by and between Travis County, Texas, a political subdivision of the State of Texas (the "County") and SMITH CONTRACTING COMPANY, INC. (the "Contractor") and shall be binding upon their respective executors, administrators, heirs, successors, and assigns.

WHEREAS, the County desires to enter into a contract for the construction of IMPERIAL VALLEY DRIVE DRAINAGE IMPROVEMENTS in Travis County, Texas, in accordance with the provisions of state statutes and conforming to the Contractor's Notice of Construction, Bid Proposal (including the Bidding Documents, Bid Form, and any Addenda or Amendments thereto), General Conditions, Supplementary Conditions, and the Specifications and Plans marked IMPERIAL VALLEY DRIVE DRAINAGE IMPROVEMENTS (IFB NO. B090276-LP), all of which are incorporated herein;

WHEREAS, the Contractor has been engaged in and now does comparable work and represents that he/she is fully equipped, competent, and capable of performing the above- desired and outlined work, and is ready and willing to perform such work in accordance with all provisions of the abovementioned Specifications and Plans marked (IFB NO. B090276-LP)

NOW THEREFORE, in consideration of the County's promise to pay the amount below as totaled in the Bid Proposal hereto attached and made part of this Contract, the Contractor agrees to do at his own proper cost and expense all the work necessary for the construction of IMPERIAL VALLEY DRIVE DRAINAGE IMPROVEMENTS in Travis County, Texas in accordance with the provisions of the aforementioned Contractor's Notice of Construction, the Bid Proposal as awarded by the Commissioners Court, and the Specifications and Plans marked (IFB NO. B090276-LP) to the satisfaction of the Executive Manager of the Transportation and Natural Resources Department of Travis County, Texas.

This contract document, the Contractor's Notice of Construction, the Bid Proposal (including the Bidding Documents, the Bid Form, and any Addenda or Amendments thereto), and the Specifications and Plans marked (IFB NO. B090259-JW) represents the entire and integrated contract between the County and the Contractor and supersedes all prior negotiations, representations, or agreements, either oral or written. This Contract may be amended only by written instrument signed by both the County and the Contractor.

The said Contractor further agrees to be available for work within fourteen (14) calendar days, and to complete the within 185 working days, after receiving a written "Notice to Proceed".

Travis County, Texas, in consideration of the full and true performance of the said work by said Contractor, hereby agrees and binds itself to pay to said Contractor the total contract amount of \$657,523.60 consisting of \$263,009.44 for materials to be incorporated into the Project or completely consumed at the job site and services required by or integral to the performance of the contract and \$394,514.16 for all other charges, including the cost of other services, overhead, materials which do not become part of the finished project or are reusable, and machinery or equipment and its accessory, repair, or

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Contract No. 09K00276LP  
Imperial Valley Drive Drainage Improvements

the receipt of an acceptable invoice. This division of the contract amount is made for sales tax purposes only. The Contractor shall maintain internal records to verify the division. The Contractor shall make these records available upon the request of the Travis County Auditor.

This contract shall be construed according to the laws of the State of Texas. The performance for this Contract shall be in Travis County, and venue for any action will lie in Travis County, Texas. The Contractor warrants that the completed project shall be adequate for the purposes intended.

Notwithstanding anything to the contrary herein, if Contractor is delinquent in payment of taxes at the time of invoicing, Contractor hereby assigns any payments to be made for service rendered under this Contract to the Travis County Tax Assessor-Collector for the payment of said delinquent taxes.

NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESSED OR IMPLIED, TO AMEND THIS CONTRACT, EXCEPT SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COMMISSIONERS COURT OF THE COUNTY.

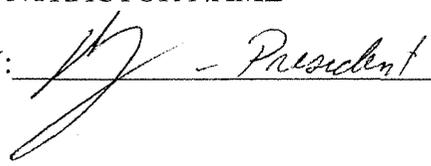
The forfeiture provisions of the contract imposed pursuant to the Travis County Ethics Policy may be waived in whole or in part by the Travis County Commissioners Court.

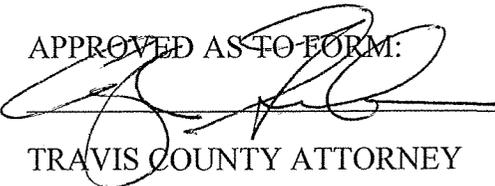
EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, YEAR \_\_\_\_\_.

TRAVIS COUNTY, TEXAS

SMITH CONTRACTING CO., INC.  
CONTRACTOR NAME

BY: \_\_\_\_\_  
TRAVIS COUNTY JUDGE

BY:  - President

APPROVED AS TO FORM:  
  
TRAVIS COUNTY ATTORNEY

APPROVED:  
\_\_\_\_\_  
COUNTY PURCHASING AGENT

CERTIFIED FUNDS ARE AVAILABLE  
\_\_\_\_\_  
COUNTY AUDITOR, TRAVIS COUNTY

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IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

BASE BID – Imperial Valley Drive Drainage Improvements IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
1	100	9.8	STA	Prepare Right-of-Way, complete and in place, per station.	\$ <u>330.00</u>	\$ <u>3,234.00</u>
2	110	123	CY	Excavation (Roadway), complete and in place, cubic yard.	\$ <u>25.00</u>	\$ <u>3,075.00</u>
3	110	1618	CY	Excavation (Channel), complete and in place, per cubic yard.	\$ <u>11.00</u>	\$ <u>17,798.00</u>
4	132	1649	CY	Embankment (Final) (Density Control) (Type C), complete and in place, per cubic yard.	\$ <u>10.00</u>	\$ <u>16,490.00</u>
5	160	3286	SY	Furnishing and Placing Topsoil (4"), complete and in place, per square yard.	\$ <u>2.00</u>	\$ <u>6,572.00</u>
6	164	3286	SY	Cellular Fiber Mulch Seed (Permanent) (Rural) (Clay), complete and in place, per square yard.	\$ <u>0.42</u>	\$ <u>1,380.12</u>
7	164	1643	SY	Cellular Fiber Mulch Seed (Temporary) (Warm), complete and in place, per square yard.	\$ <u>0.38</u>	\$ <u>624.34</u>
8	164	1643	SY	Cellular Fiber Mulch Seed (Temporary) (Cool), complete and in place, per square yard.	\$ <u>0.38</u>	\$ <u>624.34</u>
9	168	39	MG	Vegetative watering, complete and in place, per million gallons.	\$ <u>20.00</u>	\$ <u>780.00</u>
10	169	1219	SY	Soil Retention Blanket (Class 1) (Type C), complete and in place, per square yard.	\$ <u>2.00</u>	\$ <u>2,438.00</u>
11	247	865	CY	Flexible Base (Type A) (Grade 4) (Final Pos), complete and in place, per cubic yard.	\$ <u>35.00</u>	\$ <u>30,275.00</u>
12	310	535	GAL	Primecoat (AE-P), complete and in place, per gallon.	\$ <u>4.00</u>	\$ <u>2,140.00</u>
13	340	441	TON	D-GR HMA(METH) TY-C PG70-22, complete and in place, per ton.	\$ <u>100.00</u>	\$ <u>44,100.00</u>
14	400	52.6	CY	Cement Stabil Backfill, complete and in place, per cubic yard.	\$ <u>75.00</u>	\$ <u>3,945.00</u>

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

BASE BID – Imperial Valley Drive Drainage Improvements IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
15	402	120	LF	Trench excavation protection, complete and in place, per linear foot.	\$ 1.00	\$ 120.00
16	416	370	LF	Drill Shafts (24" Diameter), complete and in place, per linear foot.	\$ 94.00	\$ 34,780.00
17	420	30.4	CY	Concrete (Class C) (Abut), complete and in place, per cubic yard.	\$ 600.00	\$ 18,240.00
18	420	33.1	CY	Concrete (Class S) (Slab), complete and in place, per cubic yard.	\$ 600.00	\$ 19,860.00
19	420	13.4	CY	Concrete (Class S) (Bridge Sidewalk), complete and in place, per cubic yard.	\$ 600.00	\$ 8,040.00
20	425	298	LF	Prestressed Concrete Slab Beam (4SB15), complete and in place, per linear foot.	\$ 150.00	\$ 44,700.00
21	425	99.33	LF	Prestressed Concrete Slab (5SB15), complete and in place, per linear foot.	\$ 160.00	\$ 15,892.80
22	428	220	SY	Concrete Surf Treat (Class I) complete and in place, per square yard.	\$ 5.00	\$ 1,100.00
23	432	143	CY	Riprap (Stone Protection) (12") complete and in place, per cubic yard.	\$ 50.00	\$ 7,150.00
24	432	139	CY	Riprap (Stone Protection) (15"), complete and in place, per cubic yard.	\$ 50.00	\$ 6,950.00
25	450	304	LF	Rail (TY C203), complete and in place, per linear foot.	\$ 50.00	\$ 15,200.00
26	454	81	LF	Joint Sealant, complete and in place, per linear foot.	\$ 10.00	\$ 810.00
27	459	128	CY	Gabion Mattresses (PVC), complete and in place, per cubic yard.	\$ 135.00	\$ 17,280.00
28	460	15	LF	CMP (Gal STL 15"), complete and in place, per linear foot.	\$ 40.00	\$ 600.00

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

BASE BID – Imperial Valley Drive Drainage Improvements IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
29	462	84	LF	Concrete Box Culvert (8ft x 4 ft), complete and in place, per linear foot.	\$ 390. <sup>00</sup>	\$ 32,760. <sup>00</sup>
30	462	268	LF	Concrete Box Culvert (8ft x 5 ft), complete and in place, per linear foot.	\$ 400. <sup>00</sup>	\$ 107,200. <sup>00</sup>
31	464	39	LF	Reinforced Concrete Pipe (CL III) (15 in), complete and in place, per linear foot.	\$ 34. <sup>00</sup>	\$ 1,326. <sup>00</sup>
32	464	52	LF	Reinforced Concrete Pipe (CL III) (30 in), complete and in place, per linear foot.	\$ 50. <sup>00</sup>	\$ 2,600. <sup>00</sup>
33	466	1	EA	Wingwall (FW-S) (HW=7 FT), complete and in place, per each.	\$ 9,001. <sup>00</sup>	\$ 9,001. <sup>00</sup>
34	466	2	EA	Wingwall (PW) (HW=5 FT), complete and in place, per each.	\$ 7,000. <sup>00</sup>	\$ 14,000. <sup>00</sup>
35	466	2	EA	Wingwall (PW) (HW=7 FT), complete and in place, per each.	\$ 10,185. <sup>00</sup>	\$ 20,370. <sup>00</sup>
36	467	1	EA	Safety End Treatment (Class C)(Type II) (15") (RCP) (3:1), complete and in place, per each.	\$ 1,000. <sup>00</sup>	\$ 1,000. <sup>00</sup>
37	467	2	EA	Safety End Treatment (Class C) (Type II) (30") (RCP) (3:1), complete and in place, per each.	\$ 1,300. <sup>00</sup>	\$ 2,600. <sup>00</sup>
38	500	1	LS	Mobilization, per lump sum.	\$ 19,000. <sup>00</sup>	\$ 19,000. <sup>00</sup>
39	502	9	MO	Barricades, Signs & Traffic Handling, per month.	\$ 1,000. <sup>00</sup>	\$ 9,000. <sup>00</sup>
40	506	76	LF	Rock Filter Dams (Install) (Type 3) complete and in place, per linear foot.	\$ 40. <sup>00</sup>	\$ 3,040. <sup>00</sup>
41	506	76	LF	Rock Filter Dams (Remove), complete and in place, per linear foot.	\$ 20. <sup>00</sup>	\$ 1,520. <sup>00</sup>
42	506	390	SY	Construction Exit (Install) (Type 1), complete and in place, per square yards.	\$ 5. <sup>00</sup>	\$ 1,950. <sup>00</sup>
43	506	390	SY	Construction Exit (Remove) (Remove), complete and in place, per square yards.	\$ 1. <sup>00</sup>	\$ 390. <sup>00</sup>

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

BASE BID – Imperial Valley Drive Drainage Improvements IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
44	506	1474	LF	Temporary Sediment Control Fence, complete and in place, per linear foot.	\$ 2.00	\$ 2,948.00
45	529	113	LF	Concrete Curb & Gutter (Type II), complete and in place, per linear foot.	\$ 20.00	\$ 2,260.00
46	530	197	SY	Driveways (Concrete), complete and in place, per square yard.	\$ 54.00	\$ 10,638.00
47	530	200	SY	Driveways (ACP), complete and in place, per square yard.	\$ 15.00	\$ 3,000.00
48	531	60	LF	Concrete Sidewalks (5"), complete and in place, per linear foot.	\$ 24.00	\$ 1,440.00
49	531	2	EA	Curb Ramp (Type 10), complete and in place, per each.	\$ 1,000.00	\$ 2,000.00
50	540	2	EA	Metal Beam Guard Fence Trans (TL2), complete and in place, per each.	\$ 1,000.00	\$ 2,000.00
51	544	2	EA	Guardrail End Treatment (Install) (Wood Post) (Type I) complete and in place, per each.	\$ 2,200.00	\$ 4,400.00
52	550	113	LF	Chain Link Fence (Install) (8'), complete and in place, per linear foot.	\$ 25.00	\$ 2,825.00
53	550	1	EA	Gate (Install) (Double) (7'x7'), complete and in place, per each.	\$ 1,500.00	\$ 1,500.00
54	644	6	EA	Small Road Sign (Install) SUP & AM TY 10BWG(1), SA(P), complete and in place, per each.	\$ 450.00	\$ 2,700.00
55	644	1	EA	Relocate Small Road Sign SUP & AM TY 10BWG, complete and in place, per each.	\$ 400.00	\$ 400.00
56	658	10	EA	(Install) Delimiter Assembly (D-SW)SZ 2(WC) GND, complete and in place, per each.	\$ 100.00	\$ 1,000.00
57	658	6	EA	Install OM ASSM (OM-3L) (TWT) WP, complete and in place, per each.	\$ 200.00	\$ 1,200.00
58	658	6	EA	Install OM ASSM (OM-3R) (TWT) WP, complete and in place, per each.	\$ 200.00	\$ 1,200.00

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

BASE BID – Imperial Valley Drive Drainage Improvements IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
59	666	1347	LF	Reflective Pavement Markings (Type II) (White) 4" (SLD), complete and in place, per linear foot.	\$ 1.00	\$ 1,347.00
60	666	25	LF	Reflective Pavement Markings (Type II) (White) 24" (SLD), complete and in place, per linear foot.	\$ 10.00	\$ 250.00
61	666	1260	LF	Reflective Pavement Markings (Type II) (Y) 4" (SLD), complete and in place, per linear foot.	\$ 1.00	\$ 1,260.00
62	752	0.6	AC	Tree Trimming/Brush Removal (Channels), complete and in place, per acre.	\$ 3,000.00	\$ 1,800.00
<b>SUBTOTAL BASE BID: Imperial Valley Drive Drainage Improvements</b>						\$ 594,123.60

\* - Texas Department of Transportation Specification Number

Five hundred ninety-four thousand One hundred twenty-three Dollars and  
(Print or Type Dollar Amount)  
Sixty Cents  
(Print or Type Cents Amount)

<b>TAX EXEMPT TOTAL</b>	\$ 237,649. <sup>44</sup>	<b>NON-TAX EXEMPT TOTAL</b>	\$ 356,474. <sup>16</sup>
Tax exempt costs are the total cost of materials incorporated into the project or completely consumed at the job site and services required by or integral to the performance of the Contract.		Non-Tax exempt costs are all other charges, including the cost of labor, overhead, and materials which do not become part of the project or are not completely consumed at the job site.	

**NOTE: The sum of the tax exempt and non-tax exempt costs must equal the Total Base Bid Amount.**

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

<b>ALTERNATE 1 – Imperial Valley Drive Drainage Improvements</b>						
<b>City of Austin - Waterline Relocations</b>						
<b>IFB No. B090276-LP CONTRACT No. 09K00276LP</b>						
<b>Bid Item</b>	<b>Spec. Item No. *</b>	<b>Bid Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
1	505S-B	180	LF	Encasement Pipe (16" diameter) (Steel), complete and in place, per linear foot.	\$70. <sup>00</sup>	\$12,600. <sup>00</sup>
2	509S-1	43	LF	Trench Excavation Safety Protective Systems (all depths), complete and in place, per linear foot.	\$10. <sup>00</sup>	\$430. <sup>00</sup>
3	510-AWRJ 8" dia.	486	LF	Restrained Joint Pipe (8" diameter) PVC C900 DR 14 (all depths) Including Excavation Backfill, complete and in place, per linear foot.	\$40. <sup>00</sup>	\$19,440. <sup>00</sup>
4	SP510-AWRJ-6" dia.	43	LF	Factory Restrained Joint Pipe, (6" diameter) Class 350 Ductile Iron, (all depths) including Excavation and Backfill, complete and in place, per linear foot.	\$60. <sup>00</sup>	\$2,580. <sup>00</sup>
5	SP510-BW 1-1/2" dia.	3	EA	Installing or Reconnecting Lateral Service to Existing, or Replaced Pipe (1-1/2" dia. Water Service) (1-1/2" dia. Copper or HDPE Pipe), complete and in place, per each.	\$1,600. <sup>00</sup>	\$4,800. <sup>00</sup>
6	SP510-JW 8"x8" dia.	6	EA	Wet Connections (8" dia. x 8" dia.), complete and in place, per each.	\$1,000. <sup>00</sup>	\$6,000. <sup>00</sup>
7	SP510-KW	0.6	TON	Ductile Iron Fittings 4" through 24", complete and in place, per ton.	\$6,000. <sup>00</sup>	\$3,600. <sup>00</sup>
8	SP510-LW8	6	EA	Cut/Plug Existing 8" Water Line, complete and in place, per each.	\$300. <sup>00</sup>	\$1,800. <sup>00</sup>
9	SP511S-A6	3	EA	Valves, Iron Body Resilient Seated gate Valves Type, 6" Diameter, complete and in place, per each.	\$850. <sup>00</sup>	\$2,550. <sup>00</sup>
10	SP511S-A8	1	EA	Valves, Iron Body Resilient Seated gate Valves Type, 8" Diameter, complete and in place, per each.	\$1,200. <sup>00</sup>	\$1,200. <sup>00</sup>

IFB No. B090276-LP  
Imperial Valley Drive Drainage Improvements

III. Bid Requirements  
A. Bid Proposal

ALTERNATE 1 – Imperial Valley Drive Drainage Improvements						
City of Austin - Waterline Relocations						
IFB No. B090276-LP CONTRACT No. 09K00276LP						
Bid Item	Spec. Item No. *	Bid Quantity	Unit	Description	Unit Price	Amount
11	511S-B	3	EA	Fire Hydrants, complete and in place, per each.	\$2,800. <sup>00</sup>	\$8,400. <sup>00</sup>
Subtotal – ALTERNATE 1 Imperial Valley Drive Drainage Improvements					\$63,400. <sup>00</sup>	
GRAND TOTAL = BASE BID + ALTERNATE 1					\$657,523. <sup>60</sup>	

\* - Texas Department of Transportation Specification Number

Six hundred fifty-seven thousand five hundred twenty-three Dollars and  
(Print or Type Dollar Amount)

Sixty Cents  
(Print or Type Cents Amount)

<b>TAX EXEMPT TOTAL</b>	\$263,009. <sup>20</sup>	<b>NON-TAX EXEMPT TOTAL</b>	\$394,514. <sup>16</sup>
Tax exempt costs are the total cost of materials incorporated into the project or completely consumed at the job site and services required by or integral to the performance of the Contract.		Non-Tax exempt costs are all other charges, including the cost of labor, overhead, and materials which do not become part of the project or are not completely consumed at the job site.	

**NOTE: The sum of the tax exempt and non-tax exempt costs must equal the Total Base Bid Amount.**

Note: Following listed Abbreviations used for proposed units:

CY = Cubic Yard      LF = Lineal Foot      STA = Stations  
 AC = Acre              EA = Each              SY = Square Yards  
 GAL =Gallon          LS = Lump Sum        LBS = Pounds  
 TONS = Tons          SF = Square Feet      MO = Month  
 1000 G = Thousand Gallons

Travis County reserves the right to award a contract or contracts to the lowest responsive bidder or bidders, to award entire programs or portions of programs, or to award no contract at all, at the discretion of the County Commissioners Court.



**TRANSPORTATION AND NATURAL RESOURCES DEPARTMENT**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 W. 13th St.  
Eleventh Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4626

July 31, 2009

**MEMORANDUM TO:** Cyd Grimes, Purchasing Agent

**FROM:** Steve Manilla, TNR Public Works Director

**Subject:** Imperial Drive Drainage Improvements (B090276-LP)

TNR Public Works Division has reviewed the bids that were submitted by the eleven contractors that responded to the bid solicitation request, and recommends award of the contract to the apparent low bidder, Smith Contracting, for a total of \$657,523.60. This is a combined bid that includes a base bid of \$594,123.60 for the County's portion of the contract and an alternate bid of \$63,400 for the City of Austin's water line relocation. According to the terms of the interlocal agreement between the City and the County, the City, upon approval of its portion of the bid, has thirty days to deposit its portion into an escrow account set up by the County. Funding for the County's portion will be provided from the 2005 bond funds approved for this project by the voters. The financial information pertaining to this project is as follows:

Requisition number: 472212

Account numbers: 512-4931-808-8166 (TC) & 475-4993-750-6099 (COA)

Commodity/Sub-Commodity: 968/200 & 968/205 (TC) and 968/048 (COA)

Project Funds: County's 2005 Bond Funds and City of Austin's funds for the Alternate Bid

Required authorizations:

Jessica Rio, PBO

Attachment:

Bid tabulation form

City of Austin concurrence letter

Exhibit A - Budget Information *LWS*

CC: Marvin Brice, Purchasing

Lee Perry, Purchasing

Sean O'Neil, Auditor's Office

Steve Sun, P.E., Mo Mortazavi, P.E., Donna Williams-Jones, Brunilda Cruz, TNR

**EXHIBIT A**

**Imperial Valley Drainage Improvements**

**Total Project Budget**            **\$1,886,400.00**

**Engineering:**                        \$ 172,000.00

**Construction:**

(Travis County) \$1,159,000.00

(City of Austin) \$ 63,400.00

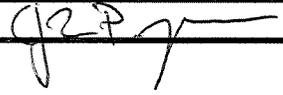
\$1,222,400.00

**Misc.:**                                 \$ 492,000.00

## TRAVIS COUNTY PURCHASING CONSTRUCTION CONTRACTS: BID TABULATION FORM

BID DATE:	15-Jul-09
OPEN TIME:	2:00 PM
BIDS EXPIRE:	15-Oct-09
BID NO.:	B090276-LP
DESCRIPTION:	Imperial Valley
DEPARTMENT:	TNR
CONTACT/NO.:	Mo Mortazavi/47589
BIDS RECEIVED:	11

BIDDER	BASE BID	BASE + ADD ALT.	Addendum	Bid Bond	Ethics	Cert. Sec.	Safety	HUB	HUB %
McLean	\$695,592.86	\$782,476.86	Y	Y	Y	Y	Y	N	27.23%
Job Site	\$641,383.49	\$722,485.73	Y	Y	Y	Y	Y	N	1.30%
Capitol Concrete	\$692,947.40	\$780,069.05	Y	Y	Y	Y	Y	Y	83.33%
Chasco	\$629,369.30	\$702,947.30	Y	Y	Y	Y	Y	N	10.13%
Smith	\$594,123.60	\$657,523.60	Y	Y	Y	Y	Y	N	9.09%
MAC	\$669,234.50	\$767,490.50	Y	Y	Y	Y	Y	N	7.95%
Greater Austin	\$565,658.00	\$660,480.00	Y	Y	Y	Y	Y	N	15.00%
Austin Engineering	\$667,410.00	\$744,063.00	Y	Y	Y	Y	Y	N	56.30%
Capital Excavation	\$604,076.93	\$661,957.53	Y	Y	Y	Y	Y	N	11.43%
RGM	\$728,588.12	\$823,976.12	Y	Y	Y	Y	Y	N	17.57%
Cactus	\$741,135.30	\$830,458.30	Y	Y	Y	Y	Y	N/A	8.96%

Print Name	SIGNATURE	Date
J. Lee Perry		7/15/2009

Purchase Requisition

Number . . . . . : 0000472212  
 Type . . . . . : 1 PURCHASE REQUISITION  
 Status . . . . . : NEEDS ADDITIONAL INFO  
 Reason . . . . . : 53935 DRAINAGE SYSTEM-CIP ATTN: MARVIN BRICE  
 By . . . . . : BRUNILDA CRUZ 854-7679  
 Date . . . . . : 5/28/09  
 Vendor . . . . . : UNKNOWN  
 Contract nbr . . . . . :  
 Ship to . . . . . : AI AS INDICATED BELOW  
 Deliver by date . . . . . : 5/28/09  
 Buyer . . . . . :  
 Fiscal year code . . . . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description
1	734066.90	DOL	CONSTRUCTION SERVICES FOR IMPERIAL VALLEY DRIVE DRAINAGE PROJECT 2005 BOND

COMMENTS EXIST

Total: 772702.00

F3=Exit F7=Alternate view

F9=Print

F10=Approval info F12=Cancel F20=Comments

**Account Balance Inquiry**

Account number . . . . . : 512-4931-808.81-66  
Fund . . . . . : 512 U/T ROAD BONDS, 2008  
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
Division . . . . . : 31 RD CAPACITY/BRIDGE REPLMT  
Activity basic . . . . . : 80 CAPITAL PROJECTS  
Sub activity . . . . . : 8 INFRA&ENV SVS (TRANS&RDS)  
Element . . . . . : 81 CAPITAL OUTLAY  
Object . . . . . : 66 PURCHSRV INFRAST DRAINAGE

Original budget . . . . .	0	
Revised budget . . . . .	872,702	07/20/2009
Actual expenditures - current . . . . .	.00	
Actual expenditures - ytd . . . . .	.00	
Unposted expenditures . . . . .	.00	
Encumbered amount . . . . .	5,151.00	
Unposted encumbrances . . . . .	.00	
Pre-encumbrance amount . . . . .	.00	
Total expenditures & encumbrances:	5,151.00	0.6%
Unencumbered balance . . . . .	867,551.00	99.4

**F5=Encumbrances**      **F7=Project data**      **F8=Misc inquiry**  
**F10=Detail trans**    **F11=Acct activity list**    **F12=Cancel**      **F24=More keys**

Account Balance Inquiry

Account number . . . : 475-4993-750.60-99  
Fund . . . . . : 475 CONTRACTUAL CAPITAL PROJ  
Department . . . . . : 49 TNR (TRANS & NATRL RESRC)  
Division . . . . . : 93 INTERGOV AGREEMNTS-ROADS  
Activity basic . . . . : 75 CHARGES FOR SERVICES  
Sub activity . . . . . : 0 INFRA-ENV SCVS (TRNS&RDS)  
Element . . . . . : 60 OTHER PURCHASED SERVICES  
Object . . . . . : 99 CONTRACTED SERVICES

Original budget . . . . .	0	
Revised budget . . . . .	7,949,092	08/12/2009
Actual expenditures - current . . . . .	448,549.31	
Actual expenditures - ytd . . . . .	3,377,986.33	
Unposted expenditures . . . . .	.00	
Encumbered amount . . . . .	3,590,963.85	
Unposted encumbrances . . . . .	.00	
Pre-encumbrance amount . . . . .	47,315.00	
Total expenditures & encumbrances:	7,464,814.49	93.9%
Unencumbered balance . . . . .	484,277.51	6.1

**F5=Encumbrances**      **F7=Project data**                      **F8=Misc inquiry**  
**F10=Detail trans**    **F11=Acct activity list**                      **F12=Cancel**                      **F24=More keys**



# TRAVIS COUNTY PURCHASING OFFICE

**Cyd V. Grimes, C.P.M., Purchasing Agent**

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

17

Approved by: \_\_\_\_\_

*M. Grice 8.14.09*

**Voting Session: Tuesday, August 25, 2009**

**REQUESTED ACTION:** APPROVE MODIFICATION NO. 3 TO CONTRACT NO. PS080113RE, WITH ENCOMPASS MEDICAL MANAGEMENT, FOR EVALUATION SERVICES. (HHS & VS)

**Points of Contact:**

- Purchasing:** Rebecca Gardner
- Department:** HHS, Sherri Fleming, Executive Manager
- County Attorney (when applicable):** Mary Etta Gerhardt
- County Planning and Budget Office:** Leroy Nellis
- County Auditor's Office:** Susan Spataro And Jose Palacios
- Other:**

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

Through this contract, Encompass Medical Management, Inc. will gather and evaluate program data for the Parenting in Recovery project in accordance with the grant requirements. Encompass will construct a database and train all grant partners in how to use it.

Modification no. 3 will increase the contract amount from \$43,500.00 to \$66,500.00, an increase of \$23,000.00. These additional funds will provide additional work on the database and development of a strategy to improve training for caseworkers involved with the project.

Modification no. 2 renewed the contract for an additional twelve month period from October 1, 2008 through September 30, 2009. Contract funds for this period were not to exceed \$43,500.00.

Modification no. 1 increased the contract amount from \$59,000.00 to \$73,000.00, an increase of \$14,000.00.

➤ **Contract Expenditures:** In the past 11 months, \$43,500.00 has been spent against this contract.

➤ **Contract-Related Information:**

- Award Amount: \$59,000.00
- Contract Type: Professional Services

Contract Period: March 1, 2008-September 30, 2008

➤ **Contract Modification Information:**

Modification Amount: \$23,000.00

Modification Type: Bilateral

Modification Period: October 30, 2008 –September 30, 2009

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: N/A

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: 478026

➤  Funding Account(s): 638-5868-611-4007

Comments:

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified X Not Verified    by Auditor.



**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
Executive Manager  
(512) 854-4100  
Fax (512) 854-4115**

**DATE:** August 5, 2009  
**TO:** Members of the Commissioners Court  
**FROM:**   
Sherri E. Fleming, Executive Manager  
Travis County Health and Human Services and Veterans Service  
**SUBJECT:** Encompass Medical Management, Inc. contract amendment

**Proposed Motion:**

Consider and take appropriate action to approve amending a contract with Encompass Medical Management, Inc. for additional services related to the Parenting in Recovery project.

**Summary and Staff Recommendations:**

The U.S. Department of Health and Human Services awarded Travis County a five-year grant at \$500,000 per year to fund the Parenting in Recovery project. Travis County Health and Human Services and Veterans Service (TCHHSVS) is working with several partners to provide a coordinated system of services for families in the child welfare system as a result of parental methamphetamine or other substance dependence.

The grantor requires the Parenting in Recovery project to gather and evaluate program data. Program data must be collected, reviewed for accuracy and put in a format required by the grantor. A database must be maintained and all grant partners trained in how to use it. Encompass Medical Management, Inc. has been providing these services. The amendment adds \$23,000 to the FY'09 contract for additional work on the database and for the development of a strategy for improving training for caseworkers involved in the project.

TCHHSVS staff recommends approving this amendment.

**Budgetary and Fiscal Impact:**

The original contract was for \$43,500. The amendment brings the total for FY'09 to \$66,500. The contract funds are in line item 001-5868-611-4007. The contract number is PS080113RE. The contract runs from 9/30/08 – 9/29/09.

**Issues and Opportunities:**

Providing accurate and informative data for the grantor is essential to the Parenting in Recovery project's success.

**Background:**

The Parent in Recovery project is designed to keep families together by providing treatment and support services. This grant-funded project began in FY'08.

Cc: Jim Lehrman, Director, Office of Children's Services, TCHHSVS  
Susan A. Spataro, CPA, CMA, Travis County Auditor  
Jose Palacios, Chief Assistant County Auditor  
Janice Cohoon, Financial Analyst, Travis County Auditor's Office  
Mary Etta Gerhardt, Assistant County Attorney  
Rodney Rhoades, Executive Manager, Planning and Budget Office  
Travis Gatlin, Analyst, Planning and Budget Office  
Cyd Grimes, C.P.M., Travis County Purchasing Agent  
Rebecca Gardner, Assistant Purchasing Agent, Travis County Purchasing Office

TRAVIS COUNTY  
Purchase Requisition

8/13/09  
11:03:06

Number . . . . . : 0000478026  
 Type . . . . . : 1 PURCHASE REQUISITION  
 Status . . . . . : AUDITOR APPROVAL  
 Reason . . . . . : MODIFICATION TO PO #408335  
 By . . . . . : CAULA MCMARION 44119  
 Date . . . . . : 8/10/09  
 Vendor . . . . . : 70500 ENCOMPASS MEDICAL MANAGEMENT I  
 Contract nbr . . . . . :  
 Ship to . . . . . : C5 OFFICE OF CHILDREN SVCS  
 Deliver by date . . . . . : 8/10/09  
 Buyer . . . . . :  
 Fiscal year code . . . . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description
- 1	23000.00	DOL	CONSULTING SERVICES FOR PARENTING IN RECOVERY MODIFICATION TO PO #408335 FOR ADDITIONAL \$23,000 CONTRACT PERIOD: 9/30/08 - 9/29/09

Total: 23000.00  
F9=Print

F3=Exit F7=Alternate view  
F10=Approval info F12=Cancel F20=Comments

Purchase Requisition - Item Information

```

Line number . . . . . 1
Item desc . . . . . CONSULTING SERVICES FOR PARENTING IN RECOVERY
Vendor part # . . . . .
Commodity . . . . . 918 CONSULTING SERVICES
Sub-com . . . . . 038 EDUCATION & TRAINING
Item # . . . . . 00021
Ship to . . . . . C5 OFFICE OF CHILDREN SVCS
Quantity . . . . . 23,000.00
Order UOM . . . . . DOL DOLLAR
Cost code . . . . . N NOT APPLICABLE
Unit cost . . . . . 1.0000
Account # . . . . . 63858686114007
Project . . . . . M09638
Purchase order . . . . .
    
```

Press Enter to continue.

F8=Extended Description

F12=Cancel

F14=Work orders

**MODIFICATION OF CONTRACT NUMBER: PS080113RE –Evaluation Services PAGE 1 OF 4 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Rebecca Gardner</b> TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: July 29, 2009
ISSUED TO: Encompass Medical Management, Inc. 8009 Dark Valley Cove Austin, Texas 78737	MODIFICATION NO.: <p style="text-align: center;"><b>3</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;"><b>March 1, 2008</b></p>
ORIGINAL CONTRACT TERM DATES: <u>March 1, 2008-September 29, 2008</u>		CURRENT CONTRACT TERM DATES: <u>September 29, 2008-September 29, 2009</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$59,000.00                      Current Modified Amount \$66,500.00

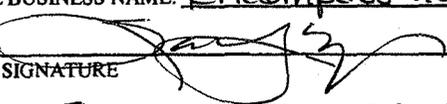
**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above referenced Contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

- 1) Contract funds are increased from \$43,500.00 to \$66,500.00, an increase of \$23,000.00
- 2) Section 3.3 "Attachments" is amended by adding "Amended Attachment A-09" as attached to this modification as Exhibit 1.

The Contract is amended according to the terms of the attachment to this Modification, all of which is hereby made a part of the Contract and constitutes promised performance in accordance with all terms of the Contract, as amended.

**Note to Vendor/City:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Encompass Medical Management, Inc.</u>	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY:  SIGNATURE	DATE: <p style="text-align: center; font-size: 1.2em;">8/3/09</p>
BY: <u>SANNA THOMPSON</u> PRINT NAME	
TITLE: <u>EVALUATOR</u> ITS DULY AUTHORIZED AGENT	
TRAVIS COUNTY, TEXAS BY:  CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE:
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

**AMENDMENT OF CONTRACT BETWEEN  
TRAVIS COUNTY AND  
ENCOMPASS MEDICAL MANAGEMENT, INC. FOR  
EVALUATION SERVICES**

This Amendment of Contract ("Amendment") is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County") and Encompass Medical Management, Inc. ("Consultant").

**RECITALS**

County and Consultant entered into an agreement to provide services for the care of indigents, for public health education and information and/or for other authorized services ("Contract"), the Initial Term of which began March 1, 2008, and terminated on September 29, 2008 ("Initial Term").

Under the terms of the Contract, Consultant agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information, in accordance with the terms of the Contract, thus providing services which further a public purpose.

The Contract provides for renewal and/or amendment of the agreement by the written agreement of the Parties, and the Parties have previously agreed to extend the Contract for an additional one-year term beginning September 30, 2008, and continuing through September 29, 2009 ("09 Renewal Term").

The Parties desire to amend the Contract to make certain changes to the Contract.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the Contract as follows:

**1.0 CONTRACT TERM**

1.1 **'09 Renewal Term**. The Parties acknowledge that the Contract was renewed for an additional one-year term beginning September 30, 2008, and continuing through September 29, 2009, unless earlier terminated by the Parties pursuant to the terms of the Contract.

**2.0 STATEMENT OF SERVICES TO BE PROVIDED**

2.1 **Attachments**. The Parties agree to amend Section 3.3, "Attachment A-09 - '09 Renewal Term Description of Services to be Performed and Basis of Calculating Reimbursable Costs," which describes the additional services to be provided by Consultant during the '09 Renewal Term, by adding the requirements set forth in Exhibit I, "Amended Attachment A-09," which is hereby made a part of this Contract, constituting promised performance by the Parties in accordance with the terms of this Contract, as amended.

**3.0 FINANCIAL OBLIGATIONS**

3.1 **Maximum Funds**. The Parties agree to amend Section 4.1, "Maximum Funds," by adding the following:

4.1-09-Amendment. **Amended '09 Renewal Term Maximum Funds.** In consideration of full and satisfactory performance of the services and activities provided by Consultant under the terms of this Contract during the '09 Renewal Term, County shall provide additional Contract Funds in an amount not to exceed Twenty-Three Thousand Dollars (\$23,000.00), for an amended amount of Contract Funds not to exceed Sixty-Six Thousand, Five Hundred Dollars (\$66,500.00), unless and until that amount is changed by the Commissioners Court through written amendment to this Contract. Consultant agrees that this amount is sufficient to complete the tasks agreed to under the terms of this Contract and that Consultant will complete those tasks within the amount specified in this Contract.

**4.0 INCORPORATION**

4.1 County and Consultant hereby incorporate this Amendment into the Contract, and the Contract, into this Amendment, and hereby ratify all terms and conditions of the Contract as amended. The Contract, with the changes made in this Amendment constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

**5.0 EFFECTIVE DATE**

5.1 This Amendment shall be effective August 1, 2009, when fully executed by the Parties.

**EXHIBIT 1**  
**AMENDED ATTACHMENT A-09**  
**'09 RENEWAL TERM DESCRIPTION OF SERVICES TO BE PERFORMED AND**  
**BASIS FOR CALCULATING REIMBURSABLE COSTS**

Pursuant to the terms of this Amendment, Consultant shall provide the following additional services:

<u>ACTIVITIES</u>	<u>APPROXIMATE TIME</u>
1) Additional development and requested changes of web-based database for data entry by PIR partners to meet changing local and federal grant requirements. Specific items for changes related to use of the MINI inventory for mental health and program director status pages.	100 hours
2) Development of Secured Web-based Communication Portal (SWCP). This highly secured web-site will be developed for use by specified partners to communicate with each other concerning on-going management of PIR clients.	70 hours
3) Investigate and develop partnerships with trainers in the area of substance abuse and child protective services. Work with these new partners to understand current training opportunities for child protection workers and decide on possible strategies to improve these trainings as they relate to substance abuse.	60 hours
<hr/>	
TOTAL HOURS:	230 hours
RATE PER HOUR:	\$100
TOTAL AMOUNT:	\$23,000.00
<hr/>	
<b>TOTAL CONTRACT</b>	
<b>AMENDMENT AMOUNT:</b>	<b>\$23,000.00</b>



# TRAVIS COUNTY PURCHASING OFFICE

*for* **Cyd V. Grimes, C.P.M., Purchasing Agent**

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

18

Approved by: \_\_\_\_\_

*Bonnie Floyd 8-14-09*

**Voting Session: Tuesday, August 25, 2009**

**REQUESTED ACTION: APPROVE MODIFICATION NO. 1, AN ASSIGNMENT OF CONTRACT NO. 09T001990J, FROM CORPORATE EXPRESS TO STAPLES ADVANTAGE. (COUNTYWIDE)**

**Points of Contact:**

- Purchasing:** Oralia Jones, 854-4204
- Department:** HRMD, John Brady, 854-9165, Dan Mansour, 854-9499
- County Attorney (when applicable):** John Hille
- County Planning and Budget Office:** Leroy Nellis
- County Auditor's Office:** Susan Spataro and Jose Palacios
- Other:**

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 18 PM 3:32

**Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

This contract provides County-wide furniture for Travis County departments on an as needed basis. The Commissioners Court approved the contract on June 2, 2009.

Modification No. 1 will approve Assignment of Contract to Staples Advantage, from Corporate Express. Staples Advantage will assume all rights and responsibilities in regards to Contract No. 09T001990J.

- **Contract Expenditures:** Within the last 3 months \$88,180.53 has been spent against this contract.
  - Not applicable
- **Contract Modification Information:**
  - Modification Amount: Estimated Requirements
  - Modification Type: Assignment of Contract
  - Modification Period:
- **Funding Information:**
  - Purchase Requisition in HTE

Funding Account(s) 3001 and 8001

Comments: Funds covering this countywide requirement are budgeted under line items 3001 and 8001 by each County department. Funds will be encumbered at time of placement of orders.

➤ **Statutory Verification of Funding:**

Contract Verification Fund Forms: Verified \_\_\_\_\_ Not Verified \_\_\_\_\_ by Auditor.

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Oralia Jones TEL NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>August 14, 2009</b>
ISSUED TO: <b>CORPORATE EXPRESS ATTN: MR. TIM BRINKLEY 1905-B KRAMER LANE, SUITE 800 AUSTIN, TEXAS 78758</b>	MODIFICATION NO.: <b>1</b>	EXECUTED DATE OF ORIGINAL CONTRACT: June 2, 2009
ORIGINAL CONTRACT TERM DATES: <u>June 25, 2005 through June 24, 2006</u> CURRENT CONTRACT TERM DATES: <u>June 25, 2008 through June 24, 2009</u>		

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
Original Contract Amount: \$ N/A      Current Modified Amount \$ N/A

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The purpose of this modification is to do an Assignment of Contract. Effective August 1, 2009, the Contractor's name on Contract No. 09T001990J, is changed as follows:

From: Corporate Express A Staples Company 1905-B Kramer Lane Austin, Texas 78758	To: Staples Advantage 1905-B Kramer Lane Austin, Texas 78758
---	--

**Note to Vendor:**  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: _____ SIGNATURE	
BY: _____ PRINT NAME	DATE: _____
TITLE: _____ ITS DULY AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**COPY**

The parties to this Agreement are, Corporate Expres, Tax ID 741926921, a corporation (the Assignor) under the laws of the state of Texas, and Staples Advantage., Tax ID 043390816, a corporation (the Assignee) under the laws of the state of Texas.

RECITALS

- A. Travis County and Corporate Express entered into a written Contract for providing Furniture (Contract No. 09T001990J) dated June 2, 2009, a copy of which is attached to this assignment and incorporated in it by referenced (the "Contract").
- B. Assignor desires by this Agreement all of its rights, title and interest in and to the Contract to Assignee subject to the terms of the Contract and this Agreement.

TERMS

In consideration of the mutual agreements in this assignment, the parties hereby agree as follows:

- 1. Assignor assigns to Assignee all of its right, title and interest in Contract Number 09T001990J, attached to this assignment, as of August 1, 2009.
- 2. Assignee assumes and is bound by and must perform all terms, conditions, covenants, obligations, and duties of Assignor under the Contract accruing on or after August 1, 2009.
- 3. This assignment of contract is intended to assign not only obligations but also benefits of Contract Number 09T001990J after 8/1/09, including benefits accruing as a result of work commenced.
- 4. Assignor and Assignee acknowledge that nothing in this Agreement waives or modifies any of the provisions of the Contract.
- 5. The provisions of this Agreement are binding on and inure to the benefit of the heirs, representatives, successors and assigns of the parties.

CORPORATE EXPRESS

STAPLES ADVANTAGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title & Date: \_\_\_\_\_

Title & Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Travis County consents to this assignment of the Contract from Corporate Express to Staples Advantage on the terms and conditions contained in this Assignment.

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_

Sam Biscoe, County Judge

Date: \_\_\_\_\_

COPY



Dear Valued Customer:

Staples' acquisition of Corporate Express (CE) in July 2008 combined two of the world's best office products companies, resulting in a global organization with a full suite of product and service offerings. Since the time of the acquisition, we have been working diligently to integrate the companies into one business from a branding, operational and functional perspective. As of June 30, 2009, as a result of the integration, the seller under your agreement with CE will be Staples Contract & Commercial, Inc.

As part of the recent changes, the name on your invoices is changing. In addition, our tax ID is changing. **The remittance address remains the same. Payments should be remitted only in accordance with the remittance address provided on your invoice remittance slip.**

For your records, attached is an updated IRS Form W-9 *Request for Taxpayer Identification Number and Certification* for Staples Contract & Commercial, Inc., which certifies its status as a corporation exempt from federal income tax withholding. This IRS Form W-9 applies to existing, as well as newly integrated and re-branded divisions of Staples Contract & Commercial, Inc., including:

- *Staples Advantage (including Corporate Express Office Products)*
- *Wisconsin Document Imaging (formerly Wisconsin Business Machines)*
- *Coastwide Laboratories*
- *Staples Facility Solutions*
- *Staples Promotional Products (including Corporate Express Promotional Marketing)*
- *Business Interiors by Staples (formerly Corporate Express Business Interiors)*
- *Staples Technology Solutions (ICGS)*

If you have any questions, please visit [www.StaplesW9.com](http://www.StaplesW9.com), on which we have posted some commonly asked questions, as well as additional contact information.

We appreciate your help as we work to fully integrate our companies. As always, we sincerely appreciate your business, and we look forward to a long and fruitful relationship together.

Sincerely,

Staples Financial Services Team

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Staples Contract &amp; Commercial, Inc.</b>		
	Business name, if different from above <i>COASTWIDE LABORATORIES, WISCONSIN DOCUMENT IMAGING, STAPLES FACILITY SOLUTIONS</i> <b>Business Interiors by Staples, Staples Advantage, Staples Promotional Products, Staples Technology Solutions.</b>		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....	<input checked="" type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) <b>500 Staples Drive</b>		
	City, state, and ZIP code <b>Framingham, MA. 01702-4478</b>		
List account number(s) here (optional)		Requester's name and address (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number
<b>04      3390816</b>

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Nancy W. Kite</i>	Date ▶ <i>5-15-09</i>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**Lolly Jones - Fw: Corporate Express name change**

---

**From:** "Brinkley, Tim"  
**To:**  
**Date:** 8/11/2009 11:37 PM  
**Subject:** Fw: Corporate Express name change  
**CC:** "Oliver, Pam"

---

Thanks Pam, Lolly please see below.  
Thanks,  
Tim

Tim Brinkley  
Furniture Sales Executive  
Business Interiors by Staples  
(512) 633-6432-Cell  
(512) 997-2158-Office

---

**From:** Oliver, Pam  
**To:** Brinkley, Tim  
**Sent:** Tue Aug 11 20:25:58 2009  
**Subject:** RE: Corporate Express name change

In order for it to match, it will need to be made to Staples Advantage.

**Pam Oliver**  
Manager, Central Area Support Center

**Business Interiors by Staples**  
*(Formerly Corporate Express Business Interiors, a Staples company)*

6400 Hollister  
Houston, TX 77040  
ph:713.934.6435  
fx: 713.934.6272  
cell:713.539.5680  
Pam.Oliver@Staples.com *(Please note my new email address)*

---

**From:** Brinkley, Tim  
**Sent:** Tuesday, August 11, 2009 3:30 PM  
**To:** Oliver, Pam  
**Subject:** FW: Corporate Express name change  
**Importance:** High

Hi Pam, can you help me with this? What would you suggest from the below email? All of their po's and invoices must exactly match one another.

Thanks,  
Tim

**Tim Brinkley**  
Furniture Sales Executive  
**Business Interiors by Staples**  
*(Formerly Corporate Express Business Interiors, a Staples Company)*  
1905-B Kramer Lane, Suite #800  
Austin, TX 78758  
[tim.brinkley@staples.com](mailto:tim.brinkley@staples.com) *(Please note my new email address)*  
(512) 997-2158-Office  
(512) 633-6432-Cell  
(512) 997-2105-Fax  
[www.cebinteriors.com](http://www.cebinteriors.com)

The information contained in this email transmission and any attachments is intended only for the personal and confidential use of the designated named herein. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document and its attachment in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify the sender and return and delete the original message immediately. Thank you.

---

**From:** Lolly Jones [mailto:Lolly.Jones@co.travis.tx.us]  
**Sent:** Tuesday, August 11, 2009 9:07 AM  
**To:** Harless, Kimberley; Oliver, Pam; Brinkley, Tim  
**Cc:** Holly Huff; Kapp Schwebke  
**Subject:** Corporate Express name change

Good morning,  
I am ready to issue the Assignment of Contract for the name change from Corporate Express to the new company. Prior to taking this action, I need to find out from you which company name you prefer for the contract to reflect, as well as which company name will be submitting the invoices for payment.

At this time, our Auditor's office is receiving invoices from Staples Advantage. However, the W-9 received in the Purchasing Office reflects the name change as Staples Contract & Commercial, Inc. Please be advised that all purchase orders and all invoices MUST reflect the same company name in order for our Auditing Department to pay invoices without delays.

Can you please let me know which name you want to go by, as your W-9 currently reflects several names (Staples Contract & Commercial, Inc.; Staples Facility Solutions, Business Interiors by Staples; Staples Advantage, and several other names). The name you provide to me will be the name our contract modification (Assignment of Contract) will reflect.

Please let me know at your earliest convenience. If you have any questions, please feel free to ask me. Thank you for your assistance.



19 REVISED

TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., Purchasing Agent

314 W. 11th Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

Approved by:

Cyd V. Grimes

Voting Session: Tuesday, August 25, 2009 (DRAFT AGENDA ITEM #20)

REQUESTED ACTION: CONSIDER AND TAKE APPROPRIATE ACTION ON MEMORANDUM OF UNDERSTANDING WITH THE COUNCIL ON SEX OFFENDER TREATMENT (CSOT) TO HOUSE SEX OFFENDERS AT THE TRAVIS COUNTY CORRECTIONAL COMPLEX (TCCC). (SHERIFFS OFFICE)

Points of Contact:

- Purchasing: Michael Long
Department: SHERIFF'S OFFICE, Greg Hamilton, Sheriff; Major Darren Long
County Attorney (when applicable): Jim Connolly
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro and Jose Palacios
Other: Darren Long, Sheriff's Office

RECEIVED COUNTY JUDGE'S OFFICE 09 AUG 20 AM 9:04

Purchasing Recommendation and Comments: Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes.

When the CSOT determines that a person should be housed at the TCCC and the Judge having jurisdiction over the case has approved housing in writing, the Sheriff will accept such person for housing. The TCCC shall provide housing, meals, and other usual services as long as the client abides by all rules, regulations, and policies of the TCCC. This is a revenue generating contract.

The County has been providing these services through a Memorandum of Understanding (MOU) since 2005 at a cost of \$48.00 per client. This new MOU will continue these services for a two year period, September 1, 2009 through August 31, 2011, at per diem rate of fifty (50.00) dollars per client.

Contract Expenditures: Within the last 12 months \$0.00 has been spent against this contract.

Not applicable

➤ **Contract-Related Information:**

Award Amount: N/A

Contract Type: Revenue

Contract Period: September 1, 2009 through August 31, 2011

➤ **Contract Modification Information:**

Modification Amount: \$0.00

Modification Type: N/A

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Not Applicable

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.:

Funding Account(s)

Comments: Revenue Generating

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_ Not Verified \_\_\_\_ by Auditor.

**Mike Long - State contracts**

---

**From:** Darren LONG  
**To:** Jim Connolly; Mike Long  
**Date:** 8/12/2009 1:48 PM  
**Subject:** State contracts

---

Mike,

Per our conversation today, TCSO is requesting that both State contracts to house Pre-Release Parolees (TDCJ) and Civil Commitments (CSOT) at the Travis County Correctional Complex be amended. We are requesting that both contracts reflect an increased housing fee to \$50.00 a day, per inmate. In addition, both contracts should reflect that the inmates will be housed at the Travis County Correctional Complex, not in the Work Release program. That program was officially closed in May of this year. Thanks Darren

Major Darren Long  
Travis County Sheriff's Office  
5555 Airport Blvd.  
Austin, Tx. 78752  
512-854-9348  
Fax# 512 854-8490

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COUNCIL ON SEX OFFENDER TREATMENT  
AND  
TRAVIS COUNTY SHERIFF'S DEPARTMENT**

This Memorandum of Understanding ("MOU") is effective as of September 1, 2009, by and between the Council on Sex Offender Treatment ("CSOT") and the Travis County Sheriff's Department.

WHEREAS, CSOT has entered into this MOU to spot purchase bed space in "community residential facilities" (Halfway Houses and Work Release Programs) for sex offenders who have been civilly committed pursuant to Title 11, Health and Safety Code, Chapter 841.

NOW THEREFORE, in consideration of the premises and terms and conditions hereinafter set forth, the Travis County Sheriff's Department, Austin, Texas and CSOT agree as follows:

1. When the CSOT determines that a person who has been civilly committed pursuant to Chapter 841 of the Health & Safety Code should be housed at the Travis County Correctional Complex and the judge having jurisdiction over the civil commitment case has approved such housing in writing, the Sheriff will accept such person for housing at the Travis County Correctional Complex, subject to the terms and conditions stated herein. All persons housed pursuant to this MOU shall be residents of Travis County unless otherwise agreed by the Travis County Sheriff. No person shall be delivered to the Travis County Correctional Complex for housing pursuant to this MOU without the prior written approval of the Travis County Sheriff or designee.
2. Travis County Correctional Complex shall provide housing, meals, and other usual services to CSOT clients. CSOT clients will be responsible for the costs incurred related to medical or health care treatment provided outside of Travis County Correctional Complex. CSOT and Sheriff/Travis County expressly acknowledge and agree that if a person housed pursuant to this MOU is hospitalized or requires medical care away from the Travis County Correctional Complex for any reason, the person shall no longer be considered housed at the Travis County Correctional Complex pursuant to this MOU, and the Sheriff/Travis County shall have no further responsibility with regard to such person pursuant to this MOU. In the event that Travis County incurs any expenses as a result of hospitalization or medical treatment relating to a person placed in the Travis County Correctional Complex pursuant to this MOU, the CSOT agrees to promptly reimburse Travis County for documented expenses related to said treatment or hospitalization of the person.
3. Sheriff shall have no obligation to provide any services to persons covered by the MOU while they are outside of the Travis County Correctional Complex. CSOT

- shall be responsible for the transportation of the client to all related civil commitment proceedings and treatment.
4. CSOT clients shall abide by all rules, regulations, and policies of the Travis County Correctional Complex applicable to all residents therein. If a client engages in unacceptable or illegal behavior, the client will be subject to a 3<sup>rd</sup> degree felony pursuant to Title 11, Health and Safety Code, Section 841.085.
  5. Travis County Correctional Complex shall notify the Case Manager, DPS, or CSOT immediately (verbally or in writing) if a client fails to abide by all the rules, regulations, and policies of the Travis County Correctional Complex. All residential costs incurred by Civil Commitment clients shall be paid by CSOT.
  6. Sheriff shall have the right to refuse to accept any person if the Sheriff, in his sole discretion, determines that the person should not be housed at the Travis County Correctional Complex pursuant to this MOU. If Travis County Correctional Complex determines that a client should no longer be housed at the facility, CSOT shall remove the client from the facility as soon as is reasonably possible. Travis County agrees to provide reasonable written notice so CSOT may secure an alternate residential facility and appropriate court order.
  7. Travis County shall be responsible for maintaining accurate and complete records and these records shall not be disclosed unless subject to the Open Records Act to any person other than the authorized CSOT staff and Case Management Team. Records shall include but are not limited to the date and time of arrival at the facility and discharge from the facility.
  8. CSOT shall be responsible for obtaining and paying for all programs it requires for its clients, other than programs otherwise provided by the Travis County Correctional Complex.
  9. CSOT shall bear responsibility for the supervision of persons covered by this MOU while they are outside the Travis County Correctional Complex.
  10. Either party may terminate this MOU for any reason by giving the other party thirty (30) days prior written notice of termination as follows:

**TRAVIS COUNTY CORRECTIONAL COMPLEX**

ATTN: Greg Hamilton, Sheriff  
Sheriff of Travis County  
P.O. Box 1748  
Austin, TX 78767

**COUNCIL ON SEX OFFENDER TREATMENT**

ATTN: Allison Taylor  
Executive Director  
1100 W. 49<sup>th</sup> Street  
Austin, TX 78756-3183  
Work (512) 834-4530

11. The Council agrees to pay the Travis County Correctional Complex a per diem rate of fifty (\$50.00) dollars per client for housing, food, and any other services

agreed upon by both parties in writing. This MOU may only be modified by a written agreement executed by both parties.

- 12. The facility shall invoice CSOT monthly for services rendered pursuant to this MOU. Invoices shall be submitted to CSOT within twenty (20) days after the last day of the calendar month in which services were rendered. Invoices shall be mailed to the following address:

Texas Department of State Health Services  
 Attention: Council on Sex Offender Treatment  
 1100 West 49<sup>th</sup> Street  
 Austin, TX 78756-3138

- 13. This MOU may be renewed for a period of two (2) years if both parties agree in writing.

- 14. This MOU, if not terminated by the parties sooner, will terminate on August 31, 2011.

This Memorandum of Understanding is hereby approved as of the date first written above.

TRAVIS COUNTY

COUNCIL ON SEX OFFENDER TREATMENT

\_\_\_\_\_  
Greg Hamilton, Sheriff

\_\_\_\_\_  
Liles Arnold, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TRAVIS COUNTY

TRAVIS COUNTY

\_\_\_\_\_  
Sam Biscoe, County Judge

*Cyd V. Grimes*  
 \_\_\_\_\_  
 Cyd V. Grimes C.P.M  
 Travis County Purchasing Agent

Date: \_\_\_\_\_

Date: 8/18/09

20

VS# \_\_\_\_\_

**TRAVIS COUNTY COMMISSIONER'S COURT  
AGENDA REQUEST**

Please consider the following item for Voting Session on: 8/25/09

I. A. Request made by: Sheriff Greg Hamilton - TCSO *GH* Phone No. 854-4924

B. Requested Text:  
**Consider and approve**

**1. Contract modification and extension of contract 696-PD-0-1-L-L0306 M-009 Travis County between the Texas Department of Criminal Justice and Travis County for the housing of Releasees for the 2009-2010 contract term.**

C. Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge

II. A. Is backup material attached\*: **Yes** No

\*Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies).

B. Have the agencies affected by this request been invited to attend the work session? **Yes**  
No

Please list those contacted and their phone numbers:

- William Derryberry - Planning and Budget
- Carolyn Damron - Auditor's Office
- James Connolly -County Attorney's Office
- Cyd Grimes - Purchasing

III. **PERSONNEL**  
\_\_\_\_\_ A change in your department's personnel (reclass, etc.).

IV. **BUDGET REQUEST:**  
If your request involves funding for your department please check:

Additional funding for your department

Transfer of funds within your department budget

A change in your department's personnel

The County Human Resources Department (854-9165) and / or the Budget and Research Office (854-9106) must be notified before submission of this agenda request.



James N Sylvester  
Chief Deputy

**GREG HAMILTON**  
TRAVIS COUNTY SHERIFF

P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9770  
www.tcsheriff.org

DARREN LONG  
Major - Corrections

PHYLLIS CLAIR  
Major - Law Enforcement

MARK SAWA  
Major - Administration & Support

**August 17, 2009**

**MEMORANDUM**

**TO: Honorable Sam Biscoe, County Judge**  
**Honorable Ron Davis, Commissioner, Precinct 1**  
**Honorable Sarah Eckhardt, Commissioner, Precinct 2**  
**Honorable Karen Huber, Commissioner, Precinct 3**  
**Honorable Margaret Gomez, Commissioner, Precinct 4**

**FROM: Michael G Hemby, Planning Manager** 

**SUBJECT: TDCJ Releasee Housing Contract Amendment 2009-2010**  
**Contract 696-PD-0-1-L0306 Modification M-009**

Attached is this year's contract extension between Travis County and the Texas Department of Criminal Justice for the housing of program releases at the Del Valle Correctional Complex.

This amendment will extend the current contract though August 31<sup>st</sup>, 2010.

Currently, Travis County houses an average of seven to ten TDCJ subjects per month. No change in the fee for this is included in this modification. Reimbursement for this time period is set not to exceed \$262,800 per the contract terms.

This renewal contract caps our housing of said inmates to not exceed 16. The contract also covers mileage reimbursement to the county for any transport of these individuals should it be necessary.

Your support and approval of this contract renewal is appreciated. If you have any questions, please feel free to contact my office at 854-4924.

CC. File

<b>MODIFICATION OF CONTRACT</b>			<b>Page of</b>	<b>Pages</b>
			1	1
<b>1A. Contract No.</b> 696-PD-0-1-L0306 Travis County	<b>1B. Order No.</b> (PO, JO, SA)	<b>2. Modification No.</b> M-009	<b>3. Effective Date</b> September 1, 2009	
<b>4. Issued By:</b> Texas Department of Criminal Justice Contracts and Procurement, Client Services and Governmental Contracts Branch Two Financial Plaza, Suite 525 Huntsville, Texas 77340		<b>5. Name and Address of Contractor</b> (No., street, city, state & ZIP code) Travis County P.O. Box 1748 Austin, Texas 78767		
<b>6. BILATERAL MODIFICATION ISSUED PURSUANT TO AUTHORITY UNDER:</b> Article V, Term of Agreement, Section 5.1 and Article IX, Miscellaneous, Section 9.1				
<b>7. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 3 ORIGINALS TO THE ISSUING OFFICE.</b>				
<b>8. PURPOSE OF MODIFICATION:</b> Extend Contract for FY10 and provide funding.				
<b>9. DESCRIPTION OF MODIFICATION:</b>				
A. Extend the Contract for one year, September 1, 2009 through August 31, 2010.				
B. Revise page 1 of the Contract to reflect the Contract Term is 09/01/09 through 8/31/10.				
C. Revise page 1 of the Contract to reflect the Not to Exceed amount for the Budget Term of September 1, 2009 through August 31, 2010 is \$262,800.00.				
D. Revise Article V, Term of Agreement, Section 5.1, to reflect the term of September 1, 2009 through August 31, 2010.				
except as provided herein, all terms and conditions of the contract referenced above, as hereto changed, remain unchanged and in full force and effect.				
<b>9A. Name and Title of Authorized Representative (Type or Print)</b> Samuel T. Biscoe Travis County Judge		<b>9B. Travis County</b>  _____ (Signature of Authorized Representative)		<b>9C. Date Signed</b>
<b>10A. Name and Title of Authorized Representative (Type or Print)</b> Jerry McGinty Chief Financial Officer		<b>10B. Texas Department of Criminal Justice</b>  _____ (Signature of Authorized Representative)		<b>10C. Date Signed</b>



# TRAVIS COUNTY PURCHASING OFFICE

**Cyd V. Grimes, C.P.M., Purchasing Agent**

314 W. 11<sup>th</sup> Street, Room 400 Austin, Texas 78701 (512) 854-9700 Fax (512) 854-9185

21

Approved by: \_\_\_\_\_

*Cyd V. Grimes* 8/17/09

**Voting Session: Tuesday, August 25, 2009**

**REQUESTED ACTION:** APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 6) TO CONTRACT NO. 03T002880J, APPRISS, INC., FOR THE TEXAS VINE SERVICES AGREEMENT. (SHERIFF'S OFFICE, ITS)

**Points of Contact:**

**Purchasing:** Oralia Jones, 854-4204

**Department:** Sheriff's Office, Francisco Ordaz, 854-3249, Greg Hamilton, 854-9770, ITS, Nick Macik, 854-4730, Joe Harlow, 854-9666

**County Attorney (when applicable):** Barbara Wilson, 854-9567

**County Planning and Budget Office:** Leroy Nellis

**County Auditor's Office:** Susan Spataro And Jose Palacios

**Other:**

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COUNTY JUDGES OFFICE  
AUG 18 PM 3:31

➤ **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by the statutes. The contract provides crime victim notification services to the citizens and residents of Travis County.

This modification will extend the contract for an additional twelve (12) months, from September 1, 2009 through August 31, 2010, and is for the maintenance renewal agreement for the Victim Notification Services for Travis County provided by Appriss, Inc. The Office of the Attorney General (OAG) is currently working on the renewal contract between their office and Travis County. The twelve month extension to the contract between the County and Appriss, Inc. will be contingent upon the approval of the contract renewal between the OAG and Travis County and the OAG funding. The OAG office will provide the funding to Travis County for the services under this agreement (as well as to other Texas counties). Appriss, Inc. is billing a total maintenance amount of \$25,817.00 for the twelve month period, which is the same as the last three years.

Modification No. 5 was previously issued to extend the contract period for an additional twelve (12) months, through August 31, 2009. It was approved by the Commissioners Court on August 28, 2008.

Modification No. 4 was previously issued to extend the contract period for an additional twelve (12) months, through August 31, 2008. It was approved by the Commissioners

Court on August 28, 2007.

Modification No. 3 was previously issued to extend the contract period for an additional twelve (12) months, through August 31, 2007. It was approved by the Commissioners Court on August 15, 2006.

Modification No. 2 was previously issued to extend the contract period for an additional twelve (12) months, through August 31 2006. It was approved by the Commissioners Court on August 30, 2005.

Modification No. 1 was previously issued to extend the contract period for an additional twelve (12) months, through August 31 2005. It was approved by the Commissioners Court on August 31, 2004.

Appriss provides crime victims notification services to states, political subdivisions of states, and the federal government. They provide substantive notification to victims of crime regarding events relevant to victims of violent crime including but not limited to events in the prosecution, incarceration and release of persons charged or convicted of violent crime in Texas.

➤ **Contract Expenditures:** Within the last 12 months \$25,817.00 has been spent against this contract.

Not applicable

➤ **Contract Modification Information:**

Modification Amount: \$25,817.00 Not to Exceed

Modification Type: Annual Contract

Modification Period: September 1, 2009 through August 31, 2010

➤ **Funding Information:**

Purchase Requisition in H.T.E.:

Funding Account(s) 875-1230-523-6099

Comments: The services under this agreement will be funded by the OAG's office through a grant fund.

➤ **Statutory Verification of Funding:**

Contract Verification Form: Funds Verified \_\_\_\_ Not Verified \_\_\_\_ by Auditor.

**MODIFICATION OF CONTRACT NUMBER: 03T002880J, TEXAS VINE SERVICES AGREEMENT**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Oralia Jones TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>August 17, 2009</b>
--	--	--

ISSUED TO: Appriss Inc. Attn: Mr. Thomas R. Seigle 10401 Linn Station Rd., Suite 200 Louisville, KY 40223	MODIFICATION NO.: <b>6</b>	EXECUTED DATE OF ORIGINAL CONTRACT: September 2, 2003
---	-------------------------------	--

ORIGINAL CONTRACT TERM DATES: September 1, 2003 - August 31, 2004 CURRENT CONTRACT TERM DATES: September 1, 2009 - August 31, 2010

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ 161,111.00 (NIE) Current Modified Amount \$ 25,817.00

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1. By this modification, Travis County exercises its fifth option to renew the Texas VINE Services Agreement ("Agreement") and extend it for one year from September 1, 2009 to August 31, 2010 on the same terms and conditions as set forth in the Agreement.
2. The cost of the annual maintenance for the fifth option renewal term, which commences September 1, 2009, shall not exceed \$25,817.00.
3. Attached are the following form documents:
  - a. R-06 Service Agreement Renewal Notice
  - b. Exhibit R-06 Maintenance Renewal Automated Victim Notification Services Travis County

**COPY**

**Note to Vendor:**

[XX] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.

[ ] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>APPRISS, INC.</u>	<input type="checkbox"/> DBA
BY: _____ SIGNATURE	<input type="checkbox"/> CORPORATION
BY: _____ PRINT NAME	<input type="checkbox"/> OTHER
TITLE: _____ ITS DULY AUTHORIZED AGENT	DATE:

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**Exhibit R-06 Maintenance Renewal  
Automated Victim Notification Services  
Travis County**

**Category: Pilot - Large**

Subject to the terms and conditions included in the Agreement, this **Exhibit R-06 Schedule of Payments** shall describe the payments that Customer shall pay to Appriss.

**Maintenance Amount.** Customer shall pay Appriss a maintenance amount for the Renewal of Services determined as follows. This Renewal will extend services through August 31, 2010.

Jail Maintenance Amount	Annual Maintenance Amount (12 Months)	# of Months Through 8/31/10	Total Maintenance Amount Due
\$25,817	\$25,817	12 Months	\$25,817

**Out of Scope Costs.**<sup>1</sup> These services will be billed directly to the County and may not be reimbursed by the Office of the Attorney General's Grant Program.

*Additional costs will be incurred for out of scope work. There will only be three events that constitute out of scope work: (1) if Customer moves their facility requiring Appriss to move interface equipment and telephone lines, then a site move charge will not to exceed \$1,500; (2) if Customer changes its booking system and replaces it with another system for which the Appriss has already built an interface, then there will be a one time charge not to exceed \$3,000; and (3) third if Customer changes its booking system and replaces it with another system for which the Appriss has not built previously an interface then there will be a one time charge not to exceed \$5,000.*

<i>1. Customer Facility Move</i>	<i>2. Change of Booking System to vendor-standard system</i>	<i>3. Change of Booking System to non-Vendor-standard system</i>
not-to-exceed \$1,500	not-to-exceed \$3,000	not-to-exceed \$5,000

***Additional Services***<sup>2</sup>

Any services, not covered by this Agreement and provided by Appriss shall be billed to Customer at the following rates:

<b><i>Standard Hourly rate</i></b>	<b><i>Overtime Hourly Rate</i></b>
not-to-exceed \$160 / hour	not-to-exceed \$175 / hour

**Services After Termination.** Subject to the terms and conditions included in the Agreement, the cost of Services provided by Appriss to the Customer shall be governed by the following payment terms. Following either the expiration or termination of this Agreement, then Customer shall pay Appriss an amount equal to 1/12th the then current Annual Maintenance Fee, for each month that the Customer elects to receive the Services. Customer may elect to receive the Services for any increment of months up to the maximum time period stated in the Agreement.

<sup>1</sup> based on subsection *V. Out of scope cost for county changes* in the *Service Price* section of the *Vendor Certification*.

<sup>2</sup> prices as defined in the Appriss's Price Proposal dated August 15<sup>th</sup>, 2002.

# R-06 Service Agreement Renewal Notice



DATE: August 6, 2009

CUSTOMER NAME: Travis County

LOCATION: 314 West 11th Street, Suite 520  
Austin, TX 78701

PROJECT TYPE: Travis County VINE Service

ORIGINAL SERVICE AGREEMENT DATE: September 1, 2003

SERVICE AGREEMENT RENEWAL DATE: September 1, 2009

SERVICE AGREEMENT RENEWAL TERM: 12 Months

NEXT SERVICE AGREEMENT RENEWAL DATE: August 31, 2010

PROJECT PRICING: \$25,817

This Service Agreement Renewal Notice, unless specifically noted in the Contract Changes section below, extends all pricing, service terms and other contract provisions of the prior contract period. No interruptions in delivery of Service will occur in relations to this Service Agreement Renewal.

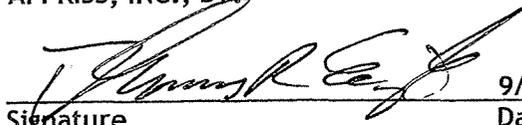
Contract Changes: None

Special Note: Please refer to the Out of Scope Costs referenced in the attached Exhibit R-06 Maintenance Renewal. This is not a contract change, but a reminder of costs that may be incurred when making booking system replacement and/or changes.

**COPY**

**AUTHORIZATION:**

APPRISS, INC., BY:

  
 Signature 9/06/09  
 Date

Thomas R. Seigle  
 Executive Vice President  
 Public Safety Group

CUSTOMER BY:

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Title Name

*Appriss Copy*

# R-06 Service Agreement Renewal Notice

**Appriss**  
 Technology to serve and protect  
 10401 Linn Station Road  
 Louisville, KY 40223-3842  
 502-561-8463 800-816-0491  
 www.appriss.com

**DATE:** August 6, 2009  
**CUSTOMER NAME:** Travis County  
**LOCATION:** 314 West 11th Street, Suite 520  
 Austin, TX 78701  
**PROJECT TYPE:** Travis County VINE Service  
**ORIGINAL SERVICE AGREEMENT DATE:** September 1, 2003  
**SERVICE AGREEMENT RENEWAL DATE:** September 1, 2009  
**SERVICE AGREEMENT RENEWAL TERM:** 12 Months  
**NEXT SERVICE AGREEMENT RENEWAL DATE:** August 31, 2010  
**PROJECT PRICING:** \$25,817

This Service Agreement Renewal Notice, unless specifically noted in the Contract Changes section below, extends all pricing, service terms and other contract provisions of the prior contract period. No interruptions in delivery of Service will occur in relations to this Service Agreement Renewal.

Contract Changes: None

Special Note: Please refer to the Out of Scope Costs referenced in the attached Exhibit R-06 Maintenance Renewal. This is not a contract change, but a reminder of costs that may be incurred when making booking system replacement and/or changes.

**COPY**

**AUTHORIZATION:**

APPRISS, INC., BY:

  
 Signature 9/06/09  
 Date

Thomas R. Seigle  
 Executive Vice President  
 Public Safety Group

CUSTOMER BY:

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Title Name

**OAG Copy**

# R-06 Service Agreement Renewal Notice



DATE: August 6, 2009  
 CUSTOMER NAME: Travis County  
 LOCATION: 314 West 11th Street, Suite 520  
 Austin, TX 78701  
 PROJECT TYPE: Travis County VINE Service  
 ORIGINAL SERVICE AGREEMENT DATE: September 1, 2003  
 SERVICE AGREEMENT RENEWAL DATE: September 1, 2009  
 SERVICE AGREEMENT RENEWAL TERM: 12 Months  
 NEXT SERVICE AGREEMENT RENEWAL DATE: August 31, 2010  
 PROJECT PRICING: \$25,817

This Service Agreement Renewal Notice, unless specifically noted in the Contract Changes section below, extends all pricing, service terms and other contract provisions of the prior contract period. No interruptions in delivery of Service will occur in relations to this Service Agreement Renewal.

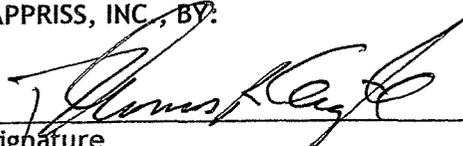
Contract Changes: None

Special Note: Please refer to the Out of Scope Costs referenced in the attached Exhibit R-06 Maintenance Renewal. This is not a contract change, but a reminder of costs that may be incurred when making booking system replacement and/or changes.

**COPY**

**AUTHORIZATION:**

APPRISS, INC., BY:

  
 \_\_\_\_\_  
 Signature Date 9/06/09

Thomas R. Seigle  
 Executive Vice President  
 Public Safety Group

CUSTOMER BY:

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Title Name

County Copy

# 25

Travis County Commissioners Court Agenda Request

Voting Session 8/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Carol B. Gieselman Phone # 854-9383  
Joseph P. Gieselman, Exec. Mgr.  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on the appointment of David Shore (GIS Program Coordinator) to the Capital Area Planning Council of Government's (CAPCOG) Geographic Information System (GIS) Planning Council.

C. Approved by: \_\_\_\_\_

Samuel T. Biscoe, County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight (8) copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

- Betty Voights, Executive Director CAPCOG, 916-6001
- Sean Moran, Planning Program Manager, CAPCOG, 916-6001
- Pete Baldwin, Emergency Management Office Coordinator, 974-0472
- Carol Joseph, TNR, 854-9383

III. Required Authorizations: Please check if applicable:

- Planning and Budget Office (854-9106)
- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_\_\_ Grant
- Human Resources Department (854-9165)
- \_\_\_\_\_ A change in your department personnel (reclassifications, etc.)
- Purchasing Office (854-9700)
- \_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney Office (854-9415)
- \_\_\_\_\_ Contract, Agreement, Policy & Procedure

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09 AUG 7 PM 2:54



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

---

411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
(512) 854-9383

Date: August 17, 2009

### MEMORANDUM

To: Members of the Commissioners' Court

From:   
Joseph P. Gieselman, Executive Manager

Subject: Appointment of David Shore to CAPCOG's GISPC

**Proposed Motion:** Consider and take appropriate action on the appointment of David Shore (GIS Program Coordinator) to the Capital Area Planning Council of Government's (CAPCOG) Geographic Information System (GIS) Planning Council.

#### Summary and Staff Recommendation:

Staff recommends approval of the appointment of David Shore to CAPCOG's GISPC.

#### Budgetary and Fiscal Impact:

None

#### Issues and Opportunities:

- Travis County currently has a vacant position on CAPCOG's GISPC that was formerly held by Heidi Dues, past GIS Coordinator for TNR.
- Opportunity to establish and maintain collaborative and cost-sharing partnerships among state/federal governmental agencies, cooperating local governments and institutions and organizations in the ten county CAPCOG region that are currently using or have a need for accurate up-to-date geospatial data in the CAPCOG region.

#### Background:

The regional Geographic Information Systems Planning Council (GISPC) was formed by the Capital Area Council of Governments (CAPCOG) for coordinating and effecting the mutual development, implementation, sharing and maintenance of geospatial data and GIS applications among federal, state and regional/local governments, institutions and organizations of the ten (10) county Capital State Planning Region.

The GISPC provides advisory support and guidance to CAPCOG administration, its Executive Committee, GIS staff, Task Force and Committees in planning for programs or projects with GIS related applications. Emphasis is placed on effecting the coordination, development, and implementation of cooperative programs, projects and agreements to establish GIS: communications and data exchange standards; on-line data services; geospatial data sharing initiatives; and, Global Positioning Systems (GPS).

**Required Review:** none

**Exhibits:**

Attachment 1- GISPC information sheet

JPG:DTS:ds

xc: Pete Baldwin, TNR

# ATTACHMENT 1

## **Geographic Information Systems Planning Council (GISPC)**

The regional Geographic Information Systems Planning Council (GISPC) was formed by the Capital Area Council of Governments (CAPCOG) for coordinating and effecting the mutual development, implementation, sharing and maintenance of geospatial data and GIS applications among federal, state and regional/local governments, institutions and organizations of the ten (10) county Capital State Planning Region. Staff support for the GISPC is represented by the CAPCOG GIS Section. The CAPCOG GISPC is formed to meet local/regional needs and in response to recommendations of the Texas GISPC, Statewide Geographic Information Systems Plan. The Plan calls for the formation of Regional Geographic Coordinating Councils in partnership with Councils of Governments in Texas. CAPCOG recognizes the need for establishing consistent GIS infrastructure and data exchange standards to assure maximum benefits of joint data development and information sharing, and will pursue the implementation of National Spatial Data Infrastructure (NSDI), Federal Geographic Data Committee (FGDC) and Texas GISPC adopted goals and standards in the region.

The GISPC provides advisory support and guidance to CAPCOG administration, its Executive Committee, GIS staff, Task Force and Committees in planning for programs or projects with GIS related applications. Emphasis is placed on effecting the coordination, development, and implementation of cooperative programs, projects and agreements to establish GIS: communications and data exchange standards; on-line data services; geospatial data sharing initiatives; and, Global Positioning Systems (GPS).

Members of the GISPC assist in the education and promotion of GIS and serve as communication links to local GIS service providers and users from their respective county and/or regional service area. In support of CAPCOG's ongoing effort to enhance 9-1-1 Emergency Communications, members will work with County 9-1-1 GIS Coordinators, Database Managers and members of the CAPCOG 9-1-1 Task Force to accomplish the requirements of CAPCOG/county contracts for implementation and coordination of GIS activities.

The GISPC holds quarterly meetings for conducting council business. They make biannual progress reports to the CAPCOG Executive Committee and perform other tasks as directed by the CAPCOG Executive Committee.

The GISPC works to establish and maintain collaborative and cost-sharing partnerships among state/federal governmental agencies, cooperating local governments and institutions and organizations in the ten county CAPCOG region that are currently using or have a need for accurate up-to-date geospatial data in the CAPCOG region. The State of Texas has a similar organization to the GISPC called the Texas Geographic Information Council (TGIC) which performs a similar function as the GISPC but is composed of State entities that work in support of State level activities.

## **List of Members**

- **Bastrop County**  
Julie Sommerfeld, GISPC Vice-chair
- **Blanco County**  
Kathy Strickland
- **Burnet County**  
Caleb Kraenzel  
George Russell
- **Caldwell County**  
Darla Law
- **Fayette County**  
Dawn Moore
- **Hays County**  
Steve Floyd  
Joan Hickey
- **Lee County**  
Pamela Quarles
- **Llano County**  
Clarence McDaniel
- **Travis County**  
Vacant  
Pete Baldwin
- **City of Austin**  
Leeanne Pacatte  
Stephanie Jensen
- **Williamson County**  
Chris Brice  
Chris Collier, GISPC Chair  
Richard Semple

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# \_\_\_\_\_

Travis County Commissioners Court Agenda Request

Voting Session 8/25/2009  
(Date)

Work Session \_\_\_\_\_

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09 AUG 14 PM 4:13

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Receive Briefing From Staff On The Low-Income Vehicle Repair And Replacement Program

C. Approved by: \_\_\_\_\_  
Samuel T. Biscoe, County Judge

- A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (original and eight (8) copies of agenda request and backup).
- B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to them:

Jon White, TNR Director  
Tom Weber, Env. Project Mgr  
Cynthia McDonald, TNR Financial Director  
Sherry Fleming, HHSD Director

Adele Noel, TNR  
Sydnia Crosbie, TNR, Financial

III. Required Authorizations: Please check if applicable:

- Reduced funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Department (854-9165)

A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits MUST be submitted to the County Judge's Office no later than 5:00 p.m. on Monday for the following week's meeting. Late or incomplete requests will be deferred.



**TRANSPORTATION AND NATURAL RESOURCES**  
**JOSEPH P. GIESELMAN, EXECUTIVE MANAGER**

---

411 West 13th Street  
Executive Office Building  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-9436

August 13, 2009

**MEMORANDUM**

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager TNR 

SUBJECT: Receive briefing from staff on the Low-Income Vehicle Repair and Replacement Program.

**Summary of Briefing:**

Travis County helps eligible vehicle owners comply with vehicle emissions standards required by AirCheck Texas. This state-operated vehicle emissions testing program pays up to \$600 for repairs to vehicles that fail the emissions test or up to \$3,500 for a replacement vehicle. Travis County has a contract with the Texas Commission on Environmental Quality (TCEQ), which details how to conduct activities as set forth in the grant. The grant states that a County will receive, "funding in reasonable proportion to the amount in fees collected in the County or area from emissions testing fees". Travis County residents are assessed \$2 towards this program as a cost as a part of each emissions test. The Dallas and Houston area counties contribute \$6. Travis County charges less because we do not require the more expensive Onboard Diagnostic Test. When Travis County elected to join the program, available funds were divided equally among all emissions-testing counties. Beginning with fiscal year 2010, TCEQ has just notified counties that it plans to allocate the funds based upon a two-part formula. The primary funds will be based upon the revenue the county brought in from emission testing certificates issued. Additionally, TCEQ will add reserve funds totaling \$11,726,816, distributed equally among the 11 participating counties.

In FY09, Travis County received funding in the amount of \$3,971,311. From that amount, \$397,131 was for administrative services (salaries, advertising, travel, supplies, etc.). Under the new formula for FY10, Travis County will receive an estimated \$2,099,294 from which \$209,929 will be for administrative costs. The allocated funds for administration will cover salaries, benefits, and supplies, but there will likely not be funds remaining for advertising or other expenses. The salary cost for the 3.8 employees is estimated to be \$182,000 per year.

It is difficult to predict if the remaining funds allocated for repairs and replacements (\$1,889,365) will be enough to cover all qualifying applicants. In the past, Travis County has had an excess of funds remaining for repairs and replacements. However, within the past month, Travis County has experienced a surge in applications and has issued three times the number of replacement vouchers normally processed. This trend is likely due to the Federal governments' "Cash For Clunkers" program and is predicted to continue over the next several months.

### **Issues and Opportunities**

Reduction in funding for repairs and replacements could mean that all applications that apply to the program for a replacement voucher may not receive one if funds are exhausted. If funding is exhausted, a waiting list will be created for replacements. This situation has occurred in both the Dallas and Houston areas for the past two years.

### **Background**

On March 23, 2004, the Travis County Commissioners Court voted to approve two resolutions: one resolution asking TCEQ to implement a Vehicle Emissions Inspection Program in Travis County; and the second committing to administer LIRAP in Travis County. Travis County has been administering the LIRAP program since September 2005. These programs are a key element of the O3 8-hour Flex Plan, which Travis County is a signatory.

### **Fiscal and Budget Impacts**

None. This program is paid for with grant money provided by the TCEQ specifically for the LIRAP program.

cc: Jon White, TNR  
Sherry Fleming, HHSD  
Cynthia McDonald, TNR  
Tom Weber, TNR  
Adele Noel, TNR  
Sydnia Crosbie, TNR

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# \_\_\_\_\_

Travis County Commissioners Court Agenda Request

Voting Session 8/25/09  
(Date)

Work Session \_\_\_\_\_  
(Date)

I. A. Request made by: Joseph P. Gieselman, Phone # 854-9383  
Executive Manager

B. Requested Text: **Consider and take appropriate action on the request to:**  
A. **Call Down funds for streets bounding the subdivisions listed, in areas now annexed by the City of Pflugerville: Springbrook Commercial Lot 1, Springbrook Commercial Lot 2, and Springbrook Glen**  
B. **Approve an Interlocal Agreement with the City of Pflugerville for the transfer boundary street fiscal for roads annexed by the City of Pflugerville**

C. Approved by: \_\_\_\_\_  
Commissioner Sarah Eckhardt, Precinct 2

II. A. Is backup material attached\*: Yes X No  
\*Any backup material to be presented to the court must be submitted with this Agenda Request (original and 8 copies).

B. Have the agencies affected by this request been invited to attend the Work Session?  
Yes X No \_\_\_\_\_ Please list those contacted and their phone numbers:

*gc w* Anna Bowlin - 854-9383 Donna Williams-Jones - 854-9383  
Julie Joe - 854-9415 Christopher Gilmore - 854-9415

III. Required Authorizations: Please check if applicable:

- Planning and Budget Office (473-9106)
- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant
- Human Resources Department (473-9165)
- A change in your department's personnel (reclassifications, etc.)
- Purchasing Office (473-9700)
- Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (473-9415)
- Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
 Executive Office Building  
 PO Box 1748  
 Austin, Texas 78767  
 (512) 473-9383  
 FAX (512) 708-4649

### MEMORANDUM

DATE: August 11, 2009

TO: Members of the Commissioners' Court

THROUGH: *Joseph P. Gieselman*  
 Joseph P. Gieselman, Executive Manager

FROM: *Anna M. Bowlin* Anna M. Bowlin, ACCP, Division Director Development Services

MOTION: Consider and take appropriate action on the request to:

- A. Call Down funds for streets bounding the subdivisions listed, in areas now annexed by the City of Pflugerville: Springbrook Commercial Lot 1, Springbrook Commercial Lot 2, and Springbrook Glen
- B. Approve an Interlocal Agreement with the City of Pflugerville for the transfer boundary street fiscal for roads annexed by the City of Pflugerville

#### Summary and Staff Recommendation:

During Travis County's subdivision process, boundary street fiscal, for several subdivisions, was received for the benefit of one half of the streets which border certain subdivisions. The fiscal was received over a period of time from June 4, 1996, through May 5, 1997. All of the funds are currently being held in Cash Escrow Accounts. The City of Pflugerville has annexed these areas over a period of time from December 23, 1997, through June 8, 1999. A request from the City of Pflugerville to transfer these funds was received on December 16, 2008. Since then an Interlocal Agreement to transfer the funds has been drawn, approved by the City of Pflugerville, and signed by the Mayor of the City of Pflugerville.

The attached chart shows the list of funds requested to be called down. Therefore TNR staff recommends that the funds be officially called down in order to enter into the attached Interlocal Agreement with the City of Pflugerville for the purpose of transferring the funds to the correct jurisdiction.

Travis County - Transportation and Natural Resources Department Summary of Cash Escrow Balances currently being held for Road Improvements in the City of Pflugerville	
Subdivision / Road	Amount
1 Springbrook Commercial Lot 2/Pflugerville-Round Rock Road (now A W Grimes Blvd.	\$62,127.00
2 Springbrook Commercial Lot 1/Schultz Lane	\$13,798.00
3 Springbrook Commercial Lot 2/Schultz Lane	\$26,606.00
4 Springbrook Commercial Lot 2/Traffic Signal at W Pflugerville Pkwy., A W Grimes Blvd., Schultz Ln., and Grand Avenue Pkwy. intersection	\$15,000.00
5 Springbrook Glen/Schultz Lane	\$18,840.00
6 Springbrook Glen/W Pflugerville Pkwy.	\$97,048.50
<b>Total</b>	<b>\$233,419.50</b>

Page 2

August 11, 2009

**Budgetary and Fiscal Impacts:**

There is no budgetary or fiscal impact to Travis County.

**Issues and Opportunities:**

This is the process followed in January 2008 to transfer boundary street funds for portions of Lime Creek Road annexed by the Village of Volente.

TNR has notified the developers who posted the funds to be transferred to the City of Pflugerville. The developer of Springbrook Commercial Lot 1 was notified by Certified Mail. The developer's heirs, of Springbrook Commercial Lot 2, were notified through their bank. The notification to Springbrook Venture was returned "not deliverable as addressed", but the notice was then sent to the attorney for Springbrook Venture. It is possible that Springbrook Venture may attend the Commissioners Court proceeding to question this transfer.

**Exhibits:**

Draw of Letter of Credit-Springbrook Commercial Lot 2  
Agreement – Springbrook Commercial Lot 1  
Cash Security Agreement-Springbrook Glen Section 1  
Letter from Pflugerville

Interlocal Agreement

Maps

DV:AMB:dv

1105 Springbrook Commercial

1105 Springbrook Glen



# A.1

**SAMUEL T. BISCOE**  
COUNTY JUDGE

TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. BOX 1748 ROOM 520  
AUSTIN, TEXAS 78767  
(512) 473-9555

April 18, 2000

Mr. Dale M Alley  
Vice President  
Union State Bank  
P.O. Box 1658  
Round Rock, Texas 78760

**FILED**  
00 APR 18 PM 2:49  
DANA DEBEAUVOIR  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

VIA OVERNIGHT DELIVERY

Re: Letter of Credit No. 226 dated May 2, 1997, in the amount of \$103,733.00.

Dear Mr. Alley:

The Travis County Commissioners Court has authorized a draw on the above referenced Letter of Credit ("Agreement"), which was posted with Travis County at the request of and for the account of The Loop, Ltd. a Texas Limited partnership ("Developer") for the estimated cost of construction of certain roads, streets and/or drainage facilities in the Springbrook Commercial Subdivision in Travis County, Texas. Travis County desires to draw the full amount of the credit on May 2, 2000. Therefore, as provided in the Letter of Credit, I hereby certify the following:

"Construction of said roads and/or streets and drainage facilities, have not been completed within three (3) years from the date of this agreement, and the failure to complete such is not due to weather, acts of God, strikes, or other reasons beyond the Developer's control, and due diligence has not been used in efforts to correct the deficiency."

Please contact Tom Nuckols, Travis County Attorney's Office, at 512/473-9455, or Darla Vasterling, Travis County Transportation and Natural Resources Department, at 512/473-3959 if you have any questions or need additional information.

Respectfully,

Samuel T. Biscoe  
Travis County Judge

I, Dana DeBeauvoir, County Clerk, Travis County, Texas, do hereby certify that this is a true and correct copy as same appears of record in my office. Witness my hand and seal of office on

MAY 15 2000



Dana DeBeauvoir, County Clerk  
By Deputy:

M. Velasquez

00497 0461

SB:tn

cc: Joe Gieselman, Executive Manager, TNR  
Darla Vasterling, TNR  
Tom Nuckols, Assistant County Attorney

I, Dana DeBeauvoir, County Clerk, Travis County,  
Texas, do hereby certify that this is a true and  
correct copy as same appears of record in my office.  
Witness my hand and seal of office on **MAY 15 2000**



Dana DeBeauvoir, County Clerk

By Deputy:

*M. Velasquez*  
M. Velasquez



TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street
Executive Office Building, 11th Floor
P.O. Box 1748
Austin, Texas 78767
(512) 473-9383
FAX (512) 708-4697

MEMORANDUM OF DELIVERY AND PICK UP

I, MEL Ramirez, after having delivered the original Letter of Credit No. 226 to Kathy Wilson at Union State Bank, 902 Palm Valley Blvd., Round Rock, Texas, have received \$103,733.00 check to Travis County.

Letter of Credit delivered to

Kathy Wilson
signature
Asst. Cashier
title

5/8/00
date

Check received by:

Mel Ramirez
signature

5-8-00
date

CASHIER'S CHECK form from Union State Bank. Includes fields for Remitter (The Loop Ltd.), Pay to the Order of (Travis County), Amount (\$103,733.00), Date (5-5-2000), and Signature (Kathy Wilson). Includes bank logo and security features.

VS 06-01-99  
Item #11



**TRANSPORTATION AND NATURAL RESOURCES**

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13th Street  
Executive Office Building, 11th Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 473-9383  
FAX (512) 708-4697

99 JUN -4 PM 4:38  
DANA DEBEAUVOL  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

FILED

**MEMORANDUM**

Date: May 21, 1999

TO: Members of the Commissioners' Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM:  Steve Manilla, P.E., Div. Dir. Plng. & Eng. Svcs.

SUBJECT: Approve an Agreement with K. O. Limited Partnership, a Texas Limited Partnership, for the improvement of a portion of Schultz Lane, adjacent to Springbrook Commercial subdivision, in Precinct 2.

**Proposed Motion:**

Approve an Agreement with K. O. Limited Partnership, a Texas Limited Partnership, for the improvement of a portion of Schultz Lane, adjacent to Springbrook Commercial, in Precinct 2.

**Summary and Staff Recommendation:**

This subdivision was required to post external street improvements for Schultz Lane and Pflugerville Loop at the time that these plats were approved for recording. K. O. Limited Partnership had posted a Letter of Credit with Travis County. They have now chosen to post cash for their portion of Schultz Lane. As per the agreement, the Executive Manager of TNR will reduce their Letter of Credit by the same amount.

**Budgetary and Fiscal Impacts:**

There are no budgetary and/or fiscal impacts.

**Required Authorizations:**

Gordon Bowman, Assistant County Attorney.

**Exhibits:**

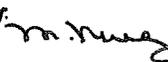
Agreement

DV:SM:dv

1102 Springbrook Commercial  
1105 Springbrook Commercial

I, Dana DeBeauvoir, County Clerk, Travis County, Texas, do hereby certify that this is a true and correct copy as same appears of record in my office. Witness my hand and seal of office on 4/7/99



Dana DeBeauvoir, County Clerk  
By Deputy: 

M. Nunez

Effective as of the later date set forth below.

**K. O. LIMITED PARTNERSHIP**

A Texas Limited Partnership  
2019 Brooks  
Houston, Texas 77026

By: *[Signature]*

Name: K.E. KURTZ II

Title: GENERAL PARTNER  
Authorized Representative

Date: May 13, 1999

**TRAVIS COUNTY, TEXAS**

By: *[Signature]*  
County Judge

Date: June 1, 1999

KOagmt.doc Revised May 11, 1999

I, Dana DeBeauvoir, County Clerk, Travis County, Texas, do hereby certify that this is a true and correct copy as same appears of record in my office. Witness my hand and seal of office on 6/7/99



Dana DeBeauvoir, County Clerk  
By Deputy:  
*[Signature]*  
M. Nunez

AGREEMENT

STATE OF TEXAS §
COUNTY OF TRAVIS §

This Agreement is made and entered into by and between Travis County, Texas, (the "County") and K.O. Limited, a Texas Limited Partnership, ("K.O.") for the purposes and upon the consideration set forth herein.

WHEREAS, K.O. posted fiscal with Travis County (under Texas Commerce Bank, now known as Chase Bank of Texas, Letter of Credit No. I-470100, for external street improvements to a portion of Schultz Lane, a County road, which is adjacent to Springbrook Commercial Subdivision in the County and the extraterritorial jurisdiction of the City of Pflugerville; and

WHEREAS, pursuant to Chapter 232 of the Texas Local Government Code, K.O. has posted construction fiscal security, for the improvement of a portion of Schultz Lane, with Travis County for Lot 1, Springbrook Commercial Subdivision; and

WHEREAS, the County is currently preparing to improve that portion of Schultz Lane, as a Travis County Project (the "Project");

NOW, THEREFORE, the County and K. O. agree as follows:

- 1. The above recitals are incorporated herein as if set forth verbatim.
2. Upon the execution and delivery of this Agreement to the County, K. O. agrees to and shall provide the County with aggregate sum of \$13,798.00 (the "Cash Proceeds") to be deposited in the County Treasury and used for the purpose of road construction in connection with the Project.
3. The only requirement for the use of the Cash Proceeds is a letter from the Executive Manager of the County's Transportation and Natural Resources Department to the County Treasurer, indicating that the proceeds are required in connection with the construction of the Project.
4. Upon approval of this Agreement by the Travis County Commissioners Court and at the request of K. O., the County's Executive Manager of Transportation and Natural Resources shall send a letter to Chase Bank of Texas, formally known as Texas Commerce Bank, authorizing the reduction of Letter of Credit No. I-470100 by \$13,798.00.

I, Dana DeBeauvoir, County Clerk, Travis County, Texas, do hereby certify that this is a true and correct copy as same appears of record in my office. Witness my hand and seal of office on 4/7/99



Dana DeBeauvoir, County Clerk
By Deputy:
M. Nunez

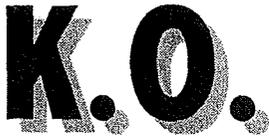
5. In the event that the cost of the construction of the improvements in the portion of Schultz Lane for which the construction security was posted is less than the amount of the Cash Proceeds, then the excess amount of the Cash Proceeds will be returned to K. O., or Chase Bank of Texas, as their interests may appear or be determined, upon completion of such construction.
6. The County is responsible for the design and construction of the Project to County Standards and K. O. will neither acquire any rights nor assume any duties or obligations with respect to such design and construction. In addition, K.O. acquires no rights with respect to any third parties, including, but not limited to the County's design engineers, surveyors, inspectors, and contractors, by virtue of this Agreement.
7. This Agreement will be binding upon and inure to the benefit of the Parties and their successors and assigns, including without limitation, any receivers, administrators, or trustees in bankruptcy.
8. Any revision, modification, or amendment of this Agreement will be effective only when reduced to writing and signed by the County and K.O. **NO OFFICIAL, AGENT, OR EMPLOYEE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED TO AMEND OR MODIFY THIS AGREEMENT EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE DELEGATED BY THE COMMISSIONERS COURT.**
9. This is the entire agreement between the Parties with respect to the subject matter hereof. As of this date, there are no other agreements or representations, oral or written, between the Parties in conflict with this Agreement.
10. This Agreement shall be governed by the laws of the State of Texas, concerns real property located in Travis County, and is wholly performable in Travis County, Texas.
11. If any of the provisions of this Agreement are held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement will not be affected thereby and this Agreement shall be construed as if such invalid or unconstitutional portion had never been contained herein.
12. All terms or words used in this Agreement, regardless of the number or gender in which they are used, shall be deemed to include any other number or gender as the context may require.

I, Dana DeBeauvoir, County Clerk, Travis County, Texas, do hereby certify that this is a true and correct copy as same appears of record in my office. Witness my hand and seal of office on 6/7/99



Dana DeBeauvoir, County Clerk  
By Deputy:

*M. Nunez*  
M. Nunez



**K.O. Limited Partnership**

2019 Brooks St.  
Houston, TX 77026

CODE 112

RECEIVED

MAY 17 1999

May 13, 1999

Darla Vasterling  
Transportation & Natural Resources  
411 West 13th St.  
Executive Office Building 11th Floor  
P.O. Box 1748  
Austin, Texas 78767

Re: Schultz Lane Improvements

Dear Ms. Vasterling,

Regarding your letter I am enclosing the signed agreement between K.O. Partnership and Travis County along with our check for \$13,798.00.

Upon approval of this agreement, would you please send a letter authorizing the reduction of the letter of Credit No. I-470100 by \$13,798.00 to:

Chase Bank of Texas  
National Association  
Docimentary Services Division  
P.O. Box 2558  
Houston, Texas 77252-8300

Also please send a copy of the letter that is authorizing the letter of credit reduction to:

Courtney M. Swanson  
Chase Bank of Texas N.A.  
545 West 19th Street  
Houston, Texas 77008

Sincerely,

K.E. Kurtz II  
General Partner  
K.O. Limited Partnership

cc: Courtney Swanson



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

---

411 West 13th Street  
Executive Office Building, 11th Floor  
P.O. Box 1748  
Austin, Texas 78767  
(512) 854-9383  
FAX (512) 854-4697

August 6, 2009

Armbrust & Brown, L.L.P.  
Attn: Mr. John J. Carlton  
100 Congress Avenue, #1300  
Austin, TX 78701-2300

Re: Fiscal held by Travis County for Schultz Lane and Pflugerville Loop (now named W. Pflugerville Pkwy.).

Dear Mr. Carlton:

Enclosed is a letter I sent to Rodney Madden, Certified Mail, on July 13, 2009, to inform him that Travis County intends to enter into an Interlocal Agreement with the City of Pflugerville in order to transfer funds that Travis County is holding for the benefit of streets annexed by the City of Pflugerville. I sent it to the last known address we had for him. I have not received the Proof of Receipt Card.

Additionally, I sent a copy to your colleague, David L. Smith. In response to your letter to Joe Gieselman, dated July 27, 2009, I am forwarding the same information to you. I am trusting that you will ensure that Rodney Madden receives the notice.

The action of calling down the funds and approving the Interlocal Agreement will be on the Travis County Commissioners Court Agenda on August 25, 2009.

If you have any questions that we could address before this date, please contact me at 512-854-7564 or [darla.vasterling@co.travis.tx.us](mailto:darla.vasterling@co.travis.tx.us).

Sincerely,

A handwritten signature in cursive script that reads "Darla Vasterling".

Darla Vasterling  
Engineering Specialist

Enclosure

1102 Springbrook Glen Sec. 1

761-0000-255-8257

## § 82.1006. EXHIBIT 82.401 (C)

## (c) CASH SECURITY AGREEMENT

TO: Travis County, Texas

DEVELOPER: Springbrook VENTURE

ESCROW AGENT: Travis County Treasurer

AMOUNT OF SECURITY: \$ 115,888.50

SUBDIVISION: Springbrook Glen

DATE OF POSTING:

EXPIRATION DATE: Three Years from Date of Posting

The ESCROW AGENT shall duly honor all drafts drawn and presented in accordance with this Agreement. Travis County may draw on the account of the DEVELOPER up to the aggregate AMOUNT OF SECURITY upon presentation of a draft signed by the County Judge that the following condition exists:

The County considers such a drawing on this Security necessary to complete all or part of the SUBDIVISION Improvements to current Travis County Standards for the Construction of Roads and Drainage in Subdivision (the "Standards"). No further substantiation of the necessity of the draw is required by this Agreement.

This Agreement is conditioned on the performance of the duties of the DEVELOPER prior to the Expiration Date to provide for the construction and completion of the street and drainage Improvements in the SUBDIVISION to current Travis County Standards for the Construction of Roads and Drainage in Subdivision (the "Standards"), so that the Improvements are performing to the Standards upon the approval of the construction of the Improvements and the acceptance of the public Improvements by the Commissioners Court and at the end of the one-year public Improvement construction performance period, which commences upon the acceptance.

Partial drafts and reductions in the amount of Security are permitted. Upon the acceptance of the Improvements, the Security will be reduced to ten percent of the cost of the public Improvements. Drafts will be honored within five calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of constructing the Improvements. This Agreement may be revoked only by the written consent of the DEVELOPER and the County.

The Developer must indicate by signing the appropriate line, below, whether or not he wishes the escrowed funds to be invested with interest paid at the rate Travis County receives for its 90-day accounts and be charged a \$25.00 investment fee every 90 days. The minimum of amount of cash security that will be considered for investment is Two Thousand Dollars (\$2,000).

DEVELOPER:

ADDRESS OF DEVELOPER

BY: *R. Madden*

9130 Jollyville Road, Suite 15

NAME: Rodney L. Madden

Austin, TX 78759

TITLE: MANAGING PARTNER  
Authorized Representative

\_\_\_\_\_

*R. Madden* Invest funds with interest paid at the rate Travis County receives for its 90-day accounts and be charged a \$25.00 investment fee every 90 days.

**Requested By:** Sheila Anderson, Transportation and Natural Resources  
**Date Requested:** March 4, 1998

### **CERTIFIED MINUTES EXCERPT**

The Travis County Commissioners' Court convened on March 3, 1998. The following Item was considered:

**C7. APPROVE CASH SECURITY AGREEMENT FOR PFLUGERVILLE LOOP AND SCHULTZ LANE IN PRECINCT TWO. (9:14 AM) (11:04 AM)**

**5. Motion by Commissioner Sonleitner and seconded by Commissioner Gómez to approve the following Consent Items: 7, 12, 14.B and C, 16 (Village of San Leanna Appointee: Fred Helmerichs), 21 and C1 – C22, excluding C18 and C21.**

- 7. Approve Item 7.
- 12. Approve Item 12.
- 14. B. Approve Item 14.B.  
C. Approve Item 14.C.
- 16. Approve Item 16.
- 21. Approve Item 21.
- C1. Approve Item C1.
- C2. Approve Item C2.
- C3. Approve Item C3.
- C4. Approve Item C4.
- C5. Approve Item C5.
- C6. Approve Item C6.
- C7. Approve Item C7.
- C8. Approve Item C8.
- C9. Approve Item C9.
- C10. Approve Item C10.
- C11. Approve Item C11.
- C12. Approve Item C12.
- C13. Approve Item C13.
- C14. Approve Item C14.
- C15. Approve Item C15.
- C16. Approve Item C16.
- C17. Approve Item C17.
- C19. Approve Item C19.

### CONSENT MOTION CONTINUED

C20. Approve Item C20.

C22. Approve Item C22.

<b>Motion carried:</b>	County Judge Bill Aleshire	-	yes
	Precinct 1, Commissioner Darwin McKee	-	yes
	Precinct 2, Commissioner Karen Sonleitner	-	yes
	Precinct 3, Commissioner Margaret Moore	-	yes
	Precinct 4, Commissioner Margaret J. Gómez	-	yes

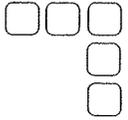
I, Dana DeBeauvoir, County Clerk and Ex-Officio Clerk of the Commissioners' Court of Travis County, Texas, do hereby certify that the above is correct information from the Proceedings of the Commissioners' Court of Travis County, Texas.

Witness my hand and seal, this the 11<sup>th</sup> day of March, 1998.



DANA DeBEAUVOIR  
County Clerk and Ex-Officio Clerk  
of the Commissioners' Court of  
Travis County, Texas

By: Anna M. Valdez  
Anna M. Valdez, Deputy



RECEIVED

DEC 16 2008

TNR

December 15, 2008

Ms. Darla Vasterling  
Engineering Specialist  
Travis County – TNR  
P.O. Box 1748  
Austin, TX 78767

Dear Ms. Vasterling,

The purpose of this correspondence is in effort to comply with your request for a response based on the letter you sent to Charles Simon on November 12, 2008, and based on our telephone conversation last week.

Based on the fiscal items referenced in the August 3, 2006 letter you enclosed, the requested actions by the City of Pflugerville are enumerated below.

Item 2: Improvements to Pflugerville-Round Rock Road (now Grand Avenue Parkway) have been completed.

*The City of Pflugerville requests to Call Down this fiscal instrument in the amount of \$62, 127. to the City of Pflugerville.*

Items 3-7: All of these items correlate capital improvement projects that are underway including the construction of the traffic signal.

*The City of Pflugerville requests to Call Down these fiscal instruments in the amount of \$233,850. to the City of Pflugerville.*

Based on my review of the documentation you provided, in the form of correspondence from 2002, 2003, 2006 and last month, I trust the above requests and execution of the same will resolve the items you reference. If you require additional information, please let me know by phone at 990.4370 or email: [treyf@cityofpflugerville.com](mailto:treyf@cityofpflugerville.com).

Best regards,

Trey Fletcher, AICP  
Development Services Director



WHEREAS, improvements to certain roads (the "Pflugerville Roads") now located within the Pflugerville city limits have not been fully completed since the posting of the above-listed cash escrow deposits;

WHEREAS, the COUNTY considers it necessary to draw upon the cash escrow balances listed above in order for improvements to be made to certain portions of the Pflugerville Roads;

WHEREAS, the CITY is a home-rule municipality;

WHEREAS, the boundary of the CITY now encompasses the Pflugerville Roads as listed in the projects above; and

WHEREAS, the CITY has requested to have those cash escrow balances transferred to it for the sole purpose of making improvements to the Pflugerville Roads;

NOW, therefore, the CITY and the COUNTY agree as follows:

### **I. OBLIGATIONS OF THE COUNTY**

- A. The COUNTY assigns its interests in the following agreements for use as described in those agreements:
1. Cash escrow balance from a draw-down on a Letter of Credit No. 226 dated May 2, 1997 in the amount of \$103,733.00 and posted by Union State Bank of Florence, Texas on behalf of its customer The Loop, LTD., for the construction of roads, streets, and drainage facilities in connection with the development of Springbrook Commercial Lot 2, specifically:
    - a. \$62,127.00 for improvements to a portion of Pflugerville-Round Rock, which is now a continuation of Grand Avenue Parkway and named AW Grimes Blvd.;
    - b. \$26,606.00 for improvements to a portion of Schultz Lane; and
    - c. \$15,000 for the cost of a traffic signal at W. Pflugerville Pkwy., AW Grimes Blvd., Grand Avenue Pkwy. and Schultz Lane Intersection;
  2. Cash security agreement executed by K.O. Limited Partnership in the amount of \$13,798.00 for the construction of roads, streets, and drainage facilities in connection with the development of Springbrook Commercial Lot 1, specifically for improvements to a portion of Schultz Lane; and
  3. Cash security agreement executed by Springbrook Venture for the construction of roads, streets, and drainage facilities in connection with the development of Springbrook Glen, specifically:
    - a. \$18,840.00 for improvements to a portion of Schultz Lane, and
    - b. \$97,048.50 for improvements to a portion of W. Pflugerville Pkwy.
- B. The COUNTY will notify the developer for each cash security agreement that the agreement is being assigned to the CITY.

- C. The COUNTY will transfer the cash escrow balances listed above, which total \$233,419.50, within 30 days after the final approval of this Agreement.
- D. Should the CITY annex other areas in Travis County which have outstanding cash security agreements, the COUNTY and the CITY will handle such future security agreements in accordance with the procedure described above.

## II. OBLIGATIONS OF THE CITY

- A. The CITY will use the transferred funds listed above solely for the purpose of making improvements to the Pflugerville Roads in the areas specified in Exhibit A.
- B. Should there be areas in the future which the CITY annexes and the COUNTY has cash security agreements for construction in those annexed areas, the CITY may request that the COUNTY transfer such agreements for CITY management.

## III. MISCELLANEOUS

- A. Construction. The parties acknowledge that the parties and their counsel have reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any exhibits or amendments hereto.
- B. Law and Venue. THE OBLIGATIONS AND UNDERTAKINGS OF EACH OF THE PARTIES TO THIS AGREEMENT SHALL BE PERFORMABLE IN TRAVIS COUNTY, TEXAS, and this Agreement shall be governed by and construed in accordance with the laws of the State of Texas.
- C. Severability. If any section, sentence, clause, or phrase of this Agreement is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of the Agreement shall not be affected thereby. It is the intent of the parties signing this Agreement that no portion of it, or provision or regulation contained in it shall become inoperative or fail by reason of unconstitutionality or invalidity of any other section, subsection, sentence, clause, phrase, provision, or regulation of this Agreement.
- D. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force or effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing signed by the party to be charged and expressly authorized by the governing body of such party. NO OFFICIAL, REPRESENTATIVE, EMPLOYEE, OR AGENT OF THE COUNTY HAS ANY AUTHORITY TO MODIFY OR AMEND THIS AGREEMENT EXCEPT PURSUANT TO SPECIFIC AUTHORITY TO DO SO GRANTED BY THE COMMISSIONERS COURT OF THE COUNTY.

E. Notice. Any notice to be given hereunder by either party to the other shall be in writing and may be effected by personal delivery in writing or registered or certified mail, return receipt requested when mailed to the proper party, at the following addresses:

CITY:

Trey Fletcher, AICP, Development Services Director  
City of Pflugerville Development Services  
P.O. Box 589  
Pflugerville, TX 78691

COUNTY:

Joseph Gieselman, Executive Manager (or his successor)  
Travis County Transportation and Natural Resources Department  
P.O. Box 1748  
Austin, Texas 78767

with copy to:

Honorable David A. Escamilla (or his successor in office)  
Travis County Attorney  
P.O. Box 1748  
Austin, Texas 78767  
Attn: File No. 163.257

Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this paragraph.

F. Third parties. Nothing in this Agreement is intended to confer any rights, expressed or implied, to any third parties, and accordingly, no third party shall have the right to enforce the provisions of this Agreement.

G. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors, successors in office, and assigns of the respective parties hereto.

H. Term of Agreement. This Agreement terminates when the CITY and the COUNTY fulfil their respective obligations as set forth herein.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the later date set forth below (the "Effective Date").

CITY OF PFLUGERVILLE:

By: [Signature]  
Signature

Name: Jeff Coleman

Title: Mayor

THE STATE OF TEXAS

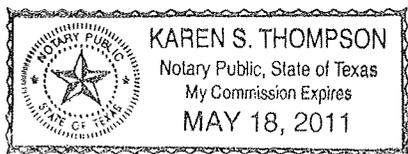
§

COUNTY OF TRAVIS

§

§

This instrument was acknowledged before me on this 6<sup>th</sup> day of August, 2009, by Jeff Coleman as Mayor of the City of Pflugerville, on behalf of the City of Pflugerville.



Notary Public in and for the State of Texas

[Signature]  
Printed/Typed Name: Karen S. Thompson  
My commission expires: 5/18/2011

TRAVIS COUNTY, TEXAS

By: \_\_\_\_\_  
Samuel T. Biscoe  
County Judge

Date: \_\_\_\_\_

THE STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS           §

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by Samuel T. Biscoe, County Judge of Travis County, Texas, on behalf of Travis County.

Notary Public in and for the State of Texas

\_\_\_\_\_  
Printed/Typed Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



# 28

Travis County Commissioners Court Agenda Request

Voting Session: 09/01/2009  
(Date)

Work Session: \_\_\_\_\_

I. A. Request made by: Joseph P. Gieselman Phone #: 854-9383  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:  
Approve purchase of 2-Toro Groundmaster Mowers for right-of-way maintenance from Professional Turf Products through Buy Board Cooperative Purchasing.

C. Approved by: \_\_\_\_\_  
County Judge and Commissioners' Court

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 19 PM 3:01

II. A. Backup memorandum and exhibits should be attached and submitted with the Agenda Request (original and eight (8) copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of the Agenda Request and backup to them:

- Don Ward - 854-9383
- Richard Duane -854-9383
- Mike Joyce -854-9383
- Howard Herrin -854-9383
- Cynthia McDonald -854-9383
- Jessica Rio -854-9106

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

- Additional or reduced funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Management Department (854-9165)

- A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

- Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

- Contract, Agreement, Policy and Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits MUST be submitted to the County Judge's Office no later than 5:00 p.m. on Monday for the following week's meeting. Late or incomplete requests will be deferred.



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

411 West 13<sup>th</sup> Street  
 Executive Office Building, 11<sup>th</sup> Floor  
 P. O. Box 1748  
 Austin, Texas 78767  
 (512) 854-9383  
 FAX (512) 854-4697

August 17, 2009

### MEMORANDUM

**TO:** Commissioners Court

**THROUGH:** Joseph P. Gieselman, Executive Manager, TNR

**FROM:** Donald W. Ward, P.E., Dir. of Road Maintenance & Fleet Services

**SUBJECT:** Approve purchase of 2-Toro Groundmaster Mowers for right-of-way maintenance from Professional Turf Products through Buy Board Cooperative Purchasing.

#### Summary and Recommendation

Approve purchase of 2-Toro Groundmaster Mowers for right-of-way maintenance from Professional Turf Products through Buy Board Cooperative Purchasing.

TNR is requesting authorization to purchase new equipment for the Road Maintenance Division. Road Maintenance is requesting the purchase of two (2) riding mowers that can navigate curbed streets, landscaped areas and provide a shorter finished cut for the urban street sections. These areas will then be maintained on a more frequent basis and provide a better maintained right-of-way increasing the safety of the traveling public.

#### Budgetary and Fiscal Impact

The funding source for this request is from cost savings from prior year capital equipment purchases. These funds were pre-encumbered at the end of FY 2008 requisition #451518. No additional fiscal impact is anticipated.

Shown below is a detail of the pre-encumbered funds:

Proposed Equipment	Fund	Amount	Comments
(2) Mowers, Riding Turf (Requisition #451518)	001-4996-828-8043	\$ 8,522	Savings from FY08 capital
	001-4996-828-8020	\$ 30,978	Savings from FY08 capital
		\$ 39,500	

## **Background**

The increased urban development in unincorporated Travis County has caused Road Maintenance to change the type of maintenance efforts required on certain types of roadways. Travis County has historically been rural type roadways with very few urban arterials, collectors, boulevards or roadways with medians. The right-of-way maintenance consisted of 3 annual mowings with a tractor and shredder or batwing mower. This type of mowing does not provide a finish type cut or landscape cut that would be required in an urban area. The areas are typically left with a very rough cut that leaves numerous areas uncut and overgrown because the equipment cannot perform the needed work required.

## **Required Authorization**

N/A

Cc: Jessica Rio, Assistant Budget Manager  
Cynthia McDonald, Financial Manager  
Don Ward, Division Director Road Maintenance  
Mike Joyce, Fleet Manager  
Richard Duane, Engineering Division Manager



# PROFESSIONAL TURF PRODUCTS

GEORGE SPILLMAN  
Cell 210/313-8947

5026 Service Center Drive  
San Antonio, Texas 78218  
1-888-776-8873 Ext 5306  
Fax (210) 666-0171  
[spillmang@proturf.com](mailto:spillmang@proturf.com)

DATE: August 14, 2009

Mike Joyce  
Fleet Manager  
Travis County  
Austin, TX  
512-854-4658



**Sports Fields  
& Grounds**



**PRICE QUOTATION**

PROFESSIONAL TURF PRODUCTS IS A BUYBOARD VENDOR  
CONTRACT 292-08 GROUNDS MAINTENANCE EQUIPMENT

QTY	MODEL #	COMPANY	DESCRIPTION	EACH	PRICE
-----	---------	---------	-------------	------	-------

**THIS QUOTE IS TASB BUYBOARD PRICING  
PRICING VALID FOR 30 DAYS**

1	30626		Toro Groundsmaster 328-D 2WD		
1	30716		Guardian 72" Recycler Deck		
1	30623		Standard Seat Kit		
1	24-5780		Rear Weight Kit (2-35 lb. weight)	\$	19,393.40
			Freight/service/delivery charge	\$	250.00
<b>2</b>			<b>Your BuyBoard price</b>	<b>\$</b>	<b>19,643.40</b>
				<b>\$</b>	<b>39,286.80</b>

Item #

32 ✓

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 18 AM 11:10

# Travis County Commissioners' Court Agenda Request

Meeting Date: August 25, 2009

I. A. Requestor: DEECE ECKSTEIN, IGR Phone # 854-9754

B. Specific Agenda Wording:

CONSIDER AND TAKE APPROPRIATE ACTION ON INTERIM CHARGES FOR THE 81<sup>ST</sup> TEXAS LEGISLATURE, INCLUDING:

- A. SUGGESTED TOPICS FOR SUCH CHARGES, AND
- B. RECOMMENDATIONS FOR PROPOSING SUCH CHARGES TO THE APPROPRIATE MEMBERS OF THE LEGISLATURE.

C. Sponsor: \_\_\_\_\_  
County Commissioner or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request.

SEE LIST BELOW	

III. Required Authorizations: Please check if applicable:

**NONE APPLICABLE.**

## NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Alicia Perez, Executive Manager  
 Administrative Operations  
 Phone: 854-9343  
 Email: Alicia.Perez@co.travis.tx.us

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.

Item # \_\_\_\_\_

Rodney Rhoades, Executive Manager  
Planning and Budget Office  
Phone: 854-9106  
Email: rodney.rhoades@co.travis.tx.us

Danny Hobby, Executive Manager  
Emergency Medical Services  
Phone: 854-4416  
Email: danny.hobby@co.travis.tx.us

Joe Gieselmann, Executive Manager  
Transportation and Natural Resources  
Phone: 854-9383  
Email: JOE.GIESELMAN@co.travis.tx.us

Roger Jefferies, Executive Manager  
Justice and Public Safety  
Phone: 854-4415  
Email: ROGER.JEPPERIES@co.travis.tx.us

Sherrie Fleming, Executive Manager  
Health and Human Services  
Phone: 854-4101  
Email: Sherri.Fleming@co.travis.tx.us

Cyd Grimes  
Purchasing Agent  
Phone: 854-9700  
Email: CYD.GRIMES@co.travis.tx.us

David Escamilla  
County Attorney  
Phone: 854-9415

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.

Item # \_\_\_\_\_

Email: David.Escamilla@co.travis.tx.us

Susan Spataro

County Auditor

Phone: 854-9125

Email: Susan.Spataro@co.travis.tx.us

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

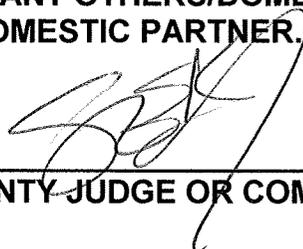
Please consider the following item for: (fill in date of meeting)

DATE OF VOTING SESSION: 8/25/09

A. REQUEST MADE BY: SARAH ECKHARDT  
(Elected/Appointed Official/Executive Mgr/County Attorney)

B. REQUESTED TEXT:

**CONSIDER AND TAKE APPROPRIATE ACTION ON MAKING CHANGES TO THE HUMAN RESOURCES MANAGEMENT DEPARTMENT OPEN ENROLLMENT PROCEDURE TO ADDRESS EQUITY ISSUES IN THE AFFIDAVIT REQUIREMENT FOR COVERAGE OF SIGNIFICANT OTHERS/DOMESTIC PARTNER, SPONSORED DEPENDENT OR CHILD OF DOMESTIC PARTNER.**



\_\_\_\_\_  
COUNTY JUDGE OR COMMISSIONER

- A. Any backup material to be presented to the Court must be submitted with this Agenda Request (Original(s) & 8 copies).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. The originating department should send a copy of this Agenda Request and backup to them:

REQUIRED AUTHORIZATIONS: PLEASE CHECK IF APPLICABLE:

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

**PURCHASING OFFICE (854-9700)**

Bid, Purchase Contract, Request for Proposals

**COUNTY ATTORNEY'S OFFICE (854-9415)**

Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 12 PM 4:55

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. for the next week's meeting. Late or incomplete requests may be deferred to the following week's meeting.



## **SARAH ECKHARDT**

TRAVIS COUNTY COMMISSIONER PRECINCT 2

TRAVIS COUNTY ADMINISTRATION BUILDING  
P.O. BOX 1748 ROOM 500  
AUSTIN, TEXAS 78767  
(512) 854-9222

August 25, 2009

To: Judge Biscoe and the Travis County Commissioners Court

From: Sarah Eckhardt, Precinct 2

RE: Inequality in the Processing of Open Enrollment for Domestic Partners

### **Issue:**

Taken verbatim from the Open Enrollment e-mail announcement dated 7/14/09:

- **EXPRESS Open Enrollment will allow employees who want no changes to their benefits to click on the no changes button, check their summary sheet (and print if needed) and go straight to the 10th step to confirm their choices. Please be aware that not everyone will be able to use the EXPRESS OE button. The No Changes button is available only on the first sign on per user. However, if the user meets any of the following criteria, they will not be allowed to use the No Changes button.**

**Criteria that excludes use of EXPRESS OE NO Changes button:**

- Dependent with Child status who will be turning 26 prior to 10/1/2009
- Dependent that needs a social security number entered into step 2
- Retiree turning 65 prior to 10/1/2009.
- Any subscriber covering a Significant Other/Domestic Partner, Sponsored Dependent or child of domestic partner
- Any subscriber declining Health coverage.
- Any subscriber with DHMO dental plan that has not selected a dental provider for themselves or any covered dependent. (*such as the Rose Dental participants that had to change to a new provider*)

**Subscribers meeting any of the criteria listed above will have to complete all ten steps.**

Subscribers covering a Significant Other/Domestic Partner, Sponsored Dependent or child of domestic partner are excluded because they are required to resubmit a domestic partner/sponsored dependent affidavit every plan year.

This policy excludes domestic partners and homosexual employees of Travis County from utilizing the same procedures available to other employees in like circumstances—married employees don't have to annually prove that they're still married or that their children are

still their own. The "renewal" policy for domestic partners is an informal and internal county policy not required by state or federal law.

**Proposal:**

The County should change its policy to reflect the sentiment that led it to offer domestic partner benefits in the first place (i.e., equal rights, equal benefits and a policy statement that embraces diversity).

The policy should be changed to require a one time submission of an affidavit attesting to the domestic partnership, sponsored dependent, or child of domestic partner relationship. Responsibility would then be placed with the employee to report the dissolution of a domestic partnership or sponsored dependent relationship in the same manner that is required of employees who must report a divorce.

RECEIVED  
COUNTY JUDGE'S OFFICE

# 34

Travis County Commissioners Court Agenda Request

09 AUG 19 PM 3:01

Voting Session 08/25/2009  
(Date)

Work Session  
(Date)

I. A. Request made by: Parking Committee Phone # 854-7682

Requested Text:

(A) RECEIVE UPDATE AND DISCUSS COUNTY PARKING ADMINISTRATOR POSITION.

(B) CONSIDER AND TAKE APPROPRIATE ACTION REGARDING RECOMMENDATIONS FROM THE TRAVIS COUNTY PARKING COMMITTEE TO:

1. APPOINT MEMBERS OF NEW PARKING COMMITTEE.
2. CHARGE NEW PARKING COMMITTEE TO REVISE CURRENT PARKING POLICY, DEVELOP AND ADMINISTER PARKING GRIEVANCE PROCESS, AND IMPLEMENT THE APPROVED RECOMMENDATIONS MADE IN THE PARKING COMMITTEE REPORT.

C. Approved by:   
Signature of Commissioner Sarah Eckhardt, Precinct Two

II. A. Is backup material attached\*: Yes X No  
\*Any backup material to be presented to the court must be submitted with this Agenda (original and eight (8) copies of agenda request and backup).

B. Have the agencies affected by this request been invited to attend the Work Session?

Yes No

Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

Facilities Management – Roger A. El Houry, Director

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Department (854-9165)

A change in your department's personnel (reclassifications, etc.)

Purchasing Office (854-9700)

Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

Contract, Agreement, Policy & Procedure



## MEMORANDUM

August 18, 2009

**TO:** Members of the Commissioners Court

**FROM:** Parking Committee Subcommittee

**THROUGH:** Commissioner Sarah Eckhardt 

**SUBJECT:** Parking Committee Charge and Update

---

### **Proposed Motion:**

(A) RECEIVE UPDATE AND DISCUSS PARKING ADMINISTRATOR POSITION.

(B) CONSIDER AND TAKE APPROPRIATE ACTION REGARDING RECOMMENDATIONS FROM THE TRAVIS COUNTY PARKING SUBCOMMITTEE TO:

1. APPOINT MEMBERS OF NEW PARKING COMMITTEE.
2. CHARGE NEW PARKING COMMITTEE TO REVISE CURRENT PARKING POLICY, DEVELOP AND ADMINISTER PARKING GRIEVANCE PROCESS, AND IMPLEMENT THE APPROVED RECOMMENDATIONS MADE IN THE PARKING COMMITTEE REPORT.

### **Summary and Recommendation:**

- A. The Parking Subcommittee has researched the costs associated with a full-time FTE as the Parking Administrator and those associated with outsourcing the parking administration function. The Subcommittee seeks further direction from the Court on this issue.
- B. The Subcommittee of the Parking Committee recommends that a new parking committee be created consisting of 13 members, three alternate members, and three non-voting members serving in an advisory capacity.

The Subcommittee recommends that the new parking committee consist of employees who work downtown, half of whom have assigned parking spaces and half of whom are on the waitlist for a parking space. As much as possible, the new parking committee members should represent a range of transportation options and department size. Some members of the current Parking Committee should be retained but the majority of members should be new to the parking committee.

On July 30, 2009, a general email broadcast was sent to all employees having county email. The broadcast email asked volunteers to serve two years on the new parking committee and giving August 7, 2009, as the deadline to volunteer. Sixty employees volunteered to serve.

Using the criteria above, the Parking Subcommittee recommends that these 16 volunteers be chosen to serve on the new parking committee. The names starred with an asterisk are members of the current parking committee.

### 13 Committee Members

<b>Volunteer</b>	<b>Department</b>	<b>Parking Status</b>	<b>Transportation</b>
Bradford, Daniel	County Attorney	Waiting	Bikes
*Castro, Rachel G.	District Clerk	Assigned Space	Drives
*Clyde, Lori	Purchasing	Assigned Space	Drives, small department
Coles, Wade	Pretrial Services	Waiting	Drives
*Crosbie, Sydnia	TNR	Assigned Space	Bikes, teleworks, drives
*Damron, Carolyn	Auditor's Office	Assigned Space	Drives
Ghazal, Jessica	District Attorney	Waiting	Drives
Hess, Dana	HRMD	Waiting	Drives, small department
Jarmon, Etta	Domestic Relations	Assigned Space	Carpools
Johnson, Jennifer	County Clerk	Waiting	Drives
Mastromatteo, Gio	ITS	Assigned Space	Carpools, bus
Rao, Vinaya	ITS	Waiting	Teleworks, drives
*White, Dina	District Attorney	Assigned Space	Drives

### Three Alternate Committee Members

<b>Volunteer</b>	<b>Department</b>	<b>Status</b>	<b>Transportation</b>
Doetsch, Danikae	District Clerk	Waiting	Carpools, drives, bus
Hagedorn, Viktoria	Auditor's Office	Waiting	Carpools, drives
Porter, Gillian	County Clerk	Assigned space	Carpools, drives, bus

### Advisory Members

1. Tenley Aldredge, County Attorney's Office, to advise on legal and policy issues and to draft policy.
2. Adele Noel, TNR, to advise on alternative transportation and environmental issues.
3. The Parking Administrator or the employee who serves primarily in that capacity.

### **Budgetary and Fiscal Impact:**

- A. The cost of an FTE is estimated to be between \$47,700 and \$50,500 annually. The costs for outsourcing the parking administration function is estimated to be \$36,000 annually, with a recommended capital cost of \$27,500.

1. The Subcommittee requested a pay grade analysis from HRMD to determine an appropriate pay grade for a Parking Administrator based upon a draft of the proposed job description. Although the job description has not been approved by Court, HRMD believes the pay grade would be between a pay grade 15 and 16, most likely a 16. With benefits, those annual costs are estimated to be between \$47,656.02 and \$50,449.93. The entry salaries for each grade are \$33,764.43 and \$36,121.07, respectively.

Administrative Operations has internally funded a part-time temporary position for the remainder of FY09 to serve in this capacity.

2. Information was also requested through Purchasing from private parking administrators regarding fees associated with outsourcing this function. Costs were received for managing the nine County-owned parking facilities: Courthouse front, Courthouse annex, Courthouse North side, Executive Office Building, Granger garage, 10<sup>th</sup> Guadalupe lot, Rusk building, San Antonio garage and USB. The vendor did not include the lot at the Fleet shop at 10<sup>th</sup> and Lamar.

The estimated costs for the nine facilities are \$3,000 monthly, for an annual cost of \$36,000.

Capital expenditures of \$27,414 are recommended to purchase three gates for the Granger garage and two gates for the east entrance of the San Antonio garage. The vendor suggests that this capital expense can be deferred until the funds are available in later years. The vendor believes the security badges currently used by employees can be used for the parking gates also. The vendors are available for presentations on parking management during an upcoming Court session.

3. PBO recommends that policy and procedure changes be determined prior to the addition of staff given the financial conditions Travis County currently faces. PBO believes that existing staff can handle the current duties related to parking assignments until such time as these new policies and procedures are decided.

B. Members of the committee will serve on a volunteer-basis without discretionary funds.

#### **Issues and Opportunities:**

A. Increased efficiencies and improved technologies are available by outsourcing the function, such as on-line waitlists and more regular patrol of the garages. Efficiencies can also be improved with an internally funded position by automating the assignment and wait lists.

B. On March 27, 2007, Commissioners Court created the Parking Committee and charged it to:

- Study the downtown parking situation and make recommendations to improve it
- Research the alternatives to Single Occupancy Vehicles
- Recommend changes to the County's parking policy
- Answer the questions asked by the Commissioners

The committee presented its findings during a Work Session on May 14, 2009. To continue the progress made, the Parking Committee should move from its investigative charge to a more active role.

This new committee would be responsible for completing policy revisions, auditing the parking wait and assignment lists against the new policy, making recommendations to the Court and hearing grievances if necessary.

The Parking Subcommittee would continue to meet and review the findings of the Parking Committee before any actions are brought before the Court. The current members of the Subcommittee are Commissioner Eckhardt, Commissioner Huber and the two co-chairs of the Parking Committee.

**TRAVIS COUNTY COMMISSIONER COURT**  
**AGENDA REQUEST**

Please consider the following item for: Voting Session August 25, 2009

- I. A. Request made by County Auditor's Office, telephone number 854-9125.
- B. Requested text: Revenue and expenditure reports for the month of July 2009.
- C. Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge.

- II. A. Copies reports delivered to Commissioners on Friday, August 14, 2009.
- B. Have the agencies affected by this request been invited to attend the work session?  
Yes \_\_\_\_\_ No X Please list those contacted and their phone numbers :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. PERSONNEL:

\_\_\_\_\_ A change in your department personnel. (Reclassifications, etc.)

IV. BUDGET REQUESTS:

If your request involves any of the following, please check appropriately:

- \_\_\_\_\_ Additional funding for your department.
- \_\_\_\_\_ Transfer of funds within your department budget.
- \_\_\_\_\_ A change in your department's personnel.

The County Human Resource Management Department, and / or the Planning and Budget Office must be notified prior to the submission of this agenda request.

**AGENDA REQUEST DEADLINES**

All agenda requests and supporting materials must be submitted to the County Judge's Office in writing by 5 p.m. on Tuesdays for the following week's meeting.

09 AUG 14 AM 10:23

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COUNTY JUDGE'S OFFICE

Agenda Item No. 36

**TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST**

Work Session \_\_\_\_\_

Voting Session: August 25, 2009

- I. A. Request made by: **Dana DeBeauvoir, County Clerk**  
(Elected Official/Appointed Official/Executive Manager/County Attorney)
- B. Requested Text:

**Discuss and take action on items associated with the 2009 Travis County Combined Charities Campaign including the approval of a list of federations and charities for use in this year's campaign.**

Approved by: \_\_\_\_\_  
Signature of Commissioner or Judge

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies).  
**SEE ATTACHED**
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 12:00 on Tuesday for the next week's meeting.

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 19 AM 11:25

**From:** Susan Bell  
**To:** Melissa Velasquez; Sam Biscoe  
**CC:** Dana Debeauvoir; Jane Smith  
**Date:** 8/18/2009 6:27 PM  
**Subject:** Agenda Request for Combined Charities  
**Attachments:** Agenda Req Combined Charities 081709.doc; Ag Req Letter List of T4C Fed and Charities.doc

Hello Judge and Melissa,

We would like to request an agenda item for the Court to approve the list of federations and charities we want to use for the 2009 Travis County Combined Charities Campaign. If possible, we would also like to give a brief update of the plans for this year's campaign.

(Judge, Dana is planning to contact you tomorrow to further discuss this year's campaign.)

Would it be possible to add this item to the August 25 agenda?

Thanks,  
Susan



**DANA DeBEAUVOIR**  
Travis County Clerk

(512) 854-9188  
P. O. Box 149325, Austin, TX 78714-9325  
5501 Airport Boulevard, Austin, Texas 78751-1410  
(Recording, Elections, Computer Resources, Accounting, and Administration Divisions)  
1000 Guadalupe, Austin, Texas 78701-2328  
(Misdemeanor Records, Civil/Probate, and Records Management Divisions)  
[www.co.travis.tx.us](http://www.co.travis.tx.us)

August 18, 2009

TO: Judge Sam Biscoe  
Melissa Velasquez

FROM: Susan Bell

RE: List of Federations and Charities to be Used in the 2009 Combined Charities Campaign

As has been done previously, the 2009 Combined Charities Campaign will use the list of federations and charities that were submitted to and reviewed by the City of Austin. Like last year, Travis County's campaign will also include the following two charities:

**1601 Travis County Brown Santa**

[www.brownsanta.org](http://www.brownsanta.org) 512-247-2682

Brown Santa provides toys and a complete Christmas dinner for families that are less fortunate who live in the unincorporated areas of Travis County. .08%

**1670 Sheriff's Memorial and Benevolent Society of Travis County, Inc.**

512-854-4986

The Mission of the Sheriff's Memorial and Benevolent Society is to provide Sheriff's employees, families and friends of Travis County with funds for expenses following catastrophic events, memorials, scholarships, and public safety/educational programs. .01%

This list will be provided to employees via a printed booklet and on an internet site. Employees will also be informed that their choices are not limited to this list and that they may select any other eligible organization to receive their contribution.

Please let us know if you have any questions.

**2009 COACCC  
Master Final 25-word Descriptions for Brochure**

**United Way Capital Area**

**1000 United Way Capital Area**

512-472-6267 [www.unitedwaycapitalarea.org](http://www.unitedwaycapitalarea.org)

United Way Capital Area addresses critical and social issues by bringing people and resources together to create opportunities for individuals, families and neighborhoods to prosper. 13.42%

**1023 Any Baby Can**

512-454-3743 [www.abcaus.org](http://www.abcaus.org)

Home based medical case management, parenting, and prenatal education, early childhood development, family support services, and mental health counseling for low income children and families. 12.96%

**1024 Austin Child Guidance Center**

512-451-2242 [www.austinchildguidance.org](http://www.austinchildguidance.org)

Outpatient mental health counseling for children with emotional or behavioral problems and their families. Multidisciplinary approach using psychiatry, psychology, and social work. Sliding fee scale. 17.01%

**1029 Austin Groups for the Elderly**

512-451-4611 [www.ageofaustin.org](http://www.ageofaustin.org)

AGE programs include our Elderhaven Adult Day Center, Caregiver Resource Center, SeniorNet Computer Learning Institute, and the AGE Building providing nonprofits with affordable office space. 14.11%

**1036 Austin Habitat for Humanity**

512-472-8788 [www.austinhabitat.org](http://www.austinhabitat.org)

Helps low income families and Habitat volunteers build affordable homes. Families provide 400 hours of labor, then purchase their home with a zero-interest loan. 17.3%

**1041 AVANCE-Austin**

512-326-9335 [www.avance-austin.org](http://www.avance-austin.org)

Provides parent-child education and support services to low-income families with children under the age of 3. Enhances parenting skills and promotes school readiness. 11.79%

**1048 Bastrop County Emergency Food Pantry and Support Center, Inc.**

512-303-0033 [www.bastropfoodpantry.org](http://www.bastropfoodpantry.org)

Serving all people in Bastrop County with basic hunger related needs and support services. 24.51%

**1060 Boys & Girls Clubs of the Austin Area**

512-444-7199 [www.besomebodytosomebody.org](http://www.besomebodytosomebody.org)

We provide a safe place to learn and grow, ongoing relationships with caring professionals, life enhancing programs and character development experiences, hope and opportunity. 15.78%

**1073 Capital IDEA**

512-457-8610 [www.capitalidea.org](http://www.capitalidea.org)

Capital IDEA lifts working families out of poverty by sponsoring educational services that lead to life-long financial independence. 12.6%

**1074 CASA of Travis County, Inc.**

512-459-2272 [www.casatravis.org](http://www.casatravis.org)

CASA recruits, screens, trains and supervises volunteers to speak on behalf of abused and neglected children in court and educational, social and medical settings. 21.7%

**1085 Ebenezer Child Development Center**

512-478-6708 [www.thestoneofhelp.org](http://www.thestoneofhelp.org)

Ebenezer Child Development Center provides a high quality education for a diverse population of low income children throughout the Austin metropolitan area. 9.5%

**1095 Family Connections**

512-478-5725 [www.familyconnectionsonline.org](http://www.familyconnectionsonline.org)

Provides parents and early education programs with resources and services to promote child well-being and prevent child abuse and neglect. 7.28%

**1096 Family Eldercare**

512-450-0844 [www.familyeldercare.org](http://www.familyeldercare.org)

Provides community based services supporting elders and people with disabilities including; in-home care, guardianship, bill payer services, Elder Shelter, fan drive and senior housing. 15.2%

**1100 Foundation Communities**

512-447-2026 [www.foundcom.org](http://www.foundcom.org)

Foundation Communities provides quality affordable housing in conjunction with supportive housing, community learning centers, and asset building services that offer empowerment and tools for success. 14.2%

**1124 Junior League of Austin's Con Mi Madre Program, The**

512-467-8982 [www.jlaustin.org](http://www.jlaustin.org)

Provides Hispanic female students and their mothers with educational and social support that encourages academic and personal success, striving to increase Hispanic enrollment in college. 9.96%

**1128 LifeWorks**

512-735-2400 [www.lifeworksweb.org](http://www.lifeworksweb.org)

LifeWorks provides a comprehensive network of support to youth and families including counseling, school based prevention, literacy classes, case management, and emergency and transitional shelter. 20.02%

**1140 Meals on Wheels and More, Inc.**

512-476-6325 [www.mealsonwheelsandmore.org](http://www.mealsonwheelsandmore.org)

Our mission is to nourish and enrich the lives of the homebound and other people in need through programs that promote dignity and independent living. 16.93%

**1144 Open Door Preschools**

512-481-0775 [www.opendoorpreschool.org](http://www.opendoorpreschool.org)

We provide quality, inclusive early childhood education and care for children with special needs and typically-abled children. We serve families of diverse socioeconomic backgrounds. 17.6%

**1152 Project Transitions, Inc.**

512-454-8646 [www.ProjectTransitions.org](http://www.ProjectTransitions.org)

Project Transitions provides hospice, housing and supportive care for individuals and families who are living with HIV/AIDS. 16.99%

**1156 SafePlace**

512-267-7233 [www.safeplace.org](http://www.safeplace.org)

SafePlace provides hotline, shelter, case management, transitional housing, counseling, children's services, and violence prevention programs for adults and children hurt by sexual and domestic violence. 15.5%

**1158 The Care Communities**

512-459-5883 [www.thecarecommunities.org](http://www.thecarecommunities.org)

Provide practical, non-medical support through volunteer Care Teams to people with AIDS or cancer who have inadequate support systems, helping them remain at home. 22.15%

**1160 The Salvation Army**

512-476-1111 [www.salvationarmyaustin.org](http://www.salvationarmyaustin.org)

Emergency overnight shelter assistance with basic living needs and social services to assist homeless adults and families with children to attain and maintain self sufficiency. 15.9%

**1162 Trinity Child Development Center**

512-928-2212 [www.trinitycdc.org](http://www.trinitycdc.org)

TCDC provides quality affordable early care and education to children within our economically and ethnically diverse community. Our stability and support truly impact future generations. 7.52%

**1168 Volunteer Healthcare Clinic**

512-459-6002 [www.volclinic.org](http://www.volclinic.org)

The Clinic is a volunteer based clinic that provides free healthcare to people who are low income and uninsured and live in Travis County. 6.92%

**1177 Williamson-Burnet County Opportunities, Inc.**

512-763-1400 [www.wbco.net](http://www.wbco.net)

Nonprofit community action agency. Operates Head Start, Senior Activity Centers, Meals on Wheels, homelessness prevention, utility assistance, and affordable housing throughout Williamson and Burnet counties. 9.96%

**1181 YouthLaunch, Inc.**

512-342-0424 [www.youthlaunch.org](http://www.youthlaunch.org)

Provides empowering youth service opportunities. Programs include urban farm, teen parenting awareness, and underage alcohol prevention. Youth change their own lives by changing their community. 10.44%

**1182 YWCA of Greater Austin**

512-326-1222 [www.YWCAaustin.org](http://www.YWCAaustin.org)

Specializing in counseling for women, couples, and families; prevention/intervention services for youth and therapeutic supervised visitation services for non-custodial parents and their children. 24.4%

**Local Independent Charities of Texas**

**1400 Local Independent Charities of Texas**

800-876-5342 [www.lict.org](http://www.lict.org)

We share your gift among local independent charitable organizations helping children, the poor, the ill, the disabled, the elderly and others in need. 2.5%

**1456 American Youth Hostels - Southwest Texas Council**

512-444-2294 [www.hiaustin.org](http://www.hiaustin.org)

Help us educate all, especially the young, gain a greater understanding of the world and it's people through hostelling. 14.1%

**1404 Angel Flight South Central**

972-458-0020 [www.angelflightsc.org](http://www.angelflightsc.org)

Volunteer pilots providing free air transportation for patients to medical treatment centers throughout Texas and beyond. We also provide hurricane and disaster relief. 15.2%

**1464 Animal Defense League of Texas**

210-655-1481 [www.adltexas.org](http://www.adltexas.org)

A true no-kill shelter. Dogs and cats are given medical services, food, shelter and compassion while we search for permanent, loving homes for all. 17.69%

**1412 Arc of Texas**

800-252-9729 [www.thearcoftexas.org](http://www.thearcoftexas.org)

Creates opportunities for people with developmental disabilities to live and work in their communities through innovative programs, advocacy, training, and support for families. 2.10%

**1420 Austin Academy**

512-326-8655 [www.austinacademy.org](http://www.austinacademy.org)

We change people's lives. Participants learn necessary skills to find and retain employment at a livable wage. Our motto is "Developing Careers not Just Jobs." 21.9%

**1445 Austin Firefighters Relief and Outreach Fund**

512-441-7572 [www.austinfirefightersfund.org](http://www.austinfirefightersfund.org)

Provides immediate financial assistance to firefighters and citizens of Travis and surrounding counties who experience a major catastrophe involving fire, flood, tornado and natural disasters. 4%

**1470 Community Partnership for the Homeless**

512-469-9130 [www.austinhomeless.org](http://www.austinhomeless.org)

Our mission is to help end homelessness by providing safe, affordable housing and access to supportive social services for those working to achieve independent living. 23.19%

**1446 Eastside Community Connection**

512-220-7312 [www.austinecc.org](http://www.austinecc.org)

Providing hands-on learning experiences to UT students while fighting poverty in East Austin through food assistance and educational classes. 1.7%

**1471 Family Crisis Center (Bastrop County Women's Shelter)**

512-321-7760 [www.family-crisis-center.org](http://www.family-crisis-center.org)

The Center's mission is to be the expert resource and service provider in eliminating domestic and sexual violence in Bastrop, Fayette, and Lee Counties. 24.5%

**1448 Helping Restore Ability**

817-469-1977 [www.helpingrestoreability.org](http://www.helpingrestoreability.org)

In-home support for the elderly and people with disabilities. Help enable them to stay in their homes and to remain self-sufficient with dignity. 3.30%

**1452 Homeless Network of Texas**

800-531-0828 [www.thn.org](http://www.thn.org)

The fastest growing homeless population is families with children. Help us eliminate homelessness in Texas. Contributions help communities and agencies across the state. 2.89%

**1466 Hospice Austin**

512-342-4700 [www.hospiceaustin.org](http://www.hospiceaustin.org)

Every day of every life matters. We provide family-centered, quality end-of-life care for terminally ill patients, emphasizing compassion, independence, respect and dignity. 15.8%

**1453 Humane Society of Austin & Travis County**

512-646-7387 [www.austinhumanesociety.org](http://www.austinhumanesociety.org)

Our no-kill animal adoption shelter saves homeless dogs and cats, finds loving homes, encourages responsible pet ownership and inspires compassion of all living things. 24.6%

**1460 Operation Homefront - Texas**

210-659-8039 [www.operationhomefront.net/texas](http://www.operationhomefront.net/texas)

Emergency support and morale to our military troops, the families they leave behind during deployment, and wounded warriors when they return home. Help protect freedom. 6.5%

### **1461 Out Youth**

512-419-1233 [www.outyouth.org](http://www.outyouth.org)

Sexual minority youth (LGBTQ) largely invisible, need support. Help us keep them safe so they can fearlessly be themselves. 9.5%

### **1472 People's Community Clinic**

512-708-3106 [www.austinpcc.org](http://www.austinpcc.org)

Our mission is to improve the health of medically underserved and uninsured Central Texans by providing high quality, affordable health care. 20.6%

### **1425 Planned Parenthood of Austin Surgical & Sexual Health Services**

512-275-0171 [www.ppaustin.org](http://www.ppaustin.org)

A woman feels a lump in her breast. Another needs her annual exam. Neither have insurance, both are scared. Where do they turn? To us. 17.4%

### **1423 Political Asylum Project of Austin Texas**

512-478-0546 [www.papaustin.org](http://www.papaustin.org)

Every year, immigrants face family separation and potential deportation because they cannot afford legal representation. Our services help immigrants seek justice and protect their rights. 6%

### **1421 Rose, The**

281-484-4708 [www.the-rose.org](http://www.the-rose.org)

Provides breast cancer screening, diagnosis, support and navigation to treatment for all women across Texas regardless of their ability to pay. 11.6%

### **1467 Samaritan Center for Counseling and Pastoral Care**

512-451-7337 [www.samaritan-center.org](http://www.samaritan-center.org)

We are a non-profit interfaith counseling center that saves lives, heals emotional wounds, and gives hope to Central Texas regardless of ability to pay. 21.4%

### **1436 Taping for the Blind**

713-622-2767 [www.tapingfortheblind.org](http://www.tapingfortheblind.org)

Provides access to the printed word for individuals who are blind, physically disabled, and dyslexic through radio reading, audio recording, and description services. 22.6%

### **1442 Texas Association Against Sexual Assault**

512-474-7190 [www.taasa.org](http://www.taasa.org)

TAASA is the voice of sexual assault survivors in Texas. We provide education, outreach and assistance to victims of assault and abuse. 16.6%

### **1462 Texas Council on Family Violence**

512-794-1133 [www.tcfv.org](http://www.tcfv.org)

A family's strength is weakened by violence occurring in the one place that should be the safest--home. Help us help victims of domestic violence. 20.2%

**1463 Texas Hearing and Service Dogs**

877-TEX-DOGS [www.servicedogs.org](http://www.servicedogs.org)

Trains rescued shelter dogs to assist Texans living with hearing or mobility challenges. These partnerships increase independence, provide companionship, and encourage greater interaction from others. 8.8%

**1473 Waterloo Counseling Center**

512-444-9922 [www.waterloocounseling.org](http://www.waterloocounseling.org) EIN

Individual, couples, family, and group counseling on a sliding scale with an expertise in serving the GLBT community; diversity training for schools and community organizations. 8.5%

**1468 Wright House Wellness Center, The**

512-467-0088 [www.thewrighthouse.org](http://www.thewrighthouse.org)

Support, education and empowerment for Central Texans living with or at risk for chronic illnesses. We utilize a "whole person" approach to health and well-being. 9%

**Community Health Charities Texas**

**1700 Community Health Charities Texas**

800-654-0845 [www.healthcharities.org](http://www.healthcharities.org)

Medical research. Patient, family, and community health services. Public and professional health education. Working in Austin and throughout Texas on diseases that affect your family. 2.5%

**1701 ALS Association, South Texas Chapter**

877-ALS-HOPE [www.alsasotx.org](http://www.alsasotx.org)

Helping South Texas families touched by Amyotrophic Lateral Sclerosis (ALS, Lou Gehrig's disease); providing support, information, awareness, education, advocacy, and hope through cutting -edge research. 21.5%

**1702 Alzheimer's Association, Capital of Texas Chapter**

800-367-2132 [www.alz-austin.org](http://www.alz-austin.org)

Enhancing care and support for individuals with Alzheimer's disease and their families, while providing leadership to eliminate Alzheimer's disease through the advancement of research. 13.0%

**1703 AMC Cancer Research Center**

800-321-1557 [www.amc.org](http://www.amc.org)

National leader funding the most promising research to prevent and control cancer. Free counseling line for cancer patients and their families. Distinguished scientists collaborating nationwide. 15.7%

**1704 American Cancer Society**

800-ACS-2345 [www.cancer.org](http://www.cancer.org)

Research to cure cancer...Services to patients and their families...Education to prevent cancer.  
The largest voluntary health agency fighting cancer in your area. 18.9%

**1706 American Diabetes Association**

800-DIABETES [www.diabetes.org](http://www.diabetes.org)

The Association is dedicated to the prevention and cure of diabetes through research, professional and public education and services for all persons affected by diabetes. 25.0%

**1708 American Heart Association**

800-AHA-USA1 [www.americanheart.org](http://www.americanheart.org)

The American Heart Association works to reduce disability and save lives from cardiovascular diseases and stroke by funding research and public and professional educational programs. 25.0%

**1709 American Liver Foundation**

800-GO-LIVER [www.liverfoundation.org](http://www.liverfoundation.org)

ALF is the nation's leading nonprofit organization promoting liver health and disease prevention. ALF provides research, education and advocacy for those affected by liver disease 22.9 %

**1716 Arthritis Foundation, Texas Chapter**

800-442-6653 [www.arthritis.org](http://www.arthritis.org)

Provide educational information about prevention and control of arthritis. Train instructors to deliver safe land and water exercise classes. Raise funds to find a cure. 13.7%

**1765 Austin Affiliate of Susan G. Komen for the Cure**

512-473-0900 [www.komenaustin.org](http://www.komenaustin.org)

Imagine life without breast cancer. We can make it a reality by racing for the cures and funding life-saving research and community health programs. 12.0%

**1760 Autism Speaks**

888-777-6227 [www.autismspeaks.org](http://www.autismspeaks.org)

We fund biomedical research into the causes, prevention, treatments and cure for autism spectrum disorders; increase awareness; and advocate for the needs of affected families. 22.5%

**1764 Breast Cancer Network of Strength**

800-221-2141 [www.networkofstrength.org](http://www.networkofstrength.org)

Provides information and support to anyone touched by breast cancer through its 24/7 Hotline staffed by breast cancer survivors and interpreters in 150 languages. 19.7%

**1761 Cancer Research Institute**

800-992-2623 [www.cancerresearch.org](http://www.cancerresearch.org)

Cancer Research Institute supports laboratory and clinical research at premier medical institutions throughout the United States aimed at preventing, treating, and controlling cancer. 13.0%

**1766 Children's Tumor Foundation**

212-344-6633 [www.ctf.org](http://www.ctf.org)

1-in-3,000 children suffer from Neurofibromatosis (NF), a genetic disorder that causes tumors throughout the body. CTF sponsors critical research, public awareness and patient support services. 20.6%

**1718 Crohn's & Colitis Foundation of America**

800-785-2232 [www.ccfa.org](http://www.ccfa.org)

Our mission is to support research to find a cure for Crohn's disease and ulcerative colitis while providing support and education for patients and families. 19.7%

**1720 Cystic Fibrosis Foundation**

800-FIGHT-CF [www.cff.org](http://www.cff.org)

Supports innovative research to control and cure Cystic Fibrosis. Provides specialized medical care through a nationwide network of centers. Offers pharmacy and other patient services. 9.8%

**1762 Depression & Bipolar Support Alliance**

800-826-3632 [www.dbsalliance.org](http://www.dbsalliance.org) Patient-directed organization focusing on the most prevalent, life-threatening mental illnesses. The Mission – “to improve the lives of people living with mood disorders. 20.1%

**1721 Epilepsy Foundation Central & South Texas**

800-551-8164 [www.efcst.org](http://www.efcst.org)

Epilepsy support services for Texas residents. Services: epilepsy clinics, medication assistance, kids' camps, retreats, support groups, employment training, information and referral, professional and public education. 18.7%

**1767 First Candle/SIDS Alliance**

800-221-7437 [www.firstcandle.org](http://www.firstcandle.org)

A national voluntary health organization uniting parents, caregivers and researchers nationwide with government, business and community service groups to advance infant health and survival. 22.3%

**1723 Huntington's Disease Society of America**

800-345-HDSA [www.hdsa.org](http://www.hdsa.org)

Promote and support research for a cure; help people and families affected by HD; and educate the public and health care professionals about HD. 18.5%

**1728 Juvenile Diabetes Research Foundation International**

800-533-CURE [www.jdrf.org](http://www.jdrf.org)

Help us find a cure for diabetes. Through research, we can save lives of children and adults who suffer from diabetes and its devastating complications. 4.4%

**1729 Leukemia & Lymphoma Society, The**

866-814-8113 [www.lls.org](http://www.lls.org)

We are a nonprofit organization dedicated to curing leukemia, lymphoma, Hodgkin's disease, and myeloma and improving the quality of life for patients and their families. 25.0%

**1730 Lupus Foundation of America, South Central Texas Chapter**

800-809-3953 [www.lupusstx.org](http://www.lupusstx.org)

Nation's leading nonprofit voluntary health organization dedicated to finding the causes and cure for lupus through research, education, training, public awareness, and patient support. 13.4%

**1732 March of Dimes Foundation**

888-MO-DIMES [www.marchofdimes.com/texas](http://www.marchofdimes.com/texas)

March of Dimes mission is to improve the health of babies by providing education, community services, research and advocacy throughout the State of Texas. 8.4%

**1734 Mental Health America of Texas**

800-969-6642 [www.mhatexas.org](http://www.mhatexas.org)

Help us stomp out stigma. Our educational outreach, training programs, public policy advocacy, and media campaigns work to improve the mental health of all Texans. 15.6%

**1736 Muscular Dystrophy Association, Inc.**

800-572-1717 [www.mda.org](http://www.mda.org)

Fighting neuromuscular diseases through worldwide research, a nationwide network of clinics offering comprehensive medical services, and far-reaching professional and public health education. 21.9%

**1763 National Hemophilia Foundation**

888-LSC-NHF1 [www.lonestarhemophilia.org](http://www.lonestarhemophilia.org)

National Hemophilia Foundation is dedicated to finding better treatments and cures for bleeding and clotting disorders and to preventing complications through education, advocacy and research. 15.6%

**1740 National Kidney Foundation Serving South & Central Texas**

888-829-1299 [www.kidneytx.org](http://www.kidneytx.org)

Only major health agency in Texas providing direct patient services and programs; community and professional education and research for kidney patients and their families. 24.0%

**1741 National Multiple Sclerosis Society**

800-FIGHT-MS [www.jointhemovementlonestar.org](http://www.jointhemovementlonestar.org)

The National MS Society provides services to persons with MS, educates the public about the disease, and raises funds to find the cause and cure! 16.6%

**1758 National Parkinson Foundation**

800-327-4545 [www.parkinson.org](http://www.parkinson.org)

Finding the cause and cure for Parkinson disease through research. Improving the quality of life for persons with Parkinson disease and their care partners. 23.5%

**1744 Prevent Blindness Texas**

888-98-SIGHT [www.preventblindness.org/TX](http://www.preventblindness.org/TX)

A volunteer health care organization working through research, professional and public education, and direct screening programs to help eliminate preventable blindness. 14.0%

**1746 Sickle Cell Anemia Association Austin, Marc Thomas Chapter**

512-458-9767 [www.marcthomas.org](http://www.marcthomas.org)

To enhance and improve the quality of life for individuals and their families suffering from Sickle Cell disease. 20.0%

**1747 St. Jude Children's Research Hospital**

800-531-5174 [www.stjude.org](http://www.stjude.org)

Founded by Danny Thomas, St. Jude treats children with cancer at no cost to their families. Research finding benefit hospitals in Texas and worldwide. 21.9%

**1750 Texas Scottish Rite Hospital for Children**

800-421-1121 [www.tsrhc.org](http://www.tsrhc.org)

Leading pediatric hospital treating orthopedic conditions and learning disorders, like dyslexia. Has provided world class healthcare for over 180,000 Texas children, without charge for services. 10.2%

**1757 United Cerebral Palsy Association of Texas**

800-798-1492 [www.ucptexas.org](http://www.ucptexas.org)

United Cerebral Palsy of Texas provides information and referral services, policy advocacy, assistive technology services, housing assistance, and supports research and conducts professional education programs. 8.7%

**Black United Fund of Texas**

**2500 Black United Fund of Texas**

512-873-0595 [www.buftx.org](http://www.buftx.org)

BUF Texas creates and raises funds for programs in low-income communities. Our focusing is on education, health, social responsibility, athletics, youth and senior citizens. 17.9%

**2502 Afrikan Center of Well Being**

713-639-3571 [www.theafrikancenterofwellbeinginc.com](http://www.theafrikancenterofwellbeinginc.com)

Your clearing house of information regarding natural and well living workshops, counseling and meditation classes, wholistic eating and living habits. 11.7%

**2501 Bennett Foundation for Recovering Addicts & Ex-Felons**

512-476-8595

We provide educational counseling, vocational training, job placement and monitoring for ex-offenders and recovering addicts. 01.5%

**2503 Betterway Youth**

281-459-2725

Provides counseling and educational training to prevent school dropout among "at risk" youth, focusing on Kashmere Gardens, North Forest and surrounding communities. 04.7%

**2505 Community Outreach Partnership**

936-291-8110

The goal of the organization is to provide positive mentorship and to play an active role in the lives of all youth in our community. 0.00%

**2506 C.O.T.E.R.(Community of Tomorrow Economic Redevelopment Corp.)**

713-545-2288

Provides drug free technology through vitamins, herbs and a sauna detoxification technique, eliminating the pain during withdrawal. Offering Drug education to family members for self-help. 4.3%

**2508 Inner City Action Network (ICAN)**

713-524-3334 ext. 204

ICAN aggressively spearheads initiatives addressing education, economic development, leadership and cultural enrichment, welfare to work and computer literacy training for at-risk youth and seniors. 5.2%

**2509 Inner City Mothers & Daughters**

713-524-3334 ext. 206

To provide women from low-income communities and deprived rural areas family planning, health opportunities and services, job ready careers and foster entrepreneurship. 0%

**2511 Launch Point**

281-541-9776

The launch point of advancing young new leaders, through higher educational achievement, character development, life skills, computer/internet training, S.A.T., T.A.A.S., scholarships, recreation and family resources. 10.1%

**2512 "Mickey" Leland Library & Museum**

713-524-3334 ext. 102

Provides stimulating books from the pyramids to the present. inventions and artifacts from all parts of Africa giving young minds the knowledge of their past. 9.8%

**2514 Phillis Wheatley High School**

713-298-5288

Promoting the student body to a higher interest in education, vocation, technology and higher learning via mentorship and after school activities. 0%

**2515 Phoenix Outreach Community Development Corp.**

713-490-0300

Provides affordable temporary single family housing and/or emergency shelter for low to moderate income families. 13.2%

**2516 Sehad Youth Program**

713-747-0271

Building self esteem among youth for survival through academics, cultural activities and rites of passage programs, martial arts training for discipline and character building. 0%

**2517 Senior Citizens Center**

713-228-7543

Work to enhance the lives of older members of the community, disabled persons and the homeless by providing meals, day activities and referrals. 2.7 %

**2518 Sure Thing ST/2 Youth**

713-635-7870

The organization is devoted to the emotional, spiritual and physical development of today's youth ages 5-18 through academics, social skills and fine arts. 12.8%

**2520 T&T (Tuesday-Thursday) Ministry**

281-590-6103

Dedicated to providing support to at risk youth and senior citizens in Northeast Houston and surrounding counties catering to families from low to moderate incomes. 5.1%

**2521 Thurgood Marshall Scholarship Fund**

713.313.7458

A national organization providing merit scholarships and programmatic support for 215 students attending 44 historically and traditionally black public colleges and universities. 7.9%

**2519 Urban Center for Health and Wellness**

713-540-7865

Provide rapid access to health care education, wellness and long-term disease management for the un-insured and under insured youth and senior citizens. 5.4 %

**2522 Urban Theater**

713-524-3334 ext. 208

The organization assists inner city youth by increasing their knowledge of theater, cultural awareness and enhancement of creativity through drama, voice and dance. 4.0%

**2523 Warriors of Truth – Black Women for a Changing Society**

713-524-0645

The organization is engaged in community empowerment through mentoring young girls and women through political and academic education, life skills and self-esteem building workshops. 0%

**Christian Community Charities**

**3100 Christian Community Charities**

866-678-8780 [www.cccharities.org](http://www.cccharities.org)

Support local faith-based and church-sponsored charities, bringing food, clothing, shelter, medicine, education, and Christian compassion to people in need - efficiently and effectively. 2.5%

### **3101 Arrow Child and Family Ministries**

877-92-ARROW [www.arrow.org](http://www.arrow.org)

Arrow provides high quality treatment foster care and special needs adoptions for Texas children who have been severely traumatized by abuse and/or neglect. 10.6%

### **3102 Bereavement and Grief Camp for Children - Camp Agape**

830-385-8916 [www.campagapetexas.org](http://www.campagapetexas.org)

Christian-based program aiding children in their grief and bereavement processes. Offers resources, activities and support to cope with the loss of their loved one. 10.8%

### **3103 Buckner Children and Family Services**

800-442-4800 [www.buckner.org](http://www.buckner.org)

We provide humanitarian aid programs; prevention programs; international and domestic adoption, foster care and transitional housing services; and support programs for children living in orphanages. 11.9%

### **3104 Children At Heart Foundation**

512-255-3668 [www.cahfoundation.org](http://www.cahfoundation.org)

We support Children At Heart Ministries, which honors God and builds a better world by serving children and strengthening families through a variety of programs. 17.3%

### **3105 Christian Women's Job Corps of Austin**

512-964-1898 [www.cwjcaustin.org](http://www.cwjcaustin.org)

Refreshing women's lives through mentoring, training and Bible study. We provide hands-on assistance to women seeking employment, helping them attain success in self-sufficiency. 23.1%

### **3107 El Buen Samaritano Episcopal Mission**

512-439-0700 [www.elbuen.org](http://www.elbuen.org)

We provide integrated health care, social services, adult and early childhood education and community outreach as a safety net for working class Hispanic families. 13.4%

### **3108 Foster's Home For Children**

254-968-2143 [www.fostershome.org](http://www.fostershome.org)

Residential and child-placing services for children who have been the victim of physical, sexual, and emotional abuse. Tutoring and counseling and provided. 10.6%

### **3109 Lutheran Social Services of the South**

800-938-5777 [www.lsss.org](http://www.lsss.org)

Providing help, healing and hope: Adoption, foster care, residential treatment, senior services, emergency assistance and disaster response. We're changing lives through innovative, quality, Christian care. 18.1%

### **3110 Methodist Children's Home**

800-853-1272 [www.methodistchildrenshome.org](http://www.methodistchildrenshome.org)

Equipping at-risk children with the emotional and educational skills needed to overcome abuse, neglect and crisis. Offering hope through a nurturing, Christian community. 9.7%

**3112 Mobile Loaves and Fishes**

512-328-7299 [www.mlfnow.org](http://www.mlfnow.org)

Imagine wondering where your next meal will come from or choosing between your medicine and food for your family? Help us provide food for hungry. 16.1%

**3113 Pip Start Youth Ministries**

512-524-1836 [www.pipstart.org](http://www.pipstart.org)

Cultivating the heart and minds of young people while building impactful leaders through effective math and science instruction and strategic community transformation 12.3%

**3114 Texas Baptist Children's Home**

512-255-3682 [www.tbch.org](http://www.tbch.org)

Texas Baptist Children's Home provides a haven of hope for children and families in crisis through campus residential programs and community-based outreach/prevention programs. 5.7%

**3115 Write-Way Prison Ministries**

972-840-9798 [www.writewaypm.org](http://www.writewaypm.org)

Providing Bible Study courses to inmates, redirecting their focus to God and Family, and ultimately reducing recidivism. Help us restore meaningful living and provide hope. 0%

**Community Shares of Texas**

**1500 Community Shares of Texas**

512-782-8188 [www.communitysharestx.org](http://www.communitysharestx.org)

Our Social Justice Organizations foster change in Texas Communities statewide, through targeted education programs, services and advocacy that empower disadvantaged vulnerable people through diverse charity. 6.4%

**1502 ADAPT - Institute For Disability Access**

512-431-4081 [www.adaptoftexas.org](http://www.adaptoftexas.org)

We are a disability rights organization promoting access to community services for people with disability to achieve their highest level of independence and integration. 3%

**1578 Animal Trustees of Austin**

512-478-7300 [www.animaltrustees.org](http://www.animaltrustees.org)

Providing affordable veterinary care for the animals of the homeless citizens of Texas. 9.2%

**1514 Austin Tenants Council**

512-474-1961 [www.housing-rights.org](http://www.housing-rights.org)

Operating under the philosophy that everyone has a right to safe decent fair and affordable housing focusing on housing discrimination tenant-landlord education and information. 3%

**1516 BEAT AIDS, Coalition Trust**

210-212-2266 [www.beataids.org](http://www.beataids.org)

To provide the highest quality HIV/AIDS prevention education and services reaching out to the community with special emphasis on underserved and overlooked populations. 19.2%

**1520 CASA Marianella**

512-385-5571 [www.casamarianella.org](http://www.casamarianella.org)

Provides food, shelter, clothing, ESL and medical case management to men, women and children in the immigrant and refugee community in Austin. 8.1%

**1522 Center For Public Policy Priorities**

512-320-0222 [www.cpp.org](http://www.cpp.org)

The Center is a non-partisan, non-profit policy institute committed to improving public policies to better economic and social conditions of low and moderate-income Texans. 14%

**1586 Central Texas SPCA - Society for the Prevention of Cruelty to Animals**

512-260-7722 [www.centraltexasspca.org](http://www.centraltexasspca.org)

This no-kill shelter provides a homelike environment, food and medical care, and finds "forever" families for animals. Supported solely by public donations. 11.1%

**1545 Equality Texas Foundation**

512-474-5475 [www.equalitytexasfoundation.org](http://www.equalitytexasfoundation.org)

ETF educates and engages the public about policies and their affect on Texans of all sexual orientations and gender identities and expressions. 16%

**1526 Esperanza Peace and Justice Center**

210-228-0201 [www.esperanzacenter.org](http://www.esperanzacenter.org)

We work to eliminate racism, sexism, classism and homophobia through publications, leadership training, educational, cultural programs and through technical assistance to community and organizations. 17.2%

**1571 GenAustin**

512-841-4093 [www.genaustin.org](http://www.genaustin.org)

The girls empowerment network's programs give adolescent girls skills and confidence to make wise choices as they navigate the challenges of growing up female. 19%

**1528 Gray Panthers**

512-458-3738 [www.gp-austin.org](http://www.gp-austin.org)

Intergenerational volunteers advocate for social and economic justice and provide education and resources for caregivers of elderly people with Alzhiemer's disease and other debilitation conditions. 18%

**1582 Helping the Aging, Needy and Disabled - H.A.N.D.**

512-477-3796 [www.handaustin.org](http://www.handaustin.org)

We provide non-medical homecare by screened, trained and monitored personal care to people who are aging and have disabilities. 13%

**1530 House the Homeless**

512-796-4366 [www.housethehomeless.org](http://www.housethehomeless.org)

Providing education and advocacy around issues related to ending homelessness in our lifetime with the primary project being the universal living wage campaign. 24%

### **1572 Human Potential Center - Humanistic Training Institute**

512-441-8988 [www.humanpotentialcenter.org](http://www.humanpotentialcenter.org)

Building healthy community through prevention wellness and free communication and social skills development workshops that spark the creativity, love, playfulness of the human spirit. 21.4%

### **1548 NARAL Pro-Choice Texas Foundation**

512-462-1661 [www.prochoicetexas.org](http://www.prochoicetexas.org)

The political leader of the Pro-choice Movement in Texas. We work to defend reproductive rights of women and their families across the state. 21%

### **1542 Project MEND- Medical Equipment Network for the Disabled**

866-514-0876 [www.projectmend.org](http://www.projectmend.org)

We provide donated, refurbished medical equipment and financial assistance for specialized fitted devices such as othotics and prosthesisfor low-incoe persons with disabilities. 8 %

### **1546 Sustainable Food Center**

512-236-0074 [www.sustainablefoodcenter.org](http://www.sustainablefoodcenter.org)

SFC cultivates a healthy community by strengthening the local food system and improving access to nutritious, affordable food. 15.1%

### **1559 Texas Coalition to Abolish the Death Penalty**

512-441-1808 [www.tcadp.org](http://www.tcadp.org)

TCADP is a statewide grassroots membership organization that is working to end the death penalty in Texas through public education and action. 15.1%

### **1510 Texas Educational Broadcasting Co-operative - KOOP Radio**

512-472-1369 [www.koop.org](http://www.koop.org)

Provies high-quality and diverse community-oriented programming with an emphasis on those communities that are ignored or underserved by the mainstream media. 23.4%

### **1560 Texas Folklife**

512-441-9255 [www.texasfolklife.org](http://www.texasfolklife.org)

Texas Folklife is a statewide non-profit dedicated to preserving and promoting the rich cultural heritage and traditions of the Lone Star State. 13.2%

### **1564 Texas Low Income Housing Information Services**

512-477-8919 [www.texashousing.org](http://www.texashousing.org)

Helps low-income Texans obtain clean, safe, affordable housing and shelter. We promote affordable housing and assist low-income peole and neighborhoods in building it. 10%

### **1570 Texas Rio Grande Legal Aid**

512-374-2792 [www.trla.org](http://www.trla.org)

Promotes the dignity, self-sufficiency and stability of low-income Texans by providing free, high-quality legal services throughout a 68-county area. 8%

### **1568 Texas ROSE - Ratepayers Organization to Save Energy**

512-472-5233 [www.texasrose.org](http://www.texasrose.org)

We work for affordable electricity and a healthy environment building weatherization and other programs which help low-income families reduce electric bills and decrease pollution. 8.4%

### **1584 Zachary Scott Theater Center**

512-476-0541 [www.zachtheater.org](http://www.zachtheater.org)

Our season of professional theater productions celebrates diversity and offers a wide array of cross-cultural educational and participatory activities. Please visit [zachtheater.org](http://zachtheater.org) for more information. 14%

## **America's Charities**

### **1300 America's Charities**

(800) 458-9505 [www.charities.org](http://www.charities.org)

Working to build strong communities. Addressing needs of children, families, communities through member programs, by helping employers and employees support our member charities' programs. 8.1%

### **1376 American Center for Law and Justice**

(800) 296-4529 [www.aclj.org](http://www.aclj.org)

Specializing in constitutional law, the ACLJ is dedicated to the concept that freedom and democracy are God-given inalienable rights that must be protected. 11.7%

### **1336 American Foundation for the Blind**

(800) AFB-LINE [www.afb.org](http://www.afb.org)

AFB's mission is to ensure that the millions of Americans living with vision loss enjoy the same rights and opportunities as other citizens. 21.4%

### **1390 American Red Cross of Central Texas**

(800) 928-2816 [www.centex.redcross.org](http://www.centex.redcross.org)

Provides disaster relief, service to military families and preparedness training to thousands of Central Texans. Fundamental Principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality. 23.5%

### **1378 Amnesty International USA**

(800) AMNESTY [www.amnestyusa.org](http://www.amnestyusa.org)

Worldwide membership-based human rights organization -- impartial and non-political -- working to create a safer, more just world. 1977 Nobel Peace Prize recipient. 20.7%

### **1326 Austin Children's Shelter**

(512) 499-0090 [www.austinchildrenshelter.org](http://www.austinchildrenshelter.org)

Provides emergency shelter, high quality care and hope for the future to abandoned, abused, and neglected children of our community. 5.7%

### **1305 Breast Cancer Resource Centers of Texas**

(800) 309-0089 [www.bcrc.org](http://www.bcrc.org)

As breast cancer survivors, we offer hope, answer questions and provide hands-on support to Texas women who hear the life-altering words, "You have breast cancer." 11.0%

### **1315 Cancer Research for Children - CureSearch (National Childhood Cancer Foundation)**

(800) 458-6223 [www.curesearch.org](http://www.curesearch.org)

Cancer is the #1 disease killer of children. Please help us reach the day when every child with cancer can be guaranteed a cure. 3.9%

### **1322 Caring for Children Foundation of Texas, Inc.**

(972) 766-7192 [www.carevan.org](http://www.carevan.org)

100% of donations provide access to immunizations for medically uninsured and underserved Texas children and health screening services to medically uninsured and underserved Texas adults. 0.0%

### **1324 Catholics United for Life**

(800) 764-8444 [www.clji.org](http://www.clji.org)

Pro-life Catholic organization dedicated to defending human life from the moment of conception. Activities include sidewalk counseling, educational programs and legal defense of religious liberties. 18.1%

### **1331 Diabetes Research and Wellness Foundation**

(877) 633-3976 [www.diabeteswellness.net](http://www.diabeteswellness.net)

Scientific research into treatments and cure of diabetes. Conducts screenings, education programs to save lives from blindness, kidney failure, amputations. Publishes The Diabetes Wellness News. 9.9%

### **1303 Diabetes Research Institute Foundation, Inc.**

(800) 321-3437 [www.diabetesresearch.org](http://www.diabetesresearch.org)

Committed to curing children and adults now living with diabetes and leads the world in bringing promising treatments to patients as fast as possible. 19.2%

### **1306 Dress for Success Worldwide**

(212) 532-1922 [www.dressforsuccess.org](http://www.dressforsuccess.org)

Dress for Success is an international non-profit organization that promotes the economic independence of disadvantaged women through suiting, career development and employment retention programs. 9.7%

### **1332 Father Flanagan's Boys' Home**

(800) 448-3000 [www.boystown.org](http://www.boystown.org)

Provides food, clothing, shelter, education, spiritual, and medical care to homeless, neglected, abused, and communicatively handicapped boys and girls. 12.4%

### **1307 Feed The Children**

(800) 627-4556 [www.feedthechildren.org](http://www.feedthechildren.org)

Feed The Children provides food, medicine, clothing, educational materials and other essentials to children and their families domestically and internationally. 9.2%

### **1391 Fellowship of Christian Athletes**

(800) 289-0909 [www.fca.org](http://www.fca.org)

Empowering and equipping coaches and athletes with encouragement, resources and training to influence and impact the world for Jesus Christ for more than 54 years. 15.3%

### **1323 The Fund for Animals**

(888) 405-FUND [www.fundforanimals.org](http://www.fundforanimals.org)

The Fund for Animals, founded by Cleveland Amory, operates animal sanctuaries and wildlife centers, and is a leading provider of direct care for animals. 6.2%

### **1334 Give Kids The World**

(800) 995-5437 [www.gktw.org](http://www.gktw.org)

Give Kids The World is a non-profit resort that creates memories and hope for children with life-threatening illnesses who wish to visit Central Florida's attractions. 5.5%

### **1308 Heart House of Austin**

(512) 929-8187 [www.hearthouse.org](http://www.hearthouse.org)

This organization is a free after school program dedicated to providing a safe haven and academic support to low income children. 17.2%

### **1339 The Hole In The Wall Gang Fund**

(203) 772-0522 [www.holeinthewallgang.org](http://www.holeinthewallgang.org)

Founded by Paul Newman, is a non-profit camp and year-round center providing free services to children with cancer and other life-threatening illnesses. 11.5%

### **1380 Hoop Zone**

(512) 837-5553 [www.hoop-zone.net](http://www.hoop-zone.net)

Hoop Zone's mission is to teach life values through basketball skills and programs to Central Texas youth. 4.5%

### **1311 Hospice America (American Hospice Foundation)**

(202) 223-0204 [www.americanhospice.org](http://www.americanhospice.org)

Increases access to hospice through public education, professional training, and advocacy to ensure comfort and dignity for dying people, and compassionate support for grieving families. 20.1%

### **1309 The Humane Society of the United States**

(202) 452-1100 [www.humanesociety.org](http://www.humanesociety.org)

The Humane Society of the United States celebrates animals and confronts cruelty. The organization is backed by more than 10.5 million Americans. 15.5%

**1301 “I Have A Dream” Foundation®**

(212) 293-5480 [www.ihaveadreamfoundation.org](http://www.ihaveadreamfoundation.org)

Empowering children in low-income communities to achieve higher education by providing guaranteed tuition assistance for college and a long-term program of academic and social support. 23.8%

**1304 KIPP Austin College Prep**

(512) 637-6870 [www.kippaustinprep.org](http://www.kippaustinprep.org)

Network of free, open-enrollment, college preparatory public charter schools that provides underserved students with an academically rigorous education that prepares them to succeed in college. 18.1%

**1392 Lance Armstrong Foundation**

(877) 236-8820 [www.livestrong.org](http://www.livestrong.org)

The Lance Armstrong Foundation unites people through programs and experiences to support cancer survivors and the fight against cancer. Unite and fight cancer at [LIVESTRONG.org](http://LIVESTRONG.org). 21.9%

**1313 Make-A-Wish Foundation® of America**

(800) 722-9474 [www.wish.org](http://www.wish.org)

We grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. 21.9%

**1310 Marathon Kids**

(512) 477-1259 [www.MarathonKids.org](http://www.MarathonKids.org)

We offer a free, six month running/walking, nutrition and gardening program designed to provide a resonating, elegantly simple fitness and nutrition vehicle for K-5th graders. 12.0%

**1348 Marywood**

(800) 251-5433 [www.marywood.org](http://www.marywood.org)

Nationally accredited agency providing services statewide that include case management for pregnant women; adoption and post adoption services; and basic foster care. 22.3%

**1393 NARAL Pro-Choice America Foundation**

(202) 973-3000 [www.ProChoiceAmerica.org](http://www.ProChoiceAmerica.org)

Works with 24 affiliates to advance our shared mission of making abortion less necessary, and provides citizens with resources to take action locally and nationally. 21.6%

**1359 National Black Child Development Institute**

(800) 556-2234 [www.nbcdi.org](http://www.nbcdi.org)

Exists to improve and protect the quality of life of children and families through educational programs, tutoring, training, public education, and other community outreach programs. 11.8%

**1325 National Down Syndrome Society**

(800) 221-4602 [www.ndss.org](http://www.ndss.org)

Strives to increase public awareness about Down syndrome and improve the lives of people with Down syndrome through research, education and advocacy. 23.5%

**1379 National Organization for Rare Disorders (NORD)**

(800) 999-6673 [www.rarediseases.org](http://www.rarediseases.org)

Provides understandable information on rare diseases; peer networking; community resource referrals; patient medication assistance programs; research; advocacy for over 25 million people with rare disorders. 3.2%

**1327 National Psoriasis Foundation**

(800) 723-9166 [www.psoriasis.org](http://www.psoriasis.org)

We fight discrimination against people with psoriatic diseases, support cutting-edge research and provide training and education for healthcare professionals, families, youth and the public. 22.0%

**1302 National Trust for Historic Preservation in the United States**

(800) 944-NTHP [www.PreservationNation.org](http://www.PreservationNation.org)

We help people protect, enhance, and enjoy the places that matter to them. Your support will help save America's historic places and revitalize our communities. 13.4%

**1328 Pets America**

(512) 497-7535 [www.petsamerica.org](http://www.petsamerica.org)

Saves the lives of pets and the people who love them by providing educational programs about emergency preparedness and volunteer training for disaster relief. 5.1%

**1365 PetSmart Charities**

(800) 423-PETS [www.PetSmartCharities.org](http://www.PetSmartCharities.org)

PetSmart Charities has funded over \$70 million to support spay/neuter, disaster relief and educational programs. We saved 3.4 million pets through its in-store adoption program. 9.9%

**1319 Population Connection/ZPG**

(800) 767-1956 [www.populationconnection.org](http://www.populationconnection.org)

A national nonprofit organization working to stabilize population growth and achieve a sustainable balance of people, resources and the environment. 19.9%

**1329 Prevent Cancer Foundation**

(800) 227-2732 [www.preventcancer.org](http://www.preventcancer.org)

Your donation funds cancer prevention research; educates people about how they can prevent cancer; and supports community cancer prevention programs. 21.8%

**1371 Reading Is Fundamental, Inc. (RIF)**

(888) 725-4801 [www.rif.org](http://www.rif.org)

RIF provides free books for children across America to choose and keep. By promoting a love of books, RIF encourages children's literacy and involves communities. 9.4%

**1368 Ronald McDonald House Charities®**

(630) 623-7048 [www.rmhc.org](http://www.rmhc.org)

Creates, finds and supports programs improving health and well-being of children through its global network of local Chapters and 281 Ronald McDonald House® programs worldwide. 11.9%

### **1321 Shoes for Austin**

(512) 477-7463 [www.shoesforaustin.org](http://www.shoesforaustin.org)

Provides underprivileged children with new athletic shoes as a reward for achieving physical fitness goals. Donated more than 60,000 pairs of new shoes since inception. 9.2%

### **1394 Starlight Children's Foundation**

(800) 315-2580 [www.starlight.org](http://www.starlight.org)

Helping seriously ill children and their families cope with their pain, fear and isolation through entertainment, education and family activities. 17.3%

### **1333 Texas Civil Rights Project**

(512) 474-5073 [www.texascivilrightsproject.org](http://www.texascivilrightsproject.org)

This organization promotes racial, social, and economic justice through education and litigation. TCRP strives to foster equality, secure justice, ensure diversity, and strengthen communities. 10.6%

### **1374 Texas Network of Youth Services**

(512) 328-6860 [www.tnoys.org](http://www.tnoys.org)

TNOYS' mission is to promote excellence in youth service organizations through support, training and advocacy, and to promote youth as valuable community resources. 5.0%

### **1395 UnitedHealthcare Children's Foundation**

(952) 992-4459 [www.uhccf.org](http://www.uhccf.org)

UHCCF provides medical grants up to \$5,000 to children's families to help pay for non-covered medical services and expenses from their commercial health benefit plan. 0.3%

### **1377 VSA arts of Texas**

(512) 454-9912 [www.vsatx.org](http://www.vsatx.org)

Services enrich the quality of life for children and adults with disabilities through arts education and access to music, drama, dance, visual and literary arts. 13.2%

### **1330 Wonders and Worries**

(512) 329-5757 [www.wondersandworries.org](http://www.wondersandworries.org)

Our free, professional services help children cope when they have a parent or other loved one with a chronic or life-threatening illness like cancer. 23.5%

## **EarthShare of Texas**

### **1800 EarthShare of Texas**

512-472-5518 [www.earthshare-texas.org](http://www.earthshare-texas.org)

One gift supports the work of all participating charities, listed below, who work to protect natural resources and public health. 3.2%

### **1801 African Wildlife Foundation**

888-4-WILDLIFE [www.awf.org](http://www.awf.org)

Protects imperiled species-- mountain gorillas, rhinos, elephants-- through species science, habitat conservation, leadership training and creating conservation-friendly businesses so local people benefit. 15.4%

### **1802 American Farmland Trust**

800-886-5170 [www.farmland.org](http://www.farmland.org)

Helping farmers and ranchers protect their land from development, produce a healthier environment, and build successful communities. Working to save the land that sustains us. 19.8%

### **1804 American Forests**

800-368-5748 [www.americanforests.org](http://www.americanforests.org)

Funds private and public land reforestation projects; provides satellite imagery of tree loss to cities; educates the public on the value of trees and forests. 14.7%

### **1805 American Rivers**

877-4-RIVERS [www.AmericanRivers.org](http://www.AmericanRivers.org)

Working to protect and restore healthy, natural rivers for the benefit of people and wildlife; ensuring clean drinking water, natural flood protection, and recreational enjoyment. 22.9%

### **1806 Audubon Foundation of Texas**

512-327-1551 [www.audubonfoundationtexas.org](http://www.audubonfoundationtexas.org)

Making Texas better by encouraging conservation through education, research, citizen involvement programs for Texas' birds, wildlife and habitats. Supports Audubon Texas, chapters, sanctuaries statewide. 10.9%

### **1807 Austin Parks Foundation**

512-477-1566 [www.austinparks.org](http://www.austinparks.org)

We work with community groups and volunteers to adopt, maintain and revitalize public parks for recreation and enjoyment for all citizens. 3.7%

### **1808 Bat Conservation International**

512-327-9721 [www.batcon.org](http://www.batcon.org)

Worldwide authority on bats; committed to their protection through direct habitat conservation, research and education; facilitating win-win solutions that help both bats and people. 21.7%

### **1810 Bayou Preservation Association**

713-529-6443 [www.bayoupreservation.org](http://www.bayoupreservation.org)

Our mission is to protect and restore the richness and diversity of our waterways through activism, advocacy, collaboration and education. 12.7%

### **1812 Beyond Pesticides/National Coalition Against the Misuse of Pesticides**

202-543-5450 [www.beyondpesticides.org](http://www.beyondpesticides.org)

Prevents pesticide poisoning of our environment, homes, workplaces, schools, food and water through a practical information clearinghouse on toxic hazards and non-chemical pest control. 1.3%

**1815 Center for Health, Environment and Justice**

703-237-2249 [www.chej.org](http://www.chej.org)

Protects the health of communities and children through grassroots organizing, coalition-building, and consumer campaigns to eliminate dangerous chemicals in water, air, homes and schools.

11.5%

**1818 Center for Maximum Potential Building Systems**

512-928-4786 [www.cmpbs.org](http://www.cmpbs.org)

Sustainable building demonstrations, public policy initiatives and educational activities protect human health and the environment through integrating materials, energy, water and waste systems.

Established 1975. 9.2%

**1816 Children's Environmental Health Institute**

512-657-7405 [www.cehi.org](http://www.cehi.org)

Providing education about how children are vulnerable to environmental toxins that increase their risk for childhood diseases such as cancer, asthma, autism and developmental disorders. 4.8%

**1819 Citizens' Environmental Coalition Education Fund**

713-524-4232 [www.cechouston.org](http://www.cechouston.org)

An information clearinghouse and communications network bringing many diverse groups together to build awareness and stimulate discussion about environmental issues in the Houston/Galveston region. 8.4%

**1820 Clean Water Fund of Texas**

512-474-0605 [www.cleanwaterfund.org](http://www.cleanwaterfund.org)

We all live downstream. Neighborhood-based action, education programs that join citizens, businesses, government for sensible solutions ensuring safe drinking water, pollution prevention, resource conservation. 22.3%

**1822 The Conservation Fund**

703-525-6300 [www.conservationfund.org](http://www.conservationfund.org)

The nation's most effective and efficient conservation organization - working landscapes, wildlife habitat and recreation sites - with 97% of funds going directly to mission. 2.2%

**1824 Conservation International**

800-406-2306 [www.conservation.org](http://www.conservation.org)

Applies innovations in science, economics, policy and community participation to protect the Earth's richest regions of biodiversity, major tropical wilderness areas and key marine ecosystems.

10.3%

**1826 Defenders of Wildlife**

202-682-9400 [www.defenders.org](http://www.defenders.org)

Working since 1947 to save America's endangered animals and their threatened habitats for future generations through public education, citizen advocacy, legal action and scientific research. 23.2%

### **1827 Earth Day Network**

202-518-0044 [www.earthday.net](http://www.earthday.net)

Helps people in diverse schools and communities around the world improve the health of their children and the environment. 18.2%

### **1817 Earth Justice**

510-550-6740 [www.earthjustice.org](http://www.earthjustice.org)

A nonprofit environmental law firm working to preserve our nation's natural heritage, safeguard our environmental health, and create a sustainable energy future. 16.9%

### **1830 Ecology Action of Texas**

512-322-0000 [www.ecology-action.org](http://www.ecology-action.org)

Central Texas' recycling resource. Our programs include three drop-off recycling centers, telephone referrals, educational programs, event recycling and recycling materials pick up. 18.9%

### **1831 Endangered Species Media Project**

713-520-1985 [www.vanishingwildlife.com](http://www.vanishingwildlife.com)

Promotes greater understanding of how the quality of human life is enhanced by preservation of wilderness and wildlife. Provides hands-on conservation activities for youth. 9.2%

### **1829 Environmental and Energy Study Institute**

202-628-1400 [www.eesi.org](http://www.eesi.org)

Protecting the climate by educating Congress, developing innovative solutions, and building broad coalitions to move America to efficient and renewable energy for a sustainable future. 12.7%

### **1834 Environmental Defense Fund, Texas Office**

512-478-5161 [www.environmentaldefense.org](http://www.environmentaldefense.org)

Guided by science, we design practical, long-term strategies to protect wildlife and natural resources, and safeguard clean air, water and human health. 16.1%

### **1837 Environmental Law Institute**

202-939-3800 [www.eli.org](http://www.eli.org)

Environmental law that works for you: community-based education + research on national problems = solutions to protect people and nature. Independent and non-partisan. 19.7%

### **1838 Friends of Big Bend National Park**

432-477-2242 [www.bigbendfriends.org](http://www.bigbendfriends.org)

Supports and promotes projects for Big Bend National Park in partnership with others who value this unique national resource along the Rio Grande. 21.0%

### **1840 Friends of the Earth**

877-843-8687 [www.foe.org](http://www.foe.org)

Strives to preserve our natural resources, advocates for a toxin-free environment, works to stop global warming and fights for justice for people throughout the world. 21.8%

**1813 Galveston Bay Foundation**

281-332-3381 [www.galvbay.org](http://www.galvbay.org)

To preserve, protect and enhance the natural resources of Galveston Bay for present users and posterity through programs in advocacy, conservation, education and research. 11.8%

**1821 Greater Edwards Aquifer Alliance**

210-320-6294 [www.aquiferalliance.org](http://www.aquiferalliance.org)

Uniting citizens across Central and South Texas in advocacy to protect our groundwater, watersheds, flora and fauna, history and culture of the Texas Hill Country. 18.1%

**1814 Guadalupe-Blanco River Trust**

830-372-5077 [www.gbrtrust.org](http://www.gbrtrust.org)

Conserves, restores, enhances and protects the land and water resources of the Guadalupe, Blanco, Comal and San Marcos rivers through landowner education and stewardship. 10.0%

**1803 Hill Country Conservancy**

512-328-2481 [www.hillcountryconservancy.org](http://www.hillcountryconservancy.org)

Ensures a healthy environment and economy in the Edwards Aquifer region by conserving natural areas, scenic vistas, rivers, streams and working ranches for future generations. 4.6%

**1844 Izaak Walton League of America**

800-IKE-LINE [www.iwla.org](http://www.iwla.org)

From hunters to hikers, our members protect America's outdoors through community-based conservation, education, common sense public policy, and a commitment to strong outdoor ethics. 22.5%

**1823 The Jane Goodall Institute for Wildlife Research, Education, and Conservation**

800-592-JANE [www.janegoodall.org](http://www.janegoodall.org)

Works to create healthy ecosystems, promote sustainable livelihoods and nurture new generations of committed, active citizens around the world. 17.8%

**1845 Katy Prairie Conservancy**

713-523-6135 [www.katyprairie.org](http://www.katyprairie.org)

We work to protect a sustainable portion of the Katy Prairie for the benefit of its wildlife and all Texans, forever. 5.6%

**1848 Land Trust Alliance**

202-638-4725 [www.lta.org](http://www.lta.org)

Leads 1,700 conservation groups across America to save the forests, farms, waterways and natural areas you love in communities where you live, work and travel. 20.3%

**1850 National Audubon Society**

212-979-3099 [www.audubon.org](http://www.audubon.org)

Audubon works to protect birds, wildlife and their habitats, including our oceans. Educational outreach programs instruct and inspire future conservationists. Audubon Centers offer outdoor experiences. 20.2%

### **1849 National Parks Conservation Association**

800-NAT-PARK [www.npca.org](http://www.npca.org)

Preserves national parks from the Grand Canyon to Gettysburg; protects endangered wildlife and cultural sites; promotes new parks; defends against pollution, inappropriate development and overcrowding. 23.7%

### **1851 National Wildlife Federation**

800-332-4949 [www.nwf.org](http://www.nwf.org)

America's conservation organization dedicated to protecting endangered species and habitats for our children's future and connecting people with nature through education and action opportunities. 21.6%

### **1852 Natural Resources Defense Council**

212-727-2700 [www.nrdc.org](http://www.nrdc.org)

Defends embattled wilderness, rivers, clean air, coasts and wildlife across America and around the globe. Saved Baja's whales, Canada's Spirit bears, and California's sequoias. 16.0%

### **1853 The Nature Conservancy of Texas**

210-224-8774 [www.nature.org/texas](http://www.nature.org/texas)

Dedicated to protecting for future generations the rich diversity of plants, animals, and ecosystems native to Texas. 16.2%

### **1856 The Peregrine Fund**

208-362-3716 [www.peregrinefund.org](http://www.peregrinefund.org)

Saves eagles, condors, falcons, and other birds through research, breeding, and conservation programs. Helps preserve rainforests. Educates children and adults about nature and science. 9.0%

### **1858 Pesticide Action Network North America**

415-981-1771 [www.panna.org](http://www.panna.org)

Works to eliminate poisonous pesticides. Links consumer, labor, health, environment, and agriculture groups internationally to advance safer, ecologically sound pest control alternatives. 10.0%

### **1859 Protect Lake Travis Association**

512-977-0009 [www.protectlaketravis.org](http://www.protectlaketravis.org)

Monitors conditions that affect health and safety of residents, users and wildlife; and protects the recreational quality and natural aesthetics of Lake Travis. 16.2%

### **1860 Public Citizen of Texas**

512-477-1155 [www.citizen.org/texas](http://www.citizen.org/texas)

Celebrating over 25 years in Texas, Public Citizen fights for a healthy environment and workplace, clean and safe energy, safe products, corporate and government accountability. 16.1%

### **1862 Public Research Works**

512-326-5658 [www.publicresearchworks.org](http://www.publicresearchworks.org)

Promotes environmental protection and government accountability. Conducts authoritative research and public education campaigns to protect human health. Advocates producer take-back recycling of electronic waste. 10.4%

### **1865 Rainforest Alliance**

888-MY-EARTH [www.rainforest-alliance.org](http://www.rainforest-alliance.org) Works to conserve biodiversity and ensure sustainable livelihoods by transforming land use practices, business practices and consumer behavior. 6.4%

### **1866 Recycling Alliance of Texas**

866-593-5871 [www.recycletx.com](http://www.recycletx.com)

Promotes waste minimization, recycling, material reuse and environmental awareness through public policy, professional development and education to conserve natural resources within a sustainable economic framework. 12.1%

### **1868 Rocky Mountain Institute**

970-927-3851 [www.rmi.org](http://www.rmi.org)

A think-and-do tank engaged in cutting-edge research and consulting on oil independence, renewable energy technologies, distributed energy, and resource planning. 23.5%

### **1809 San Marcos River Foundation**

512-353-4628 [www.sanmarcosriver.org](http://www.sanmarcosriver.org)

To preserve public access to the San Marcos River and protect the flow, natural beauty and purity of the river, its watershed and estuaries forever. 13.0%

### **1870 Save Barton Creek Association**

512-480-0055 [www.savebartoncreek.org](http://www.savebartoncreek.org)

Protects water quality, flora, fauna of Barton Creek and Barton Springs Edwards Aquifer, a sole-source drinking water aquifer, through research, education, and land conservation. 6.7%

### **1872 Save Our Springs Alliance**

512-477-2320 [www.sosalliance.org](http://www.sosalliance.org)

Protecting the pristine water quality of the Texas Hill Country's Edwards Aquifer with special emphasis on Barton Springs, through science, education, and creative outreach. 19.5%

### **1875 The Sierra Club Foundation**

800-216-2110 [www.tscf.org](http://www.tscf.org)

Fights to preserve wilderness and protect environmental quality worldwide through a powerful combination of education, scientific research, and publishing. 8.2%

### **1876 SPARK School Park Program**

832-393-0911 [www.sparkpark.org](http://www.sparkpark.org)

Helps public schools in the Houston and Harris County area develop their playgrounds into community parks. 8.8%

**1878 The Student Conservation Association**

603-543-1700 [www.theSCA.org](http://www.theSCA.org) Nearly two million hours of environmental service yearly--high school, college volunteers building trails, saving wildlife, helping visitors in national and urban parks and forests. 15.9%

**1880 Surfrider Foundation**

800-743-SURF [www.surfrider.org](http://www.surfrider.org)

Protects and preserves the world's oceans, waves and beaches through conservation, activism, research and education. Activities include: water quality monitoring, environmental education and grassroots activism. 15.0%

**1884 Texas Bicycle Coalition Education Fund**

512-476-RIDE [www.biketexas.org](http://www.biketexas.org)

Encourages increased participation in the healthful and environmentally responsible activity of bicycling by educating children and adults in bicycle traffic safety and sustainable trail building. 20.6%

**1854 Texas Parks and Wildlife Foundation**

214-720-1478 [www.tpwf.org](http://www.tpwf.org)

Partners with Texas Parks and Wildlife to protect Texas' unique natural and cultural resources and to expand the potential for diverse recreation. 8.9%

**1887 Texas Solar Energy Society**

512-326-3391 [www.txses.org](http://www.txses.org)

Your gift helps bring clean, renewable energy to all Texans. By raising awareness through workshops, publications, public events and tours, we help clean your air. 12.8%

**1890 TreeFolks**

512-443-5323 [www.treefolks.org](http://www.treefolks.org)

Grows the urban forest of Central Texas through tree planting, education and community partnerships. 11.5%

**1892 Trust for Public Land Texas Office**

512-478-4644 [www.tpl.org](http://www.tpl.org)

Conserving land for people to enjoy as parks, gardens, and other natural places, ensuring livable communities, healthy families for generations to come. 10.7%

**1894 Union of Concerned Scientists**

800-666-8276 [www.ucsusa.org](http://www.ucsusa.org)

Scientists and citizens working on solutions to reduce air pollution and global warming, protect biodiversity, prevent nuclear proliferation, and ensure a sustainable, safe food system. 14.7%

**1893 United States Public Interest Research Group Education Fund, Inc.**

202-546-9707 [www.uspirg.org](http://www.uspirg.org)

PIRG protects public health. We organize citizens to work for toxic free communities; to promote solutions to global warming and safer alternatives to toxic chemicals. 1.7%

### **1898 The Wilderness Society**

800-THEWILD [www.wilderness.org](http://www.wilderness.org)

Works to protect special wild places from development so that future generations will have the opportunity to enjoy America's natural heritage. 21.4%

### **1846 Wildflower Donor Inc.**

512-232-0100 [www.wildflower.org](http://www.wildflower.org)

To support the Lady Bird Johnson Wildflower Center in increasing the sustainable use and conservation of native wildflowers and landscapes through research, education and demonstration. 8.8%

### **1899 Wildlife Conservation Society**

718-741-1647 [www.wcs.org](http://www.wcs.org)

Saves endangered species and threatened ecosystems in 61 countries; teaches ecology and inspires care for wildlife through the Bronx Zoo and national science education programs. 10.6%

### **1897 Wildlife Rescue and Rehabilitation**

830-336-2725 [www.wildlife-rescue.org](http://www.wildlife-rescue.org)

Rescues, rehabilitates and releases orphaned, injured and displaced native wild animals and provides sanctuary with dignity in natural habitats for unreleasable native and non-native wildlife. 12.3%

### **1895 World Wildlife Fund**

202-293-4800 [www.wwf.org](http://www.wwf.org)

Multinational conservation organization working worldwide to combat climate change, save endangered animals, protect wild habitats, and transform market forces to act in harmony with nature. 12.2%

### **Children's Charitable Alliance of Texas**

#### **2300 Children's Charitable Alliance of Texas**

800-626-9671 [www.ccaltx.org](http://www.ccaltx.org)

Children are our future. Your gift will help support local children's organizations to clothe, feed, protect, educate, and inspire children in our community. 2.5%

#### **2365 American YouthWorks**

512-236-6100 [www.americanyouthworks.org](http://www.americanyouthworks.org)

Give at-risk youth a second chance to complete high school, prepare for jobs, and become self-sufficient adults through education, training, and support services. 15.1%

#### **2372 Austin Partners in Education**

512-637-0900 [www.austinpartners.org](http://www.austinpartners.org)

Providing all AustinISD students preparation for college and career. We coordinate collaborative education support programs, including Mentoring, Tutoring, and Technology; focusing on community/business involvement. 15.9%

**2367 Boy Scouts of America, Capitol Area Council**

512-926-6363 [www.bsacac.org](http://www.bsacac.org)

Scouting provides role models, outdoor activities, life skills, great times and solid values for a lifetime. Help us provide this for Central Texas young people! 14.3%

**2308 Camp Fire USA Balcones Council**

512-349-2111 [www.campfireusabalcones.org](http://www.campfireusabalcones.org)

Boys and girls develop confidence, character and skills through volunteer-led outdoor adventures, enriching activities, and through service to the community. Inclusive, welcoming all families. 15.7%

**2383 Center for Child Protection**

512-472-1164 [www.centerforchildprotection.org](http://www.centerforchildprotection.org)

The first stop for child victims of alleged abuse. Free therapeutic services reduce the trauma for children during the investigation/prosecution of child abuse cases. 5.5%

**2312 Children's Advocacy Centers of Texas**

800-255-2574 [www.cactx.org](http://www.cactx.org)

Seeking justice and recovery for abused children by providing critical medical and mental health services and supporting coordinated investigation and prosecution of the crime. 6.9%

**2374 Children's Medical Center Foundation of Central Texas**

512-324-0170 [www.childrensaustin.org](http://www.childrensaustin.org)

Help support the Dell Children's Medical Center. This world class pediatric facility provides exceptional care, close to home, regardless of a family's ability to pay. 23.6%

**2368 Family to Family Network**

713-466-6304 [www.familytofamilynetwork.org](http://www.familytofamilynetwork.org)

Creating success for children with disabilities. Families working together to open doors and raise children who work, love and live in the communities they choose. 3.3%

**2333 Helping Hand Home for Children**

512-459-3353 [www.helpinghandhome.org](http://www.helpinghandhome.org)

A place to heal. We provide residential treatment services and therapeutic foster care to children who have been the victims of severe abuse and neglect. 11.7%

**2384 Hill Country Children's Advocacy Center**

512-756-2607 [www.hccac.org](http://www.hccac.org)

Services to child victims of abuse and their non-offending family members. Services include forensic interviews, counseling and medical exams and other coordinating services. 6.79%

**2335 Kids Sports Network**

210-654-4707 [www.ksnusa.org](http://www.ksnusa.org)

Educates volunteer coaches, parents and administrators to prevent abuse, promote safety and ensure proper conduct. Fosters a good sports experience. Access to criminal background checks. 12.5%

**2341 Mothers' Milk Bank at Austin**

512-494-0800 [www.milkbank.org](http://www.milkbank.org)

Mother Nature's most powerful prescription. Premature/fragile infants with increased risk of infection and long-term ill-health are provided safe, pasteurized donor human milk. 17.4%

**2342 Odyssey House Texas**

713-726-0922 [www.odysseyhousetexas.com](http://www.odysseyhousetexas.com)

Provides residential education and treatment for adolescents to rebuild their lives that have been shattered by drugs, alcohol, abuse, mental illness and violence. 15.5%

**2346 Prevent Child Abuse Texas**

800-CHILDREN [www.preventchildabusetexas.org](http://www.preventchildabusetexas.org)

We believe no child should suffer the horrors of abuse. Help us stop this violence and bring hope and safety to Texas' abused/neglected children. 18.5%

**2380 Recording for the Blind & Dyslexic - South Central States Unit**

877-246-7321 [www.rfbds.org](http://www.rfbds.org)

Learning through listening. Accessible educational materials for people with visual impairments, dyslexia or other physical disabilities. Help us gain access for all to printed words. 16.89%

**2349 River City Youth Foundation**

512-440-1111 [www.rivercityyouth.org](http://www.rivercityyouth.org)

After school services to at-risk youth including mentoring, counseling, life skills, computer training, parent support and nutritious meals result in healthier, better educated youth. 17.8%

**2350 Ronald McDonald House Charities of San Antonio**

210-614-2554 [www.ronaldmcdonaldhouse-sa.org](http://www.ronaldmcdonaldhouse-sa.org)

Seriously ill children need their families during long and strenuous treatments. We make this possible through our home away from home providing lodging and support. 12.7%

**2371 Settlement Club, The**

512-836-2150 [www.settlementhome.org](http://www.settlementhome.org)

Healing and learning only take place when a child's deepest needs are met. We provide a nurturing continuum of care for abused and neglected children. 7%

**2355 St. Jude's Ranch for Children**

830-885-7494 [www.stjudesranch.org](http://www.stjudesranch.org)

There is no place in childhood for abuse, neglect or abandonment. We provide healing/nurturing in a safe home-like environment. With help comes hope. 13%

### **2363 STARRY**

512-388-8290 [www.starryonline.org](http://www.starryonline.org)

STARRY provides free counseling to children ages 0-17 and their families. Emergency shelter and foster care is provided for abused and neglected children. 6.7%

### **2361 Texas CASA**

877-TX4-CASA [www.texascasa.org](http://www.texascasa.org)

Protecting abused/neglected children. We support local CASA programs and CASA volunteers who advocate in the court for safe, permanent homes for these children. 5.4%

### **2390 Texas Council of Child Welfare Boards**

512-484-8598 [www.tccwb.org](http://www.tccwb.org)

Child Welfare Boards educate & advocate for the prevention & treatment of abuse. We work to normalize the lives of children in CPS care. 0%

### **2391 The Seedling Foundation**

512-323-6371 [www.seedlingfoundation.net](http://www.seedlingfoundation.net)

The foundation serves public schools in the Austin area, providing highly supported mentors for children of prisoners and beautifying campuses through transformative landscaping. 18.6%

## **America's Best Charities**

### **1200 America's Best Charities (Independent Charities of America)**

800-477-0733 [www.independentcharities.org](http://www.independentcharities.org)

Feeding the hungry. Sheltering the homeless. Protecting the children. And healing the sick. America's finest independent charities. Working with you to share ... the American way. 2.19%

### **2901 A Mission For Children**

305-374-3391 [www.AidNicaragua.org](http://www.AidNicaragua.org)

Children needlessly dying. Students dropping out of schools, unable to pay for school supplies. Newborns' development stunted by vitamin deficiencies. Help us save lives! 1.15%

### **1202 Adoptable Children (North American Council)**

651-644-3036 [www.nacac.org](http://www.nacac.org)

More than 114,000 foster children need adoptive families. Your donation helps find loving parents for these children, support adoptive families, and raise adoption awareness. 14.59%

### **2250 Adoptions by Cradle of Hope**

301-587-4400 [www.cradlehope.org](http://www.cradlehope.org)

Help an abandoned child! We provide adoption services and support to children who are waiting for permanent, loving families. 20.03%

### **1204 Adventist Development & Relief Agency International**

800-424-ADRA [www.adra.org](http://www.adra.org)

Imagine living without clean water, health services, basic education or job opportunities. Gifts support ADRA's empowering development and relief programs in the US and worldwide. 4.19%

**2291 AIDS Programs of the National Minority AIDS Council**

202-483-6622 [www.nmac.org](http://www.nmac.org)

Only national minority AIDS organization with programs dedicated to saving the lives in communities of color to address the challenges of HIV/AIDS. 18.10%

**1208 AIDS Treatment and Research Information**

415-558-8669 [www.projectinform.org](http://www.projectinform.org)

This national AIDS organization continues to press for a cure-providing respected treatment information and advocacy, toll-free treatment hotline, and nationwide educational programs since 1985. 22.38%

**2902 Air Compassion America**

866-270-9198 [www.aircompassionamerica.org](http://www.aircompassionamerica.org)

Enabling life-saving discounted emergency air transportation by working on behalf of patients and patient families in times of crisis. 6.35%

**2940 Alexander Graham Bell Association for the Deaf and Hard of Hearing**

202-337-5220 [www.agbell.org](http://www.agbell.org)

Promotes the use of spoken language and hearing technology for those who are deaf or hearing impaired, through outreach, training and financial-aid, scholarships and fellowships. 22.05%

**2292 Alzheimer's Foundation of America**

866-AFA-8484 [www.alzfdn.org](http://www.alzfdn.org)

Hands-on care and support services nationwide for individuals with Alzheimer's disease and related dementias, and their families. "Caring for the Nation. 10.60%

**2293 Alzheimer's Research and Prevention Foundation**

520-749-8374 [www.AlzheimersPrevention.org](http://www.AlzheimersPrevention.org)

Help fight Alzheimers disease and find a cure through research and prevention! Committed to ensuring peak mental performance and optimum brain function throughout our lives. 4.00%

**1205 Alzheimer's Research Foundation, Fisher Center**

800-ALZINFO [www.ALZinfo.org](http://www.ALZinfo.org)

Research into cause, care and cure of Alzheimer's by winner of Nobel Prize for research in Alzheimer's. Your donations bring us closer to a cure. 5.55%

**1214 American Humane Association**

303-792-9900 [www.americanhumane.org](http://www.americanhumane.org)

America's only organization actively protecting both children and animals from abuse, neglect and cruelty through advocacy, training and support of child- and animal-welfare professionals. 20.82%

**2941 Amigos de las Americas**

800-231-7796 [www.amigoslink.org](http://www.amigoslink.org)

AMIGOS provides unparalleled leadership and service opportunities for young people while concurrently contributing to the well-being of hundreds of communities in the Americas. 15.64%

**2903 Anxiety Disorders, Panic, & Stress Research and Awareness Foundation**

240-485-1001 [www.adaa.org](http://www.adaa.org)

Champions research, provides resources for treatment and self-help and supports the millions affected by OCD, PTSD, panic, phobias, social anxiety, generalized anxiety and related disorders. 21.26%

**2252 Armed Forces Veterans Homes Foundation**

301-899-8386 [www.VetHomesFoundation.org](http://www.VetHomesFoundation.org)

Health Setbacks. Loneliness. Helplessness. We assist 30,000 veterans overcome challenges of aging and disabilities with quality long term care at 140 State Veterans Homes 10.13%

**1209 Asian Children's Assistance Limited**

866-523-3133 [www.AsianChildrensAssist.org](http://www.AsianChildrensAssist.org)

Saving Asian abandoned, orphaned, destitute, and handicapped children by providing hope and opportunity. Reaching their full potential through basic care, corrective surgery, therapy, and training. 16.84%

**1220 ASPCA: American Society for the Prevention of Cruelty to Animals**

212-876-7700 [www.aspca.org](http://www.aspca.org)

Staged dog fights to the death. Puppy factories with overcrowded and unsanitary breeding pens. Kittens tortured for amusement. Help stop these acts of animal cruelty. 15.8%

**2268 Assistance Dog Institute**

707-545-3647 [www.assistancedog.org](http://www.assistancedog.org)

Our Paws for Purple Hearts program helps heal our returning servicemen by teaching those with PTSD to train service dogs for those with physical disabilities. 1.33%

**2269 Assistance Dog United Campaign**

800-284-DOGS [www.assistancedogunitedcampaign.org](http://www.assistancedogunitedcampaign.org)

Help provide loving assistance dog partners-Guide, Service, Hearing, Social/Therapy dogs-to individuals with disabilities through ADUC's assistance dog sponsorships and training program support. 12.06%

**2253 Autism Intervention and Treatment Research -- Organization for Autism Research**

866-366-9710 [www.researchautism.org](http://www.researchautism.org)

Parents of children with autism never stop seeking answers. We're here to provide those answers and fund studies that provide practical information on lifelong care. 12.92%

**2270 Autoimmune Diseases Association**

888-856-8585 [www.aarda.org](http://www.aarda.org)

Autoimmunity causes Lupus, Arthritis, Celiac, MS, Fibromyalgia, Graves', Thyroiditis and 90+ other diseases. Through research and patient services, our work eases the suffering they inflict. 7.70%

**2921 Baptist Charities of America**

888-545-4222 [www.baptistcharities.net](http://www.baptistcharities.net)

Providing care and rehabilitation to the disabled in the US and abroad. Permanent residential care, outpatient services and a chance to live a productive life. 1.77 %

### **2922 Baptist Children's Home Ministries**

800-991-2246 [www.bchm.net](http://www.bchm.net)

Providing homes to abused, abandoned, homeless children. Help us provide food, clothing, shelter and education to boys and girls regardless of ethnic or religious backgrounds. 0.85%

### **2923 Believe In Tomorrow National Children's Foundation**

800-933-5470 [www.believeintomorrow.org](http://www.believeintomorrow.org)

National leader in hospital and respite housing for critically ill children; your donation provides essential support services to families in the midst of medical crisis. 6.40%

### **1221 Best Buddies for Children with Mental Retardation**

800-89-BUDDY [www.bestbuddies.org](http://www.bestbuddies.org)

Children with mental retardation are often lonely and isolated. Change their future by matching them with volunteers in one-to-one friendships...providing 'Best Buddies' for life. 9.49%

### **2942 Black Charities for Children, Families, Communities**

301-563-6250 [www.blackcharities.net](http://www.blackcharities.net)

Catastrophic disasters hurt children, families, communities. Help us rebuild the quality of life for those most vulnerable through crisis relief efforts, funding and outreach initiatives. 10.01%

### **2904 Bone Marrow Donor Registry - American**

800-745-2452 [www.abmdr.org](http://www.abmdr.org)

Saving lives! Tests and registers humanitarian heroes to donate bone marrow to save the lives of strangers. The registry makes lifesaving donor/patient matches possible. 1.99%

### **2273 Boone and Crockett Club Foundation**

406-542-1888 [www.boone-crockett.org](http://www.boone-crockett.org)

Promoting guardianship and management of wildlife in North America, maintaining the highest standards of fair-chase in hunting and outdoor ethics. Founded 1887 by Theodore Roosevelt. 17.11%

### **1226 Brain Tumor Association, American (ABTA)**

800-886-2282 [www.abta.org](http://www.abta.org)

Funding research to eliminate brain tumors and sharing knowledge and hope with brain tumor patients and families through publications, referrals, and social work consultations. 13.14%

### **2905 Breast Cancer African American, Sisters Network**

866-781-1808 [www.sistersnetworkinc.org](http://www.sistersnetworkinc.org)

If we Stop the Silence, We can save lives. Help educate African-American women about the devastating impact breast cancer has on them and their families. 3.42%

### **2296 Breast Cancer Fund**

866-760-TBCF [www.breastcancerfund.org](http://www.breastcancerfund.org)

Breast cancer is a public health crisis effecting mothers, sisters, and daughters. BCF identifies and advocates for elimination of the environmental causes of the disease. 19.10%

**2906 C.A.S.T. for Kids Foundation**

425-251-3214 [www.castforkids.org](http://www.castforkids.org)

An extraordinary outdoors program which provides disabled and disadvantaged children a quality recreational and educational opportunity through the sport of fishing. 12.08%

**2907 Cancer Curing Society**

888-443-7766 [www.gerson.org](http://www.gerson.org)

Help thousands of people recover from so-called "incurable" diseases, such as cancer, by teaching a powerful natural treatment to patients, medical professionals and caregivers. 12.79%

**2908 Cancer Research Fund of the Damon Runyon - Walter Winchell Foundation**

877-7CANCER [www.damonrunyon.org](http://www.damonrunyon.org)

Innovative young scientists will find new answers! 100% of your donation funds brilliant young cancer researchers seeking new treatments for all forms of cancer. 10.97%

**2266 Cancer Research Fund VHL Alliance**

800-767-4845 [www.vhl.org](http://www.vhl.org)

The VHL gene is critical to tumor progression in many cancers. We fund VHL research and improve cancer patients' diagnosis, treatment and quality of life. 14.93%

**2274 Canine Assistants**

800-771-7221 [www.canineassistants.org](http://www.canineassistants.org)

Training great dogs for special people. Invest in freedom by providing service dogs to children and adults with disabilities. Thank you! 5.84%

**1229 Canine Companions for Independence**

866-224-3647 [www.cci.org](http://www.cci.org)

Help give independence to people with disabilities! Canine Companions for Independence changes the lives of children and adults by providing highly trained assistance dogs. 22.97%

**1230 Canines for Disabled Kids**

978-422-5299 [www.caninesforkids.org](http://www.caninesforkids.org)

Promoting Independence and enhancing the lives of children with disabilities by providing access to trained assistance dogs. Because all kids deserve companionship and freedom! 16.20%

**1231 CASA - Court Appointed Advocates for Abused Children**

800-628-3233 [nationalcasa.org](http://nationalcasa.org)

More than half a million abused and neglected children need safe, permanent, loving homes. Help us turn a life of hurt to one of hope. 20.58%

**2943 Catholic Relief Services**

888-277-7575 [www.crs.org](http://www.crs.org)

Rushes food, clothing, shelter, water and comfort to God's most vulnerable children effectively and efficiently in times of disaster and provides the means to self-sufficiency. 6.93%

**1234 CHADD (Children & Adults with Attention-Deficit/Hyperactivity Disorder)**

800-233-4050 [www.chadd.org](http://www.chadd.org)

Works to ensure that children and adults with Attention-Deficit/Hyperactivity Disorder reach their full potential through family support, education and encouragement of research. 18.05%

**1236 Child Family Health International**

415-957-9000 [www.cfhi.org](http://www.cfhi.org)

Crucial life-saving medical assistance where and when most needed. Utilizing healthcare supplies to save women's and children's lives. Providing sustainable, targeted support to underserved communities. 4.68%

**2297 Child Find of America**

800-I-AM-LOST [www.childfindofamerica.org](http://www.childfindofamerica.org)

Child kidnapping prevention and location specialists, helping children and devastated parents through free investigation, mediation and publicity. Your gift could bring a missing child home. 5.83%

**2298 Child Rescue International**

800-245-9191 [www.mwb.org](http://www.mwb.org)

Filling the physical, emotional, and spiritual void of institutionalized children by providing food, clothing, medicines, vocational education, love, and hope for a better future. 9.40%

**2925 Childhelp®**

480-922-8212 [www.childhelp.org](http://www.childhelp.org)

Working to meet the physical, emotional, educational and spiritual needs of abused and neglected children. We focus our efforts on advocacy, prevention, treatment, and community-outreach. 8.57%

**1203 Childhood Brain Tumor Foundation**

877-217-4166 [www.childhoodbraintumor.org](http://www.childhoodbraintumor.org)

Provide support to children suffering from brain tumors. Help fund vital scientific and clinical research. Through research, there is hope for a cure. 8.42%

**2909 Childhood Cancer Research Coalition**

919-821-2182 [www.nationalcancercoalition.org](http://www.nationalcancercoalition.org)

Providing cutting edge children's cancer research, one-to-one patient and family education services, and life saving cancer medicines free to needy patients. Your support saves lives. 3.28%

**1241 Children Awaiting Parents**

888-835-8802 [www.ChildrenAwaitingParents.org](http://www.ChildrenAwaitingParents.org)

Dedicated to finding loving, adoptive homes for abandoned, abused and neglected children who languish in the foster care system. Some have emotional/mental/physical disabilities. 21.42%

**1244 Children's Angel Flight**

800-296-1217 [www.childrensangelflight.org](http://www.childrensangelflight.org)

Support our mission to ensure no needy child is denied access to medical treatment, diagnosis or evaluation for lack of a means of air transportation. 5.06%

**2910 Children's Defense Fund**

202-628-8787 [www.childrensdefense.org](http://www.childrensdefense.org)

We advocate for all children, including poor children born every 36 seconds, 9 million uninsured children, and minority children born on an uneven playing field. 16.45%

**1246 Children's Hopes & Dreams Foundation**

800-437-3262 [www.helpingnow.org](http://www.helpingnow.org)

Hospitals are frightening! Your pledge directly places our entertaining magazines into the hands of terminally/chronically ill children. Replace fear with amusement, laughter, education, smiles. 16.55%

**1248 Children's Medical Ministries**

301-261-3211 [www.childmed.org](http://www.childmed.org)

Compassionate Christian volunteer healthcare professionals provide surgical teams, medicine, food and clothing to children in despair in urban/rural America and developing countries. 0.53%

**2275 Children's Miracle Network**

801-278-8900 [www.childrensmiraclenetwork.org](http://www.childrensmiraclenetwork.org)

Your entire donation saves children's lives by helping premier local participating children's hospitals provide state-of-the-art care, lifesaving research and preventative education for millions of kids. 17.95%

**1250 Chronic Fatigue and Immune Dysfunction Syndrome (CFIDS) Association of America**

704-365-2343 [www.cfids.org](http://www.cfids.org)

The nation's leading charitable organization dedicated to conquering CFS. Programs in CFS education, research and public policy have greatly enhanced understanding of this debilitating illness. 11.14%

**1252 Concerns of Police Survivors, Inc. (COPS)**

573-346-4911 [www.nationalcops.org](http://www.nationalcops.org)

They died in the line of duty protecting us. Help their families rebuild shattered lives. Support survivor programs, counseling, Outward Bound, special retreats, public education. 17.31%

**2256 Conservation and Protection of Public Lands**

703-790-1988 [www.publicland.org](http://www.publicland.org)

Keeping America's Public Lands in public hands, sustaining their ecological, social, and economic vitality by protecting and developing their natural resources through education and advocacy. 11.48%

**1206 Convoy of Hope**

417-823-8998 [www.convoyofhope.org](http://www.convoyofhope.org)

Provides emergency food, water and supplies to hurting children and families in poor communities and areas impacted by disasters in America and around the World. 8.95%

**1254 Cornelia de Lange Syndrome Foundation**

800-753-2357 [www.cdlsusa.org](http://www.cdlsusa.org)

Children with CdLS and the people who care for them count on us for current, accurate information, professional consultations and a network of family support. 10.19%

**2276 Correctional Peace Officers Foundation**

800-800-2763 [www.cpof.org](http://www.cpof.org)

Nonprofit charity for Correctional Officers and their families, by providing line-of-duty death benefit, and catastrophic assistance in cases of accident or illness. 12.57%

**2277 COTA Children's Organ Transplant Association**

800-366-2682 [www.cota.org](http://www.cota.org)

COTA gives hope and makes miracles for children needing life-saving transplants, raising funds for transplant expenses. All funds raised for children go toward transplant expenses. 8.55%

**2911 Diabetes & Immune Disease National Research Institute**

858-752-6500 [www.didnri.org](http://www.didnri.org)

Help find treatments for diabetes and other immune system disorders. Make the necessary scientific breakthroughs a reality by supporting our cutting-edge research. 11.14%

**1258 Diabetes Action Research and Education Foundation**

202-333-4520 [www.diabetesaction.org](http://www.diabetesaction.org)

We fund research for treatment, prevention, and cure. Our Diabetes University focuses on alternative therapies. 100% of workplace contributions used for research and program services. 5.43%

**1210 Direct Relief International**

800-676-1638 [www.directrelief.org](http://www.directrelief.org)

Since 1948, providing humanitarian medical aid to people in need worldwide. Privately funded, apolitical, non-sectarian, and top-rated in efficiency by Forbes and Charity Navigator. 1.22%

**1259 Disabled American Veterans (DAV) Charitable Service Trust**

859-441-7300 [www.dav.org](http://www.dav.org)

Your gift provides food, shelter, and medical aid to homeless veterans, transportation to medical facilities, and counseling/rehabilitation for amputees and other severely disabled veterans. 3.21%

**2944 Disabled Sports USA**

301-217-0960 [www.dsusa.org](http://www.dsusa.org)

Provides year-round sports rehabilitation programs nationally to persons with disabilities, including a program for severely wounded service members from the war in Iraq and Afghanistan. 18.41%

**1260 Dogs for Deaf and Disabled Americans (NEADS)**

978-422-9064 [www.neads.org](http://www.neads.org)

We rescue dogs, train them as assistance dogs, and match them with disabled veterans and others, for whom they provide freedom, security, and unconditional love. 6.58%

**1257 Dollars for Scholars**

800-279-2083 [www.scholarshipamerica.org](http://www.scholarshipamerica.org)

Make a difference, change a life! More than scholarships, we also connect students and parents with mentoring and tutoring programs to build strong communities. 5.18%

**1261 FACES: The National Craniofacial Association**

800-3-FACES-3 [www.faces-cranio.org](http://www.faces-cranio.org)

Children with craniofacial disfigurements require specialized reconstructive surgeries. We take care of these children and their families while treatment is received. Rebuilding faces, rebuilding futures. 9.34%

**2928 Family Violence and Sexual Assault Institute**

858-527-1860 [www.ivatcenters.org](http://www.ivatcenters.org)

Women, children, and elders beaten at home. Families torn apart and traumatized. Rape and violence in the community. Help us prevent this cycle of violence. 1.98%

**1262 Farm Animal Reform Movement (FARM)**

888-FARM USA [www.farmusa.org](http://www.farmusa.org)

FARM fights the cruel confinement, mutilation and slaughter of helpless factory farmed animals, while reducing global warming and improving health in America and worldwide. 1.90%

**2258 Farm Safety 4 Just Kids**

800-423-KIDS [www.fs4jk.org](http://www.fs4jk.org)

Farm Safety 4 Just Kids promotes a safe farm environment to prevent health hazards, injuries, and fatalities to children and youth. 23.59%

**2929 Fisher House Foundation**

888-294-8560 [www.fisherhouse.org](http://www.fisherhouse.org)

We build and donate Fisher Houses at military/VA medical centers, support existing houses, help military families in need and award Scholarships for Military Children. 2.93%

**1264 Food Allergy and Anaphylaxis Network**

800-929-4040 [www.foodallergy.org](http://www.foodallergy.org)

Our mission is to raise public awareness, provide advocacy and education, and to advance research on behalf of those affected by food allergies and anaphylaxis. 17.42%

**2259 FRAXA Research Foundation**

978-462-1866 [www.fraxa.org](http://www.fraxa.org)

We aim to cure Fragile X, the foremost known cause of autism, by funding medical research and helping affected families get the best treatment. 6.98%

**1267 Giving Children Hope**

866-392-HOPE [www.gchope.org](http://www.gchope.org)

Deliver emergency food and medicine after major disasters, provide food for hungry American children, administer lifesaving healthcare to orphanages, help the "poorest-of-the-poor." 0.70%

**1227 Global Hunger Project**

800-228-6691 [www.thp.org](http://www.thp.org)

In Asia, Africa, and Latin America, The Hunger Project empowers millions of people to achieve lasting progress in health, education, nutrition, and family income. 15.92%

**2945 Graves Disease Foundation**

877-643-3123 [www.ngdf.org](http://www.ngdf.org)

Providing patient services, public education and funding research to find the cause and cure of Graves' Disease. Support groups and counseling, help thyroid patients. 2.80%

**2949 Grace Flight of America**

972-755-0433 [www.graceflight.org](http://www.graceflight.org)

Compassionate volunteer pilots provide free air transportation for people in need. Accessing distant specialized medical treatment, reuniting families in crisis, providing rapid response to disasters. 7.1%

**1212 Guide Dogs for the Blind**

800-295-4050 [www.guidedogs.com](http://www.guidedogs.com)

Providing safety, independence and companionship to the blind and love, responsibility and purpose to dogs. We bring deserving people and exceptional dogs together for life! 13.55%

**1216 Guide Dogs of America**

800-459-4843 [www.guidedogsofamerica.org](http://www.guidedogsofamerica.org)

Guide Dogs of America is a nonprofit organization dedicated in providing professionally trained guide dogs to blind individuals, free of charge, United States and Canada. 24.71%

**2913 HawkWatch International**

800-726-4295 [www.hawkwatch.org](http://www.hawkwatch.org)

Watching and being close to raptors is an amazing experience. We protect birds of prey for future generations through monitoring, education, and conservation. 10.04%

**2206 Hearing Foundation**

866-354-3254 [www.sotheworldmayhear.org](http://www.sotheworldmayhear.org)

Provides hearing aids, batteries, research and training to improve the lives of low-income hearing impaired children and adults in the USA and throughout the world. 5.01%

**1269 Hepatitis Foundation International**

800-891-0707 [www.hepfi.org](http://www.hepfi.org)

Protecting your liver can save your life. HFI promotes prevention of viral hepatitis through research and liver wellness education for educators, professionals, patients, and public. 10.70%

**2279 Herbal Medicine Institute**

512-926-4900 [www.herbalgram.org](http://www.herbalgram.org)

ABC/HMI improves healthcare practices worldwide by educating the public, healthcare professionals, media, government agencies, and industry on safe and responsible use of medicinal plants. 20.47%

**2260 Hispanic Association of Colleges and Universities**

210-692-3805 [www.hacu.net](http://www.hacu.net)

HACU champions Hispanic higher education success through internship, scholarship, conference, and leadership development opportunities through its hundreds of member colleges and universities. 16.7%

**1271 Hispanic Scholarship Fund**

877-HSF-INFO [www.hsf.net](http://www.hsf.net)

The nation's leading Hispanic scholarship-granting organization, HSF is committed to advancing the college education among Hispanic Americans and doubling the rate of college graduates. 15.00%

**1272 Holt International Children's Services**

888-355-4658 [www.holtinternational.org](http://www.holtinternational.org)

Finding families for the world's orphaned, abandoned and vulnerable children through family preservation and adoption, both domestic and international. Every child deserves a home. 21.58%

**2946 Homes for Our Troops**

508-823-3300 [www.homesforourtroops.org](http://www.homesforourtroops.org)

We build specially adapted, handicap-accessible homes for severely injured veterans across the country. The homes are provided at no cost to the veteran. 7.26%

**2930 Hope For the Hungry**

254-939-0124 [www.hopeforthehungry.org](http://www.hopeforthehungry.org)

On average 40,000 children die daily of malnutrition. Give us the means, we'll do the work, "Share the Bread of life with a Starving World". 15.52%

**1274 Hospice Foundation of America**

800-854-3402 [www.hospicefoundation.org](http://www.hospicefoundation.org)

We assist terminally ill persons and their families through the dying process in a less painful and more caring manner, including caregiving and bereavement assistance. 11.76%

**1283 India Partners**

877-87-INDIA [www.indiapartners.org](http://www.indiapartners.org)

Encouraging self-help projects in India since 1984: orphanages, schools,clinics, vocational training, anti-human trafficking, disaster relief, literacy, microcredit, agriculture, fisheries and church support. 6.90%

**2280 Kidney Cancer Research and Education Association**

800-850-9132 [www.kidneycancer.org](http://www.kidneycancer.org)

We strive for a world without kidney cancer. We fund research, provide education about treatment options, clinical trials and advocacy. We also offer referrals. 10.10%

### **1275 Leukemia Clinical Research Foundation**

651-229-7131

Leukemia can be cured! We live that dream by supporting research where it has the most impact - on patients in clinical settings. 4.67%

### **1225 Lymphoma Research Foundation**

800-235-6848 [www.lymphoma.org](http://www.lymphoma.org)

The foundation is the nation's largest lymphoma-focused organization devoted exclusively to funding research and providing patients and healthcare professionals with critical information about lymphoma. 12.11%

### **1247 MAGIC Foundation**

800-3-MAGIC-3 [www.magicfoundation.org](http://www.magicfoundation.org)

Children have a short time to grow and a lifetime to live with the results! Support services provided to families dealing with children's growth disorders. 10.44%

### **1282 Marine Corps Scholarship Foundation**

866-496-5462 [www.mcsf.org](http://www.mcsf.org)

Honor Marines by educating their children. Support scholarships for the children of current/former/deceased Marines to pursue a college or vo-tech education. 16.98%

### **2248 Mercy Medical Airlift**

800-296-1217 [www.mercymedical.org](http://www.mercymedical.org)

We ensure that no needy patient is denied access to distant specialized medical evaluation, diagnosis or treatment for lack of a means of long-distance transportation. 5.69%

### **2932 Methodist Mission Home**

800-842-5433 [www.mmhome.org](http://www.mmhome.org)

Placing babies and children in loving adoptive homes and helping people challenged with multiple disabilities live and work independently through vocational rehabilitation. 23.71%

### **2947 Michael J, Fox Foundation for Parkinson's Research**

800-708-7644 [www.michaeljfox.org](http://www.michaeljfox.org)

Dedicated to finding a cure for Parkinson's disease through an aggressively funded research agenda. Ensuring the development of improved therapies for those living with Parkinson's. 12.91%

### **1223 Military Officers Association of America Scholarship Fund**

800-234-6622 [www.moaa.org/scholarshipfund](http://www.moaa.org/scholarshipfund)

Our military protects us. Their families deserve our support. We provide interest free educational loans and grants for the children of military families. 2.93%

**2933 Miracle Flights for Kids**

800-359-1711 [www.miracleflights.org](http://www.miracleflights.org)

Change the future for a sick child! Your donation provides free flights for children needing to reach medical surgeries thousands of miles away from home. 15.57%

**2283 National Center for Missing & Exploited Children**

800-THE-LOST [www.missingkids.com](http://www.missingkids.com)

Spearheads national and international efforts to protect children from sexual exploitation and abduction, and to locate and recover missing children. 5.72%

**2261 National Children's Advocacy Center**

256-533-5437 [www.nationalcac.org](http://www.nationalcac.org)

To model and promote excellence in child abuse response and prevention. We will increase awareness, education, and resources in the effort to protect all children. 23.25%

**2204 National Council of La Raza**

202-785-1670 [www.nclr.org](http://www.nclr.org)

Largest network of Hispanic community organizations and the leading voice for Latinos, NCLR reduces poverty, fights discrimination and improves opportunities for Hispanic Americans. 11.65%

**1288 National FFA Foundation**

317-802-6050 [www.ffa.org](http://www.ffa.org)

Positive example of what works! Dynamic youth organization that changes lives and prepares students for premier leadership, personal growth and career success through agricultural education. 24.39%

**2934 Operation Compassion**

423-728-3932 [www.operationcompassion.org](http://www.operationcompassion.org)

Helping hungry, starving children; single parents struggling to survive; widows living in poverty; homelessness created by disasters; help us distribute life sustaining staple goods. 0.10%

**2262 orphanCare International**

918-749-4600 [www.orphancareintl.org](http://www.orphancareintl.org) or [www.dillonadopt.com](http://www.dillonadopt.com)

Abandoned. Alone. Hungry. This describes the life of the world's many orphans. Every child has value. Every dollar makes a difference: Shelter, Food, Education, Support. 9.25%

**2286 Pancreatic Cancer Action Network**

877-272-6226 [www.pancan.org](http://www.pancan.org)

PanCAN is the only national leader to fight pancreatic cancer in a comprehensive way--through research, patient support, and advocacy for a cure. 10.86%

**2287 Parents of Murdered Children**

888-818-7662 [www.pomc.org](http://www.pomc.org)

Assistance in keeping murderers in prison; assist unsolved cases; prevention and awareness programs; emotional support, information and advocacy for any survivor of a homicide victim. 9.60%

**2220 Parkinson's Research Center, Michael Stern Foundation**

800-470-0499 [www.parkinsoninfo.org](http://www.parkinsoninfo.org)

Sponsoring research at leading academic centers in the U.S. to find the cause, treatments and ultimately a cure for the second most common neurological disorder. 4.65%

**1294 Paws With A Cause**

800-253-PAWS [www.pawswithacause.org](http://www.pawswithacause.org)

Trains Assistance Dogs nationally for people with disabilities and provides lifetime team support. Promotes awareness through education. 8.80%

**2915 PETA: People for the Ethical Treatment of Animals**

757-622-7382 [www.peta.org](http://www.peta.org)

Help us save animals' lives! We fight cruelty and defend the rights of all animals through our education, advocacy, and investigative campaigns. 16.31%

**1224 PKD Foundation**

800-753-2873 [www.pkdcure.org](http://www.pkdcure.org)

Only organization worldwide solely devoted to programs of patient education, public awareness, advocacy and research toward a treatment & cure for polycystic kidney disease patients. 15.23%

**1292 Planned Parenthood Foundation**

800-829-7732 [www.plannedparenthood.org](http://www.plannedparenthood.org)

We exist to preserve and advance reproductive freedom and choice, provide access to affordable health care, and promote responsible and accurate sexuality education. 7.38%

**1237 Rape, Abuse, & Incest National Network (RAINN)**

202-544-1034 [www.rainn.org](http://www.rainn.org)

Operates National Sexual Assault Hotline. Free, 24-7 services help 120,000 people/year. Programs prevent rape, help victims, put rapists in jail. Largest anti-rape organization. 17.83%

**2288 Reach Out and Read**

617-455-0600 [www.reachoutandread.org](http://www.reachoutandread.org)

Military and civilian doctors and nurses give free books to young children and advice to parents about the importance of reading aloud. 12.25%

**2935 Restless Legs Syndrome Foundation**

507-287-6465 [www.rls.org](http://www.rls.org)

Increasing awareness, improving treatments, and funding research to find a cure for restless legs syndrome. Working for a better future for everyone living with RLS. 19.16%

**2916 Rocky Mountain Elk Foundation**

406-523-4500 [www.elkfoundation.org](http://www.elkfoundation.org)

Ensures the future of elk and other wildlife by conserving, restoring and enhancing natural habitats through land purchases, conservation easements, management agreements, education and research. 5.41%

**2917 Seeing Eye, The**

973-539-4425 [www.seeingeye.org](http://www.seeingeye.org)

Enhancing lives by bringing independence, dignity and self-confidence to blind people through our Seeing Eye® dogs. These dogs bring mobility, safety and self-sufficiency to thousands.

13.62%

**2289 Skin and Dental Dysfunction Foundation**

618-566-2020 [www.nfed.org](http://www.nfed.org)

Provides dentures, support, and hope to children left toothless from the rare disorder Ectodermal Dysplasia. Funds research to find improved treatment options and cures. 15.58%

**1238 Southeastern Guide Dogs**

800-944-3647 [www.guidedogs.org](http://www.guidedogs.org)

Our mission is to create a partnership between a visually impaired individual and a guide dog, facilitating life's journey with mobility, independence and dignity. 11.58%

**2234 Spay-Neuter Assistance Program (SNAP)**

800-762-7762 [www.snapus.org](http://www.snapus.org)

Homeless cats and dogs wander every neighborhood--destined for suffering or euthanasia. Please help us reduce the overpopulation of unwanted animals through sterilization and education.

20.46%

**2918 Special Olympics**

800-700-8585 [www.specialolympics.org](http://www.specialolympics.org)

They exhibit boundless courage and enthusiasm. Empowering people with intellectual disabilities to realize their potential and develop life skills through year-round sports training and competition.

19.25%

**1293 Special Operations Warrior Foundation**

813-805-9400 [www.specialops.org](http://www.specialops.org)

Provide scholarship grants and counseling to children of special operations people who die in combat or training. Provide financial assistance to wounded Special Operations people. 5.86%

**1273 Sunshine Kids Foundation**

800-594-5756 [www.sunshinekids.org](http://www.sunshinekids.org)

Provides positive group activities for children with cancer, so they may once again do what kids are supposed to do... have fun and celebrate life! 7.00%

**2948 Support Our Troops**

877-879-8882 [www.supportourtroops.org](http://www.supportourtroops.org)

Show your support for today's deployed Heroes by helping us provide them with care packages, positive public support and assistance as well as special events. 0.12%

### **1277 Vegan Outreach**

530-495-0503 [www.veganoutreach.org](http://www.veganoutreach.org)

Many farmed animals cannot turn around or stretch a wing. Ammonia from excrement burns their lungs and eyes. We are persuading students to go vegan. 6.91%

### **2237 Water For People**

303-734-3490 [www.waterforpeople.org](http://www.waterforpeople.org)

Water for People helps the most impoverished people worldwide improve their quality of life by supporting sustainable drinking water, sanitation and health and hygiene projects. 14.74%

### **1242 Wildlife Conservation Fund of America**

888-930-4868 [www.ussafoundation.org](http://www.ussafoundation.org)

To protect/advance outdoor sports through state/federal representation, public education and introducing youth/families to conservation's vital role through the Trailblazer Adventure Program. 12.62%

### **Neighbor To Nation**

#### **2000 Neighbor To Nation**

877-841-6839 [www.neighbortonation.org](http://www.neighbortonation.org)

People in deed serving people in need, in our local communities, throughout America and the world. Providing life-sustaining assistance and hope for the future. 1.8%

#### **2005 Adopt America Network**

800-246-1731 [www.adoptamericanetwork.org](http://www.adoptamericanetwork.org)

Finds permanent adoptive homes for abused, neglected, and special needs children in U.S. foster care (without charging fees) using national network of trained adoption volunteers. 10.5%

#### **2003 African American Self-Help Foundation**

800-514-3499 [www.aashf.org](http://www.aashf.org)

God's love effectively expressed through hot meals, healthcare, education and vocational training to homeless children worldwide; also providing assistance to qualified African-American working mothers. 1.9%

#### **2001 AIDS Research Alliance of America**

800-358-2423 [www.aidsresearch.org](http://www.aidsresearch.org)

ARAA's innovative research helped develop almost 50% of all HIV/AIDS medications. Now help save a life by supporting the search for a vaccine/cure. 18.6%

#### **2002 Alpha-1 Foundation**

888-825-7421 [www.alphaone.org](http://www.alphaone.org)

Supports research towards a cure for Alpha-1, a deadly genetic disorder causing liver and lung disease, affecting over 25 million Americans who are unknown carriers. 15.6%

#### **2007 American Family Association**

800-326-4543 [www.afa.net](http://www.afa.net)

Educates and motivates Christians through radio, online and print publications to act on issues affecting families. Examples: media indecency, pornography, abortion, entertainment, education, parenting. 6.7%

### **2073 American Foundation for Suicide Prevention**

888-333-2377 [www.afsp.org](http://www.afsp.org)

Exclusively dedicated to understanding and preventing suicide through research and education and to reaching out to people with mood disorders and those affected by suicide. 14.5%

### **2009 Association of Christian Schools International**

866-401-4801 [www.acsi.org](http://www.acsi.org)

Empowering Christian schools and educators worldwide to provide Christ-centered schooling, Pre-K through College, to effectively prepare students for life through transformed thinking and living. 19.2%

### **2011 Awana Clubs International**

800-222-9262 [www.awana.org](http://www.awana.org)

Training and equipping Christian leaders in over 100 countries to conduct programs that create hope by building an enduring biblical faith in their nation's children. 21.4%

### **2012 Blessings International**

877-250-8101 [www.blessing.org](http://www.blessing.org)

Giving Hope to destitute children and adults by providing life-saving pharmaceuticals, vitamins, medical supplies for treating needy patients in developing nations and U.S. clinics. 0.60%

### **2018 Breast Cancer Research Foundation, The**

866-346-3228 [www.bcrfcure.org](http://www.bcrfcure.org)

Make A Difference. Breast cancer claims over 40,000 lives annually. Your support funds lifesaving breast cancer research worldwide: Prevention and A Cure In Our Lifetime. 7.4%

### **2024 Children's Cancer Assistance Fund**

800-532-6459 [www.children-cancer.org](http://www.children-cancer.org)

Give children with cancer a chance for a brighter future! Your support will provide vital financial assistance and educational resources for children battling cancer. 19.0%

### **2027 Children's Food Fund/World Emergency Relief**

888-484-4543 [www.worldemergencyrelief.org](http://www.worldemergencyrelief.org)

"Give children a living chance" through emergency relief, food, medical care, schools, orphanages, and micro-economic assistance in 33 countries including American Indians. 4.0%

### **2028 Children's Hunger Relief Fund**

888-781-1585 [www.chrf.org](http://www.chrf.org)

Saving children's lives! Sharing God's love by providing hot meals, disease-free water, healthcare, medicines, food growing technology, and Christian education to suffering children worldwide. 1.8%

**2074 Christian Legal Society**

703-642-1070 [www.clsnet.org](http://www.clsnet.org)

CLS defends religious freedom and the sanctity of life, provides legal assistance to the poor, and promotes conflict resolution through biblical counseling, mediation and arbitration. 11.8%

**2080 Christian Military Fellowship**

800-798-7875 [www.cmfhq.org](http://www.cmfhq.org)

Supports U.S. military and their families, providing prayer, Bible studies, hospitality, link-ups, training, resources, encouraging them to love and serve the Lord Jesus Christ. 6.0%

**2030 Christian Relief Fund**

800-858-4038 [www.christianrelieffund.org](http://www.christianrelieffund.org)

Fighting hunger and poverty internationally by providing food, medicine, educational support, Christian disaster relief and humanitarian aid to children and families in developing countries. 11.8%

**2036 Focus on the Family**

800-232-6459 [www.focusonthefamily.com](http://www.focusonthefamily.com)

Christian organization dedicated to helping families thrive through faith-based resources, multimedia outreaches and counseling services that support a variety of marriage, parenting and life-stage needs. 16.7%

**2022 Gateway for Cancer Research (formerly Cancer Treatment Research Foundation)**

888-221-2873 [www.gatewayforcancerresearch.org](http://www.gatewayforcancerresearch.org)

99.3 percent of all contributions support our mission to expedite innovative, pioneering, human research into beneficial treatment options for those battling cancer. 0.70%

**2075 Glaucoma Research Foundation**

800-826-6693 [www.glaucoma.org](http://www.glaucoma.org)

Prevent vision loss from glaucoma by investing in innovative research, education, and support with the ultimate goal of finding a cure. 11.6%

**2042 Guide Dog Foundation for the Blind**

800-548-4337 [www.guidedog.org](http://www.guidedog.org)

More than eyes for a blind person, a guide dog provides independence, security, and companionship. Help us breed, train and give guide dogs without charge. 12.3%

**2083 International Bible Society**

888-286-6682 [www.ibs.org](http://www.ibs.org)

God changes lives through Scripture! IBS translates God's Word, then globally distributes it to military, children/youth, disaster/crisis victims, prisoners, and others seeking hope. 21.0%

**2046 Lions Clubs International Foundation**

630-571-5466 [www.lcif.org](http://www.lcif.org)

Supports Lions Clubs in 202 countries in addressing the various needs of their communities through grant programs, including sight, youth, health and disaster relief projects. 17.6%

**2077 MAZON: A Jewish Response to Hunger**

800-813-0557 [www.mazon.org](http://www.mazon.org)

MAZON funds domestic, international organizations that educate communities about hunger, distributes free nutritious groceries and helps increase their self-sufficiency of people living in poverty. 16.0%

**2048 Mercy Ships**

800-722-7447 [www.mercyships.org](http://www.mercyships.org)

Mercy Ships is the leader in using hospital ships to deliver free world-class specialized healthcare and community development services to the poor. 16.4%

**2050 Mexican Medical**

619-463-4777 [www.mexicanmedical.com](http://www.mexicanmedical.com)

Providing hope for the poor--sharing God's love through medical, dental, hospital care, community health programs utilizing Christian medical teams and other volunteers. 1.9%

**2081 Mission Aviation Fellowship**

800-359-7623 [www.maf.org](http://www.maf.org)

MAF is a Christian organization that uses aviation, communications, learning technologies to bring the Gospel and life-sustaining services to isolated areas of the world. 20.2%

**2082 National Right to Life Educational Trust Fund**

202-626-8800 [www.nrlc.org](http://www.nrlc.org)

Promotes respect for human life through educational programs opposing abortion, infanticide, and euthanasia and supports referral and adoption services for women with crisis pregnancies. 21.0%

**2085 Navigators, The**

866-568-7827 [www.navmilitary.org](http://www.navmilitary.org)

Strengthening the personal and spiritual lives of military men and women, and their families through discipleship, Bible studies, leader development, conferences, counseling, and group activities. 17.3%

**2057 Nazarene Compassionate Ministries, Inc.**

800-214-4999 [www.ncmi.org](http://www.ncmi.org)

Challenged by faith to end poverty. Promotes long-term solutions to poverty through training, gifts-in-kind, economic and community development, and micro-enterprise projects. 4.3%

**2056 Officers' Christian Fellowship**

800-424-1984 [www.ocfusa.org](http://www.ocfusa.org)

Supports those who serve their country worldwide. Provides resources to help military members and their families grow together in their relationship with God and others. 14.0%

**2086 Osteogenesis Imperfecta Foundation**

800-981-2663 [www.oif.org](http://www.oif.org)

OI causes brittle bones that break easily. Coughing can fracture ribs; falling can break a leg. Help provide support for families, research for a cure. 24.6%

### **2062 Samaritan's Purse**

800-528-1980 [www.samaritanspurse.org](http://www.samaritanspurse.org)

Christian relief agency led by Franklin Graham, providing food, medicine, clothing, shelter, and other emergency assistance to victims of war, poverty, disease, and natural disasters. 11.4%

### **2064 Society of St. Andrew**

800-333-4597 [www.endhunger.org](http://www.endhunger.org)

Gleaning America's fields to feed America's hungry. A Christian, ecumenical ministry saving edible produce from going to waste, using instead to feed the hungry. 9.6%

### **2065 United Leukodystrophy Foundation, The**

800-728-5483 [www.ulf.org](http://www.ulf.org)

Provides patients and families specific information, networking opportunities, assists identifying sources of medical care, funds direct and indirect research leading to clinical trials and therapies. 9.1%

### **2068 Voice of the Martyrs, The**

800-747-0085 [www.persecution.com](http://www.persecution.com)

Provides spiritual and humanitarian aid to Christians persecuted for their faith. Aid includes Bibles, gospel broadcasts, medicine and trauma care, blankets and other humanitarian aid. 11.00%

### **2072 World Concern-A Division of CRISTA Ministries**

800-755-5022 [www.worldconcern.org](http://www.worldconcern.org)

We provide microloans to women, care to AIDS orphans, and education, agricultural training and disaster response services to hurting people around the world. 4.6%

## **City Sponsored and Managed Agencies**

### **1605 Austin Pets Alive!**

512-663-8643 [www.austinpetsalive.org](http://www.austinpetsalive.org)

Providing people and their pets with the resources and programs to prevent homelessness, provide help through crises, and save lives from euthanasia. 7.2%

### **1602 Capital Area Food Bank of Texas**

512-282-2111 [www.austinfoodbank.org](http://www.austinfoodbank.org)

Provides food, training, and other resources to more than 355 human service agencies in 21 Central Texas counties including food pantries, shelters, and soup kitchens. 3.0%

### **1615 City of Austin Customer Assistance Program (Plus+1)**

512-972-7725 [www.austinenergy.com](http://www.austinenergy.com)

Provides financial support on a one-time basis to City of Austin utility customers on low, moderate or fixed incomes, or who face unexpected emergencies. 0.0%

### **1611 Front Steps**

512-305-4100 [www.frontsteps.org](http://www.frontsteps.org)

Based on the belief that all people deserve a safe place to call home, we provide a pathway home through shelter, housing, and community education. 6.6%

### **Global Impact**

#### **1900 Global Impact**

800-836-4620 [www.charity.org](http://www.charity.org)

Supports U.S.-based charities working globally. We provide disaster relief, treat the sick, feed the hungry, shelter refugees, teach children to read, train adults for jobs. 5.27%

#### **1901 ACCION International**

800-931-9951 [www.accion.org](http://www.accion.org)

A private, nonprofit organization with the mission of giving people microloans and other financial services needed to work their way out of poverty. 2.97%

#### **1906 African Medical & Research Foundation (AMREF)**

212-768-2440 [usa.amref.org](http://usa.amref.org)

Since 1957, has improved health for Africans through training, capacity building and advocacy in HIV/AIDS, malaria, family health, water and sanitation and clinical outreach. 7.14%

#### **1904 Africare**

202-462-3614 [www.africare.org](http://www.africare.org)

Develops self-help programs in Africa to increase food production, develop clean water resources, manage the environment, strengthen health care and deliver emergency assistance. 6.51%

#### **1908 American Jewish World Service**

800-889-7146 [www.ajws.org](http://www.ajws.org)

Provides non-sectarian, sustainable development assistance, technical support and emergency relief to people in need in Africa, Asia, Latin America, the Middle East, Russia and Ukraine. 17.11%

#### **1902 American Leprosy Foundation**

877-241-1736 [www.leonardwoodmemorial.org](http://www.leonardwoodmemorial.org)

Leprosy, one of the world's oldest diseases, afflicts approximately 2-4 million people worldwide. Our goal is to eradicate this devastating disease through scientific research. 12.32%

#### **1910 American Near East Refugee Aid (ANERA)**

202-842-2766 [www.anera.org](http://www.anera.org)

ANERA creates opportunities in education, health and relief services, and job creation programs for people in the West Bank, Gaza, Lebanon and Jordan 3.18%

#### **1911 American Refugee Committee**

800-875-7060 [www.arcrelief.org](http://www.arcrelief.org)

International relief and development agency working in partnership with those affected by conflict and disaster to help them take back control of their lives. 11.36%

### **1914 AmeriCares**

800-486-4357 [www.americares.org](http://www.americares.org)

AmeriCares restores health and saves lives by delivering donated medicines, medical supplies and humanitarian aid to people in need around the world and here at home. 1.34%

### **1916 CARE**

800-521-2273 [www.care.org](http://www.care.org)

Fights root causes of poverty in 66 countries; special focus on empowering poor women to lift themselves, their families and communities out of poverty. 9.07%

### **1921 ChildFund International (formerly Christian Children's Fund)**

800-776-6767 [www.childfund.org](http://www.childfund.org)

Helping deprived, excluded and vulnerable children have the capacity to become young adults and leaders who bring lasting and positive change in their communities. 16.28%

### **1920 Children International**

800-888-3089 [www.children.org](http://www.children.org)

Nonprofit, humanitarian organization providing program benefits and services including medical care, educational assistance and material aid to poverty-stricken children and families in eleven countries. 18.26%

### **1919 Christian Reformed World Relief Committee (CRWRC)**

800-552-7972 [www.crwrc.org](http://www.crwrc.org)

Fighting poverty, hunger and injustice through partnerships and locally originated community development programs; responding to disasters with emergency supplies and reconstruction of homes and livelihoods. 13.03%

### **1937 Church World Service/CROP**

800-297-1516 [www.churchworldservice.org](http://www.churchworldservice.org)

Church World Service works with partners to eradicate hunger and poverty and promote peace and justice among the world's most vulnerable people. 18.04%

### **1922 Doctors Without Borders/Médecins Sans Frontières**

888-392-0392 [www.doctorswithoutborders.org](http://www.doctorswithoutborders.org)

An independent international medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics and natural disasters in more than 60 countries. 11.96%

### **1963 ECHO**

239-543-3246 [www.echonet.org](http://www.echonet.org)

ECHO fights world hunger by using science and technology to develop agricultural solutions to aid farmers in developing countries. 16.04%

**1975 EngenderHealth, Inc.**

800-564-2872 [www.engenderhealth.org](http://www.engenderhealth.org)

EngenderHealth is the leading international reproductive health organization working to improve the quality of health care in the world's poorest countries. 18.37%

**1976 Episcopal Relief & Development**

800-334-7626 x6122 [www.er-d.org](http://www.er-d.org)

Episcopal Relief & Development is the international relief and development agency of the Episcopal Church/US. With partners, the agency creates lasting solutions to poverty. 18.35%

**1923 FINCA International**

202-682-1510 [www.villagebanking.org](http://www.villagebanking.org)

Mission: to provide financial services to the world's lowest-income entrepreneurs so they can create jobs, build assets and improve their standard of living. 9.7 %

**1928 Freedom From Hunger**

800-708-2555 [www.freedomfromhunger.org](http://www.freedomfromhunger.org)

Combines microfinance services with education in health, nutrition and business to fight chronic hunger and poverty in poor rural areas of the developing world. 18.57%

**1927 Health Volunteers Overseas, Inc.**

202-296-0928 [www.hvousa.org](http://www.hvousa.org)

Trains, mentors and provides critical professional support to more than 2600 healthcare providers who care for the neediest populations in over 25 countries. 13.24%

**1929 Heifer International**

800-422-0474 [www.heifer.org](http://www.heifer.org)

Helps poor families worldwide become self-sufficient by providing food- and income-producing animals, community development, training and environmentally-sound farming. 19.47%

**1962 Helen Keller International**

877-535-5374 [www.hki.org](http://www.hki.org)

Saves the sight and lives of the most vulnerable and disadvantaged; combats the causes and consequences of blindness and malnutrition. 5.63%

**1930 International Eye Foundation**

240-290-0263 [www.iefusa.org](http://www.iefusa.org)

Saves sight worldwide. Programs to control vitamin A deficiency, "river blindness," trachoma and cataracts. Provides local health worker training, technology transfer, eye surgery, equipment, medicine. 6.83%

**1977 International Medical Corps**

800-481-4462 [www.imcworldwide.org](http://www.imcworldwide.org)

Global humanitarian organization saving lives and building self-reliance by providing vital medical care for women and children; training healthcare professionals; rebuilding clinics; and improving water/sanitation. 7.63%

### **1931 International Orthodox Christian Charities**

877-803-4622 [www.iocc.org](http://www.iocc.org)

Provides humanitarian and development assistance to people in Africa, Asia, Europe and the Middle East who have been devastated by man-made and natural disasters. 6.96%

### **1932 International Relief Teams**

619-284-7979 [www.irteams.org](http://www.irteams.org)

Sends volunteer medical and construction teams to assist disaster victims worldwide. Conducts medical, surgical, and training programs to promote self-sufficiency in developing nations. .98%

### **1934 International Rescue Committee**

800-733-8433 [www.theirc.org](http://www.theirc.org)

Our commitment to freedom, human dignity, and self-reliance is reflected in well-planned global emergency relief, rehabilitation assistance, resettlement services, and advocacy for refugees. 9.15%

### **1969 International Youth Foundation**

800-770-8710 [www.iyfnet.org](http://www.iyfnet.org)

IYF prepares young people to be healthy, productive and engaged citizens through education, leadership development, health awareness, and job skills training in 70 countries worldwide. 16.98%

### **1935 Lutheran World Relief**

800-597-5972 [www.lwr.org](http://www.lwr.org)

Works with partners in 35 countries to help people grow food, improve health, strengthen communities, end conflict, build livelihoods and recover from disasters. 8.97%

### **1936 Mercy Corps**

800-292-3355 [www.mercycorps.org](http://www.mercycorps.org)

Providing lifesaving aid worldwide following a disaster or conflict, and helping local populations design and implement sustainable programs to promote health and economic development. 12.7 %

### **1938 Near East Foundation**

212-425-2205 [www.neareast.org](http://www.neareast.org)

By supporting grassroots, community-based organizations, we help Arab and African communities develop their own solutions to conflict, poverty, health, environmental change and illiteracy. 24.6 %

### **1966 Opportunity International**

800-793-9455 [www.opportunity.org](http://www.opportunity.org)

We collaborate with local partners worldwide to provide microfinance services allowing poor entrepreneurs to develop steady income, provide for families and create jobs for neighbors. 8.13%

### **1967 Oxfam America**

800776-9326 [www.oxfamamerica.org](http://www.oxfamamerica.org)

We are an international relief and development organization that creates lasting solutions to poverty, hunger and injustice. 16.85%

### **1970 Pan American Development Foundation**

202-458-3969 [www.padf.org](http://www.padf.org)

Helps disadvantaged people in Latin America and the Caribbean by creating economic opportunities, promoting social progress, strengthening civil society, responding to natural disasters and humanitarian crises. 10.79%

### **1968 PATH**

206-285-3500 [www.path.org](http://www.path.org)

Poor communities have the right to safer childbirth, life-saving vaccines, and lives free from AIDS, tuberculosis, and malaria. We create culturally-relevant solutions for better health. 10.42%

### **1971 PCI-Media Impact, Inc.**

877-724-7627 [www.pci-mediaimpact.org](http://www.pci-mediaimpact.org)

We use the power of storytelling and the reach of broadcast media to improve people's health, promote human rights, and foster social change. 15.34%

### **1918 Plan USA**

800-556-7918 [www.planusa.org](http://www.planusa.org)

Founded in 1937, Plan USA works with children and families affected by poverty. Plan is a global, nonprofit, humanitarian organization without political or religious affiliation. 23.83%

### **1972 Planned Parenthood Federation of America- International**

800-829-7732 [www.plannedparenthood.org](http://www.plannedparenthood.org)

Supports sexual and reproductive health programs in the developing world, in partnership with local nongovernmental organizations, that promote women's reproductive health, freedom and dignity. 15.3 %

### **1946 Project HOPE**

800-544-4673 [www.projecthope.org](http://www.projecthope.org)

A leader in health education and humanitarian assistance, Project HOPE's programs enhance the knowledge of healthcare workers and improve the health of millions worldwide. 7.03%

### **1948 Rotary Foundation of Rotary International**

866-976-8279 [www.rotary.org](http://www.rotary.org)

Our Polio Plus program provides vaccines and mobilizes communities, volunteers and resources in support of international efforts to immunize children and eradicate polio worldwide. 8.36%

### **1950 Salvation Army World Service Office (SAWSO)**

800-725-2769 [www.sawso.org](http://www.sawso.org)

Assists the poor with health services, HIV/AIDS support, education, capacity building, anti-human trafficking, reconstruction and income generation, with heart to God and hand to man. 1.63%

### **1951 Save the Children**

800-728-3843 [www.savethechildren.org](http://www.savethechildren.org)

Save the Children has been a leading independent organization creating lasting change for children in need in the U.S. and around the world. 9.36%

**1965 TechnoServe, Inc.**

800-999-6757 [www.technoserve.org](http://www.technoserve.org)

Helps entrepreneurial men and women in the developing world to build businesses that create income, opportunity and economic growth for their families, communities and their countries.

16.4 %

**1952 UNICEF, U.S. Fund for**

800-486-4233 [www.unicefusa.org](http://www.unicefusa.org)

Works for the survival, protection and development of children worldwide through fundraising, education and advocacy. 18.33%

**1954 Unitarian Universalist Service Committee Inc.**

800-766-5236 [www.uusc.org](http://www.uusc.org)

Defends civil liberties and promotes environmental and economic justice with partners around the world, while engaging our members to serve as citizen-activists. 20.99%

**1955 United Methodist Committee on Relief**

800-554-8583 [www.umcor.org](http://www.umcor.org)

UMCOR brings healing and hope to people left vulnerable by disasters of all kinds through programs that address hunger, poverty, global health and development. 6.44%

**1958 United Seamen's Service**

718-369-3818 [www.uss-ammla.com](http://www.uss-ammla.com)

Provides overseas health and welfare services to the American Merchant Marine and seafarers of allied nations and a 24-hour hotline for emergency family assistance. 20.73%

**1973 William J. Clinton Foundation**

212-348-8882 [www.clintonfoundation.org](http://www.clintonfoundation.org)

Strengthening people's capacity to meet global interdependence challenges through health security; economic empowerment; leadership development/citizen service; climate change; and racial, ethnic, and religious reconciliation. 5.69%

**1974 Women for Women International**

202-737-7705 [www.womenforwomen.org](http://www.womenforwomen.org)

We provide direct aid, rights awareness and leadership education, vocational skills training and income generation support to women survivors of war, conflict and civil strife. 22.77%

**1960 World Relief**

800-535-5433 [www.wr.org](http://www.wr.org)

Provides emergency relief and community-based solutions to alleviate hunger and poverty in 20 countries and provides resettlement assistance to refugees in the United States. 19.54%

**1961 World Vision Inc.**

888-511-6548 [www.worldvision.org](http://www.worldvision.org)

A Christian humanitarian organization, helping children, families and their communities worldwide reach their full potential through disaster response and long-term development programs. 14.34%

**1601 Travis County Brown Santa**

[www.brownsanta.org](http://www.brownsanta.org) ( <http://www.brownsanta.org/> ) 512-247-2682

Brown Santa provides toys and a complete Christmas dinner for families that are less fortunate who live in the unincorporated areas of Travis County. .08%

**1670 Sheriff's Memorial and Benevolent Society of Travis County, Inc.**

512-854-4986

The Mission of the Sheriff's Memorial and Benevolent Society is to provide Sheriff's employees, families and friends of Travis County with funds for expenses following catastrophic events, memorials, scholarships, and public safety/educational programs. .01%

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Travis County Commissioners Court Agenda Request # \_\_\_\_\_

Voting Session: 8/25/09

Executive Session: 8/25/09

1. A. Request made by: County Attorney (K. Morse) Phone # 854-9513  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Receive legal briefing from County Attorney and outside counsel, Renea Hicks, Esq. and take appropriate action regarding the matter of Northwest Austin M.U.D. v. Holder in the Supreme Court of the United States. (Executive Session, also, Tex. Gov't Code 551.071, Consultation with Attorney)

C. Approved by: \_\_\_\_\_

Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

Cyd Grimes, Travis County Purchasing Agent	854-9700
Kevin Morse, Director, Environmental Div., TCAO	854-9513
John C. Hille, Jr., Director, Transactions Div., TCAO	854-9513

III. Required Authorizations: Please check if applicable:

- Planning and Budget Office (854-9106)
- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant
- Human Resources Department (854-9165)
- A change in your department's personnel (reclassification, etc.)
- Purchasing Office (854-9700)
- Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (854-9415)
- Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 18 PM 1:41

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

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Voting Session: 08/25/09

Executive Session:

A. Request made by: Ron Davis Phone # 854-9111  
Commissioner, Precinct One

B. CONSIDER AND TAKE APPROPRIATE ACTION ON THE COMMISSIONERS COURT'S POLICY REGARDING THE USE OF EMINENT DOMAIN FOR THE ACQUISITION OF OPEN SPACE, PARK, AND/OR RECREATIONAL USE LAND AND ADOPT AMENDMENTS AND REVISIONS TO SUCH POLICY AS NEEDED.

C. Approved by: Ron Davis / [Signature]  
Ron Davis, Commissioner, Precinct One

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

- John Hille – 854-9415
- Jim Collins – 854-9415

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)

- Additional funding for any department or for any purpose
- Transfer of existing funds within or between any line item budget
- Grant

Human Resources Department (854-9165)

- A change in your department's personnel (reclassification, etc.)

Purchasing Office (854-9700)

- Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (854-9415)

- Contract, Agreement, Policy & Procedure

RECEIVED  
COUNTY JUDGE'S OFFICE  
09 AUG 19 AM 10:15

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

**Travis County Commissioners Court Agenda Request**

Voting Session Tuesday, August 25, 2009 Work Session \_\_\_\_\_  
(Date) (Date)

I. A. Request made by: Gillian Porter Phone: 854-4722  
Commissioners Court Specialist  
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the  
Voting Session of August 4, 2009**

C. Approved By:   
Dana DeBeauvoir, Travis County Clerk

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies)
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them.

III. Is back-up material attached? YES

AGENDA REQUEST DEADLINE: This Agenda Request, complete with backup memorandum and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next meeting.

## **MINUTES OF MEETING AUGUST 4, 2009**

### **TRAVIS COUNTY COMMISSIONERS' COURT**

On Tuesday, the 4<sup>th</sup> day of August 2009, the Commissioners' Court convened the Voting Session at 9:10 AM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Ned Granger Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court record notes that Precinct Two Commissioner Sarah Eckhardt was not present during this Voting Session.

The Commissioners Court retired to Executive Session at 11:30 AM.

The Commissioners Court reconvened the Voting Session at 1:16 PM.

The Commissioners Court adjourned the Voting Session at 1:21 PM.

**PUBLIC HEARINGS**

1. RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF LOTS 53 THROUGH 56 AND 103, BLOCK A AND LOTS 5 THROUGH 9, 13 AND 14, BLOCK C, THE RESERVE AT LAKE TRAVIS SUBDIVISION (15 TOTAL LOTS). (COMMISSIONER HUBER) (ACTION ITEM #18) (9:11 AM)

**Clerk's Note:** This Item is a public hearing to receive comments. Please refer to Agenda Item 18 for a summary of the action item.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to open the public hearing.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Members of the Court heard from:** Anna Bowlin, Division Director, Engineering Services, Transportation and Natural Resources (TNR).

**Motion by Commissioner Gómez and seconded by Commissioner Huber** to close the public hearing.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes



**CITIZENS COMMUNICATION**

**Members of the Court heard from:** Gus Peña, Travis County Resident; Richard Macdonald, Travis County Resident; Delores Esfacio, Travis County Resident; Maria Hernandez, Travis County Resident; Leslie Almazan, Travis County Resident; Beverly Manroe, Travis County Resident; Courtney Enriquez; Ronnie Gjemre, Travis County Resident; Ann Ramos, Travis County Resident; Paul Saldaña, Travis County Resident; Raël Zamboro, Travis County Resident; Ralph Ramos, Travis County Resident; Lupe Morin, Travis County Resident; Diana Castenada; Travis County Resident; Joe Vela, Travis County Resident; Rebecca J. Cobos, Travis County Resident; Jerry Bragg, President, Republic of Texas (ROT) Biker Rally; Maricela Rodriguez-Barr, Travis County Resident; Kathy Nomady, Travis County Resident; Veronica Andradi, Travis County Resident; Melissa Matas, Travis County Resident, Sarah Lightfoot, Travis County Resident; John Matos, Travis County Resident; Bernadette Ruiz, Travis County Resident; Ernie Pedraza, Executive Vice-President, Texas Hispanic Police Officers Association; John Colunga, Travis County Resident; Stacy Suits, Chief Deputy, Constable Precinct 3; Vicky Valdez, Travis County Resident; Cheryl Brown, Executive Assistant, County Judge's Office; Clementina Moran, Travis County Resident; Martha Cotera, Travis County Resident. (9:14 AM)

**CONSENT ITEMS**

**Members of the Court heard from:** Ronnie Gjemre, Travis County Resident.

**Motion by** Commissioner Gómez **and seconded by** Commissioner Huber to approve the following Consent Items: C1-C4 and Items 6, 7.A&B, 8, 12, 13, 14, 15, 16, 17.A&B, 18, 19, 20, 21, 23, 24, 25.A&C, 28, 29, and 30. (10:50 AM)

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- C1. RECEIVE BIDS FROM COUNTY PURCHASING AGENT.
- C2. APPROVE COMMISSIONERS COURT MINUTES FOR VOTING SESSION OF JULY 14, 2009.
- C3. APPROVE COMMISSIONERS COURT MINUTES FOR VOTING SESSION OF JULY 21, 2009.
- C4. APPROVE SETTING A PUBLIC HEARING DATE FOR AUGUST 25, 2009 TO RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: SCHUKNECHT SUBDIVISION, A RESUBDIVISION OF LOTS 3, 4 AND 5, BLOCK A OF THE EXA PRESLAR SUBDIVISION, 4 TOTAL LOTS. (COMMISSIONER HUBER)

**SPECIAL ITEMS**

- 3. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE PROHIBITION OF OUTDOOR BURNING IN THE UNINCORPORATED AREAS OF TRAVIS COUNTY. (10:41 AM)

**Members of the Court heard from:** Hershel Lee, Assistant Fire Marshal.

**Clerk's Note:** The County Judge announced that by taking no action the prohibition against outdoor burning stays in place.

Discussion only. No formal action taken.

Item 3 to be reposted on August 11, 2009.

## RESOLUTIONS AND PROCLAMATIONS

4. APPROVE PROCLAMATION PRESENTED TO MR. MOSES GONZALES FOR HIS LIFESAVING EFFORTS ON JULY 5, 2009. (COMMISSIONER DAVIS) (10:32 AM)

**Members of the Court heard from:** Hershel Lee, Fire Marshal; Chris Fanuel, Executive Assistant, Commissioner Precinct 1 Office; Don Smith, Chief, Travis County Fire Control, ESD # 4; and Moses Gonzales, Travis County Resident.

**Motion by** Commissioner Davis **and seconded by** Commissioner Gómez to approve the Proclamation in Item 4.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

5. APPROVE RESOLUTION PROCLAIMING FRIDAY, AUGUST 7, 2009 AS "TRAVIS COUNTY HISTORY DAY." (JUDGE BISCOE) (10:43 AM)

**Members of the Court heard from:** Steven Broberg, Director, Records Management and Communication Resources (RMCR); Amalia Rodriguez-Mendoza, Travis County District Clerk; and Ronnie Earle, Former District Attorney.

**Motion by** Judge Biscoe **and seconded by** Commissioner Davis to approve the Resolution in Item 5.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**ADMINISTRATIVE OPERATIONS ITEMS**

6. REVIEW AND APPROVE THE IMMEDIATE RELEASE OF REIMBURSEMENT PAYMENT TO UNITED HEALTH CARE FOR CLAIMS PAID FOR PARTICIPANTS IN THE TRAVIS COUNTY EMPLOYEE HEALTH CARE FUND FOR PAYMENT OF \$885,761.53 FOR THE PERIOD OF JULY 17 TO 23, 2009.  
(10:50 AM)

**Clerk's Note:** Item 6 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

7. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:  
(10:50 AM)

- A. PROPOSED ROUTINE PERSONNEL AMENDMENTS; AND
- B. REQUEST FROM FACILITIES MANAGEMENT DEPARTMENT FOR AN EXCEPTION TO TRAVIS COUNTY CODE SECTION 10.03009, VOLUNTARY JOB CHANGE.

**Clerk's Note:** Items 7.A&B approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

8. CONSIDER AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY HOLIDAY SCHEDULE EFFECTIVE OCTOBER 1, 2009 THROUGH DECEMBER 31, 2010 IN ACCORDANCE WITH THE TRAVIS COUNTY CODE SECTIONS 10.043, HOLIDAYS AND 10.044, PERSONAL HOLIDAYS.  
(10:50 AM)

**Clerk's Note:** Item 8 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**JUSTICE AND PUBLIC SAFETY ITEMS**

- 9. CONSIDER AND TAKE APPROPRIATE ACTION ON REVISED AND AMENDED AGREEMENT FOR NEONATAL INTENSIVE CARE UNIT TRANSPORT HELICOPTER SERVICES AMONG TRAVIS COUNTY, SETON HEALTHCARE AND PEDIATRIX MEDICAL SERVICES, INC. D/B/A PEDIATRIX MEDICAL GROUP OF TEXAS. (11:25 AM)

**Members of the Court heard from:** Danny Hobby, Executive Manager, Travis County Emergency Services.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 9.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- 10. CONSIDER AND TAKE APPROPRIATE ACTION ON AGREEMENT FOR MATERNAL TRANSPORT HELICOPTER SERVICES BETWEEN TRAVIS COUNTY AND SETON HEALTHCARE. (11:26 AM)

**Members of the Court heard from:** Danny Hobby, Executive Manager, Travis County Emergency Services; and Ronnie Gjemre, Travis County Resident.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 10.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

11. CONSIDER AND TAKE APPROPRIATE ACTION ON AGREEMENT FOR DONATED HEART TRANSPORT HELICOPTER SERVICES AMONG TRAVIS COUNTY, SETON HEALTHCARE AND CARDIOTHORACIC AND VASCULAR SURGEONS. (11:28 AM)

**Members of the Court heard from:** Danny Hobby, Executive Manager, Travis County Emergency Services.

**Motion by Commissioner Gómez and seconded by Commissioner Huber to approve Item 11.**

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

12. CONSIDER AND TAKE APPROPRIATE ACTION ON INTERLOCAL AGREEMENT WITH CAPITAL AREA COUNCIL OF GOVERNMENTS FOR SUPPLEMENTAL FUNDING FOR ON-GOING PUBLIC SAFETY ANSWERING POINT MAINTENANCE, EQUIPMENT UPGRADE AND TRAINING. (10:50 AM)

**Clerk's Note:** Item 12 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

13. CONSIDER AND TAKE APPROPRIATE ACTION ON JOINT RESOLUTION OF TRAVIS COUNTY, TEXAS AND THE CITY OF LAKEWAY, TEXAS, REGARDING MUTUAL EMERGENCY MANAGEMENT COORDINATION AND SERVICES. (10:50 AM)

**Clerk's Note:** Item 13 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**PURCHASING OFFICE ITEMS**

14. AUTHORIZE PURCHASING AGENT TO COMMENCE NEGOTIATIONS WITH THE MOST HIGHLY QUALIFIED FIRM, JACOBS ENGINEERING GROUP, INC., RFQ NO. Q090251JW, PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF HOWARD LANE EXTENSION, PHASE II. (10:50 AM)

**Clerk's Note:** Item 14 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

15. APPROVE CONTRACT AWARD FOR IFB NO. B090237-DR, RUBBER MULCH, TO THE RESPONSIBLE LOW BIDDER, JJV RUBBER MULCH AND SAFETY SURFACING. (10:50 AM)

**Clerk's Note:** Item 15 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

16. APPROVE MODIFICATION NO. 12, TO CONTRACT NO. 99C0018-JP, MANATRON, INC., FOR PUBLIC RECORDS DEED INDEXING SYSTEM. (10:50 AM)

**Clerk's Note:** Item 16 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

17. APPROVE TWELVE-MONTH EXTENSIONS (MODIFICATION NO. 2) TO THE FOLLOWING CONTRACTS FOR MINOR CONSTRUCTION AND RENOVATION SERVICES: (10:50 AM)

A. NO. 07K00307RV, ARCHITECTURAL HABITAT OF AUSTIN, INC.; AND

B. NO. 07K00308RV, TRIMBUILT CONSTRUCTION, INC.

**Clerk's Note:** Items 17.A&B approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS**

18. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF LOTS 53 THROUGH 56 AND 103, BLOCK A AND LOTS 5 THROUGH 9, 13 AND 14, BLOCK C, THE RESERVE AT LAKE TRAVIS SUBDIVISION (15 TOTAL LOTS).  
(COMMISSIONER HUBER) (10:50 AM)

**Clerk's Note:** Item 18 is the action item for the public hearing on Agenda Item 1.

**Clerk's Note:** Item 18 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

19. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE SIX FIVE-FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS LOCATED ALONG THE COMMON LOT LINES OF LOTS 11 AND 12, LOTS 12 AND 13 AND LOTS 13 AND 14, BLOCK B, SECTION ONE, KINGSBERY PARK SUBDIVISION.  
(COMMISSIONER DAVIS) (10:50 AM)

**Clerk's Note:** Item 19 is the action item for the public hearing on Agenda Item 2.

**Clerk's Note:** Item 19 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

20. CONSIDER AND TAKE APPROPRIATE ACTION ON A PRELIMINARY PLAN AND A PHASING AGREEMENT WITH FPA BRATTON ASSOCIATES, L.P. FOR PEARSON BUSINESS CENTER II. (COMMISSIONER ECKHARDT)  
(10:50 AM)

**Clerk's Note:** Item 20 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

21. CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST FOR A VARIANCE FROM TITLE 30-2-151 OF THE TRAVIS COUNTY CODE, STREET ALIGNMENT OF SUBDIVISIONS, WHICH REQUIRES STREETS OF A NEW SUBDIVISION TO BE ALIGNED WITH EXISTING STREETS ON ADJOINING PROPERTY, FOR THE SCHUKNECHT SUBDIVISION. (COMMISSIONER HUBER) (10:50 AM)

**Clerk's Note:** Item 21 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

22. RECEIVE BRIEFING REGARDING HOUSE BILL 2833 REGARDING RESIDENTIAL BUILDING INSPECTIONS AND NOTIFICATIONS IN UNINCORPORATED AREAS OF TRAVIS COUNTY. (JUDGE BISCOE) (11:02 AM)

**Members of the Court heard from:** Joe Gieselman, Executive Manager, TNR; Harry Savioi, Texas Association of Homebuilders; Stacey Scheffel, Flood Plain Manager, TNR; Paul Cauduro, Texas Association of Homebuilders; and Julie Joe, Assistant County Attorney.

Discussion only. No formal action taken.

### **HEALTH AND HUMAN SERVICES DEPT. ITEMS**

23. CONSIDER AND TAKE APPROPRIATE ACTION ON RENEWAL OF HOST AGENCY AGREEMENT WITH AARP FOUNDATION FOR SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM. (10:50 AM)

**Clerk's Note:** Item 23 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

### **PLANNING AND BUDGET DEPT. ITEMS**

24. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (10:50 AM)

**Clerk's Note:** Item 24 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

25. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE:  
(10:50 AM)

A. GRANT APPLICATION TO THE U.S. FISH AND WILDLIFE SERVICE THROUGH TEXAS PARKS AND WILDLIFE FOR LAND ACQUISITION ASSISTANCE FUNDS FOR THE BALCONES CANYONLANDS PRESERVE;

**Clerk's Note:** Item 25.A approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

25. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE:

B. AMENDED GRANT APPLICATION WITH THE CRIMINAL JUSTICE DIVISION OF THE GOVERNOR'S OFFICE FOR THE CRIMINAL COURTS TO CONTINUE PROVIDING ENHANCED TREATMENT AND CASE MANAGEMENT TO SPECIALIZED POPULATIONS IN THE DRUG DIVERSION COURT; AND

**Members of the Court heard from:** Ronnie Gjemre, Travis County Resident.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 25.B.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

25. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE:  
(10:50 AM)

C. GRANT CONTRACT AMENDMENT WITH THE OFFICE OF THE ATTORNEY GENERAL TO ALLOW FOR TRAVIS COUNTY TO SUBMIT ELIGIBLE CLAIMS FOR INTEGRATED CHILD SUPPORT SYSTEM RELATED TRAVEL REIMBURSEMENT UP TO ONE YEAR AFTER PROGRAM IMPLEMENTATION.

**Clerk's Note:** Item 25.C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

- 26. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SETTING ELECTED OFFICIALS' SALARIES FOR FISCAL YEAR 2010, INCLUDING:  
(11:30 AM) (1:16 PM)
  - A. SET SALARIES;
  - B. LONGEVITY PAY FOR JUDGES QUALIFYING UNDER THE ELIGIBILITY PRESCRIBED IN SENATE BILL 497; AND
  - C. WHETHER TO APPROVE PAYMENT FOR DUTIES AS PRESIDING CRIMINAL DISTRICT COURT JUDGE AS ALLOWED UNDER HOUSE BILL 3468. (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.071, CONSULTATION WITH ATTORNEY)

**Clerk's Note:** Judge Biscoe announced that Items 26.A-C would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

**Members of the Court heard from:** John Hille, Assistant County Attorney; and Barbara Wilson, Assistant County Attorney.

**Motion by Judge Biscoe and seconded by Commissioner Huber to approve Item 26.A.**

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

Items 26.B&C Discussion only. No formal action taken.

Items 26.B&C to be reposted on August 11, 2009.

**Clerk's Note:** The County Judge noted that by passing Item 26.A the Court has approved the order setting the salaries for Elected Officials.



31. CONSIDER AND TAKE APPROPRIATE ACTION ON PROCESS TO FILL VACANCY ON CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY BOARD. (JUDGE BISCOE) (1:20 PM)

**Motion by Judge Biscoe and seconded by Commissioner Huber** to approve the process, the proposed schedule, and take actions to implement it.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

32. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING HOUSE BILL 3613, WHICH PROVIDES A NEW DISABLED VETERANS RESIDENCE EXEMPTION:

A. REQUEST TO LINK TO A DISABLED VETERAN FACT SHEET ON THE TRAVIS COUNTY WEB SITE;

B. REQUEST TO DISTRIBUTE FLIERS WITH TRAVIS COUNTY EMPLOYEE PAYROLL CHECKS ANNOUNCING THE NEW LAW; AND

C. ANY OTHER ACTIONS DESIGNED TO EDUCATE TRAVIS COUNTY VETERANS ABOUT THIS NEW EXEMPTION.

**Clerk's Note:** Items 32.A-C are associated with one another and were called for concurrent discussion.

**Members of the Court heard from:** Nelda Wells Spears, Travis County Tax Assessor Collector; Patrick Brown, Chief Appraiser, Travis Central Appraisal District; Maria Crigler, Deputy Chief Appraiser, TCAD; and Olie Pope, Director, Veterans' Services, Travis County Health and Human Services (TCHHS).

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve Items 32.A-C.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

## EXECUTIVE SESSION ITEMS

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

33. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING POSSIBLE SALE OF COUNTY-OWNED LAND OFF FM 969 IN EAST AUSTIN. <sup>1 AND 2</sup>  
(11:30 AM) (1:17 PM)

**Clerk's Note:** Judge Biscoe announced that Item 33 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

**Motion by Judge Biscoe and seconded by Commissioner Davis** that we authorize the potential buyer of the land on the front tract that the County needs to see a list of possible uses for our approval or that we revisit this matter at the time when the potential buyer has a specific project in mind.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Motion by Judge Biscoe and seconded by Commissioner Davis** that we indicate our intention to ask the City of Austin to sign the latest version of a contract of sale, and have Commissioners Court approve it next week, August 11, 2009.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

### ADDED ITEMS

- A1. RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION ON FIRE SAFETY ISSUES RELATED TO MANCHACA COMMUNITY CENTER LOCATED AT 1310 FM 1626. (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.071, CONSULTATION WITH ATTORNEY) (11:30 AM) (1:19 PM)

**Clerk's Note:** Judge Biscoe announced that Item 33 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

**Motion by** Judge Biscoe **and seconded by** Commissioner Gómez that appropriate County representatives, including Hershel Lee, Fire Marshal, and Facilities Management, will visit Mr. Vogel at the Center, Wednesday, August 5, 2009, and they will observe the situation and take whatever action is necessary, especially in terms of compliance with the specific actions requested in a seven-day period, and that seven-day period ends August 5, 2009.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	absent
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- A2. A. RECEIVE LEGAL BRIEFING AND TAKE APPROPRIATE ACTION ON COMMISSIONERS COURT'S AUTHORITY AND PROCESS TO HEAR APPEAL OF EMPLOYEE GRIEVANCE AGAINST COUNTY ELECTED OFFICIALS. (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.071, CONSULTATION WITH ATTORNEY); AND (11:30 AM) (1:19 PM)

**Clerk's Note:** Judge Biscoe announced that Item A2.A would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Discussion only. No formal action taken.



C2

**Travis County Commissioners Court Agenda Request**

Voting Session Tuesday, August 25, 2009 Work Session \_\_\_\_\_  
(Date) (Date)

I. A. Request made by: Gillian Porter Phone: 854-4722  
Commissioners Court Specialist  
Commissioners Court Minutes/County Clerk's Office

B. Requested Text: **Approve the Commissioners Court Minutes for the  
Voting Session of August 11, 2009**

C. Approved By:   
Dana DeBeauvoir, Travis County Clerk

- II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies)
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them.

III. Is back-up material attached? YES

**AGENDA REQUEST DEADLINE:** This Agenda Request, complete with backup memorandum and exhibits, should be submitted to the County Judge's Office no later than 12:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next meeting.

## **MINUTES OF MEETING AUGUST 11, 2009**

### **TRAVIS COUNTY COMMISSIONERS' COURT**

On Tuesday, the 11<sup>th</sup> day of August 2009, the Commissioners' Court convened the Voting Session at 9:14 AM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Ned Granger Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Commissioners Court recessed the Voting Session at 10:52 AM.

The Commissioners Court reconvened the Voting Session at 11:00 AM.

The Commissioners Court recessed the Voting Session at 12:00 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 1:39 PM and adjourned at 1:47 PM.

The Commissioners Court, meeting as the Travis County Health Facilities Development Corporation; and the Capital Industrial Development Corporation, convened at 1:47 PM and adjourned at 1:48 PM.

The Commissioners Court reconvened the Voting Session at 1:48 PM.

The Commissioners Court retired to Executive Session at 1:49 PM.

The Commissioners Court reconvened the Voting Session at 3:02 PM.

The Commissioners Court adjourned the Voting Session at 3:10 PM.



**JUSTICE AND PUBLIC SAFETY**

- 2. **SPECIAL ANNOUNCEMENT:** ANNOUNCE RECEIPT OF NATIONAL ASSOCIATION OF MEDICAL EXAMINERS (NAME) ACCREDITATION BY THE TRAVIS COUNTY MEDICAL EXAMINER'S OFFICE. (9:14 AM)

Item 2 postponed until August 18, 2009.

**CITIZENS COMMUNICATION**

**Members of the Court heard from:** Craig Griffin, Travis County Resident; Ronnie Gjemre, Travis County Resident; and Maurice Priest, Travis County Resident. (9:20 AM)

**CONSENT ITEMS**

**Members of the Court heard from:** Ronnie Gjemre, Travis County Resident; and Joe Gieselman, Executive Manager, TNR.

**Motion by** Commissioner Gómez **and seconded by** Commissioner Huber to approve the following Consent Items: C1-C2 and Items 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 21, 24, 25.A-F, 29, 33, and 34. (9:29 AM)

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- C1. RECEIVE BIDS FROM COUNTY PURCHASING AGENT.
- C2. APPROVE COMMISSIONERS COURT MINUTES FOR VOTING SESSION OF JULY 28, 2009.



ADMINISTRATIVE OPERATIONS ITEMS

- 5. REVIEW AND APPROVE THE IMMEDIATE RELEASE OF REIMBURSEMENT PAYMENT TO UNITED HEALTH CARE FOR CLAIMS PAID FOR PARTICIPANTS IN THE TRAVIS COUNTY EMPLOYEE HEALTH CARE FUND FOR PAYMENT OF \$475,109.52 FOR THE PERIOD OF JULY 24 TO 30, 2009. (9:29 AM)

**Clerk's Note:** Item 5 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

- 6. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED ROUTINE PERSONNEL AMENDMENTS. (9:29 AM)

**Clerk's Note:** Item 6 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

- 7. CONSIDER AND TAKE APPROPRIATE ACTION ON STATUS REPORT AND ACTION PLAN FOR 467 CLASSIFIED JOB DESCRIPTIONS IN 20 JOB FAMILIES, IN ACCORDANCE WITH TRAVIS COUNTY CODE SECTION 10.080, JOB DESCRIPTIONS. (9:38 AM)

**Members of the Court heard from:** Todd Osburn, Compensation Manager, Human Resources Management Department (HRMD); and Luane Schull, Human Resources Manager, HRMD.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve Item 7.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- 8. CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST TO TRANSFER PROJECT SAVINGS FROM CHILD/PARENT DEFENDER OFFICE IT EQUIPMENT TO BE USED FOR DATA CENTER IMPROVEMENT PROJECT. (9:29 AM)

**Clerk's Note:** Item 8 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**PURCHASING OFFICE ITEMS**

9. APPROVE MODIFICATION NO. 6 TO CONTRACT NO. 08K00087JW, BORETEX, LLC., FOR NORTHRIDGE ACRES WATERLINE IMPROVEMENTS. (9:29 AM)

**Clerk's Note:** Item 9 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

10. DECLARE LISTING OF CERTAIN EQUIPMENT AS SURPLUS AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (9:29 AM)

**Clerk's Note:** Item 10 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

11. APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 11) TO CONTRACT NO. IL020037RE, TEXAS DEPARTMENT OF AGING AND DISABILITY SERVICES, FOR DEAF INTERPRETER SERVICES. (9:29 AM)

**Clerk's Note:** Item 11 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

12. APPROVE TWELVE-MONTH EXTENSION (MODIFICATION NO. 2) TO INTERLOCAL AGREEMENT NO. IL080013RE, TEXAS DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES FOR DEAF INTERPRETER SERVICES. (9:29 AM)

**Clerk's Note:** Item 12 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

13. APPROVE MODIFICATION NO. 11 TO CONTRACT NO. PS070232DG, MWM DESIGN GROUP, FOR ADDITIONAL PROFESSIONAL SURVEYING SERVICES AT THE SMART FACILITY. (9:29 AM)

**Clerk's Note:** Item 13 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS**

14. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING REQUESTS TO AUTHORIZE THE FILING OF INSTRUMENTS TO REJECT THE DEDICATION AND QUITCLAIM DEED OF A 0.248 ACRE PORTION OF THE MANSFIELD DAM COURT RIGHT OF WAY AS DEDICATED THROUGH VOLUME 771, PAGE 543 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS AND LOCATED ADJACENT TO THE SOUTHERN LOT LINE OF LOT 1-A OF THE RESUBDIVISION OF LOT 1, SUNDAY HOUSE SUBDIVISION. (COMMISSIONER HUBER) (9:20 AM)

**Clerk's Note:** Item 14 is the action item for the public hearing on Agenda Item 1.

Item 14 postponed until August 18, 2009.

15. CONSIDER AND TAKE APPROPRIATE ACTION ON RESOLUTION WITH TEXAS DEPARTMENT OF TRANSPORTATION TO ACCEPT MAINTENANCE AND JURISDICTION OF SUNCREST ROAD, SCHMIDT LOOP AND WALTON HILL PASS, FORMERLY SECTIONS OF FM 973 ON THE STATE HIGHWAY SYSTEM. (COMMISSIONER DAVIS) (9:29 AM)

**Clerk's Note:** Item 15 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

16. CONSIDER AND TAKE APPROPRIATE ACTION ON INTERLOCAL WITH THE VILLAGE OF THE HILLS, TEXAS, FOR PURPOSES OF ROADWAY, RIGHT OF WAY AND SIGN MAINTENANCE WITHIN THE JURISDICTION OF THE VILLAGE OF THE HILLS. (9:29 AM)

**Clerk's Note:** Item 16 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**Clerk's Note:** The County Judge noted that by entering into this agreement the County agrees to do the work for the entity, but that the entity reimburses the County the costs plus 10%.

17. CONSIDER AND TAKE APPROPRIATE ACTION ON INTERLOCAL WITH WILLIAMSON COUNTY FOR PURPOSES OF ROADWAY, RIGHT OF WAY AND SIGN MAINTENANCE WITHIN THE JURISDICTION OF WILLIAMSON COUNTY. (9:29 AM)

**Clerk's Note:** Item 17 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

18. CONSIDER AND TAKE APPROPRIATE ACTION ON ACCEPTANCE OF DEDICATION OF MEADOWS OF BLACKHAWK PHASE 7A-2 AND MEADOWS OF BLACKHAWK PHASE 7B, TWO SUBDIVISIONS IN PRECINCT TWO. (COMMISSIONER ECKHARDT) (9:29 AM)

**Clerk's Note:** Item 18 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

19. CONSIDER AND TAKE APPROPRIATE ACTION ON THE CALL DOWN OF A LETTER OF CREDIT FROM WACHOVIA BANK FOR FISCAL POSTING FOR MEADOWS OF BLACKHAWK PHASE 8 SUBDIVISION IN PRECINCT TWO. (COMMISSIONER ECKHARDT) (9:29 AM)

**Clerk's Note:** Item 19 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

20. RECEIVE PRESENTATION FROM DR. JOHN SHARP REGARDING HYDROLOGICAL INVESTIGATION OF TECOLOTE FARM, MANOR, TEXAS AND TAKE APPROPRIATE ACTION. (11:00 AM)

**Members of the Court heard from:** Professor John Sharp, Department of Ground Water Sciences, University of Texas at Austin; Clinton Waller, Student, Department of Ground Water Sciences, University of Texas at Austin; Joe Gieselman, Executive Manager, TNR; and Ronnie Gjemre, Travis County Resident.

Discussion only. No formal action taken.

HEALTH AND HUMAN SERVICES DEPT. ITEMS

- 21. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM TRAVIS COUNTY HEALTH AND HUMAN SERVICES AND VETERANS SERVICE FOR PERMISSION TO POST STRATEGIC PLANNING STAKEHOLDER SURVEY ON THE TRAVIS COUNTY WEBSITE. (9:29 AM)

**Clerk's Note:** Item 21 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

- 22. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING ITEMS RELATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD): (9:54 AM)
  - A. ACCEPT COMMENTS RECEIVED DURING THE 30-DAY PUBLIC COMMENT PERIOD ON THE PROPOSED USAGE OF CDBG FUNDS FOR PROGRAM YEAR 2009;
  - B. THE FINAL DRAFT OF PROGRAM YEAR 2009 ANNUAL ACTION PLAN; AND
  - C. AUTHORIZE SUBMISSION OF THE PROGRAM YEAR 2009 ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, SAN ANTONIO FIELD OFFICE, REGION VI.

**Clerk's Note:** Items 22.A-C are associated with one another and were called for concurrent discussion.

**Members of the Court heard from:** Christy Moffett, Social Services Manager, Travis County Health and Human Services (TCHHS).

**Motion by** Judge Biscoe **and seconded by** Commissioner Gómez that we accept the public comments submitted.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes



23. CONSIDER AND TAKE APPROPRIATE ACTION ON THE SUB-RECIPIENT AGREEMENT WITH AUSTIN HABITAT FOR HUMANITY, INC. TO PROVIDE \$445,518 OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR THE ACQUISITION OF LAND FOR AFFORDABLE HOUSING DEVELOPMENT IN THE UNINCORPORATED AREAS OF THE COUNTY. (9:58 AM)

**Members of the Court heard from:** Sherri Fleming, Executive Manager, Travis County Health, Human Services, and Veterans' Services (TCHHS&VS); Christy Moffett, Social Services Manager, TCHHS; and Ronnie Gjemre, Travis County Resident.

**Motion by Judge Biscoe and seconded by Commissioner Davis** to approve the agreement in Item 23.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

### **PLANNING AND BUDGET DEPT. ITEMS**

24. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (9:29 AM)

**Clerk's Note:** Item 24 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

25. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE:  
(9:29 AM)

- A. GRANT APPLICATION TO THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOR HEALTH AND HUMAN SERVICES TO CONTINUE TO RECEIVE FUNDS TO SUPPORT THE RETIRED AND SENIORS VOLUNTEER PROGRAM;
- B. GRANT CONTRACT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR AN ADVANCE FUNDING AGREEMENT FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 PROJECT OFF-SYSTEM, FOR TRANSPORTATION AND NATURAL RESOURCES TO UPGRADE FOUR ROADS IN PRECINCTS ONE AND THREE;
- C. GRANT CONTRACT FROM THE OFFICE OF ATTORNEY GENERAL FOR THE OTHER VICTIM ASSISTANCE GRANT TO PROVIDE FOR AN EXISTING VICTIM COUNSELOR IN THE COUNTY ATTORNEY'S OFFICE;
- D. GRANT CONTRACT WITH AUSTIN/TRAVIS COUNTY MENTAL HEALTH MENTAL RETARDATION TO CONTINUE THE COMMUNITY RESOURCE COORDINATOR IN THE JUVENILE PROBATION DEPARTMENT;
- E. GRANT CONTRACT AMENDMENT WITH THE TEXAS PARKS AND WILDLIFE DEPARTMENT FOR THE REIMERS RANCH RECREATIONAL TRAILS GRANT IN TRANSPORTATION AND NATURAL RESOURCES, TO EXTEND THE TERM OF CONTRACT ONE YEAR, TO AUGUST 31, 2010; AND
- F. GRANT CONTRACT AMENDMENT TO INCREASE THE ORIGINAL AWARD FROM THE EMERGENCY FOOD AND SHELTER LOCAL BOARD FOR HEALTH AND HUMAN SERVICES TO PROVIDE EMERGENCY UTILITY ASSISTANCE TO AN ESTIMATED ADDITIONAL FIVE HOUSEHOLDS.

**Clerk's Note:** Items 25.A-F approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

26. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SETTING ELECTED OFFICIALS' SALARIES FOR FISCAL YEAR 2010, INCLUDING:  
(1:49 PM) (3:03 PM)

A. LONGEVITY PAY FOR JUDGES QUALIFYING UNDER THE ELIGIBILITY PRESCRIBED IN SENATE BILL 497; AND

B. PAYMENT FOR DUTIES AS PRESIDING CRIMINAL DISTRICT COURT JUDGE AS ALLOWED UNDER HOUSE BILL 3468. (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION PURSUANT TO GOV'T CODE ANN. 551.071, CONSULTATION WITH ATTORNEY)

**Clerk's Note:** Judge Biscoe announced that Items 26.A&B would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

**Members of the Court heard from:** Barbara Wilson, Assistant County Attorney.

**Motion by Judge Biscoe and seconded by Commissioner Gómez to approve Items 26.A&B.**

<b>Motion failed:</b>	County Judge Samuel T. Biscoe	yes
	Precinct 1, Commissioner Ron Davis	abstain
	Precinct 2, Commissioner Sarah Eckhardt	no
	Precinct 3, Commissioner Karen Huber	no
	Precinct 4, Commissioner Margaret J. Gómez	yes

Items 26.A&B to be reposted on August 18, 2009.

27. PRESENTATION AND DISCUSSION OF THE FISCAL YEAR 2010 PRELIMINARY BUDGET. (10:08 AM)

**Members of the Court heard from:** Rodney Rhoades, Executive Manager, Planning and Budget Office (PBO); Leroy Nellis, Budget Manager, PBO; Ronnie Gjemre, Travis County Resident; Susan Spataro, Travis County Auditor; and Sherri Fleming, Executive Manager, TCHHS&VS.

Discussion only. No formal action taken.

28. CONSIDER AND TAKE APPROPRIATE ACTION ON THE TRAVIS COUNTY CENTRAL CAMPUS NEEDS ANALYSIS AND MASTER PLAN VISIONING SESSION HELD JUNE 23, 2009, INCLUDING FOLLOW-UP COMMENTS FROM THE COMMISSIONERS COURT WORK SESSION ON JULY 23, 2009. (10:45 AM)

**Clerk's Note:** Staff requested that the Commissioners Court:

- Approve the Central Campus Study Visioning Outcomes Summary Report
- Release the report for public information purposes

**Members of the Court heard from:** Belinda Powell, Capital Planning Coordinator, PBO; and Rodney Rhoades, Executive Manager, PBO.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** to approve the request.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

### **OTHER ITEMS**

29. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (9:29 AM)

**Clerk's Note:** Item 29 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

30. CONSIDER AND TAKE APPROPRIATE ACTION ON INTERIM CHARGES FOR THE 81<sup>ST</sup> TEXAS LEGISLATURE, INCLUDING: (11:46 AM)
- A. SUGGESTED TOPICS FOR SUCH CHARGES, AND
  - B. RECOMMENDATIONS FOR PROPOSING SUCH CHARGES TO THE APPROPRIATE MEMBERS OF THE LEGISLATURE.

**Clerk's Note:** Items 30.A&B are associated with one another and were called for concurrent discussion.

**Members of the Court heard from:** Deece Eckstein, Intergovernmental Relations Officer.

Discussion only. No formal action taken.

Items 30.A&B to be reposted on August 25, 2009.

31. RECEIVE REVENUE AND EXPENDITURE REPORTS FOR MONTH OF JUNE 2009. (10:52 AM)

**Motion by Judge Biscoe and seconded by Commissioner Gómez to approve Item 31.**

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

32. DRAW NAMES FROM GRAND JURY POOL FOR ELECTED OFFICIALS SALARY GRIEVANCE COMMITTEE FOR 2009, AS REQUIRED BY SECTION 152.015 OF THE LOCAL GOVERNMENT CODE. (10:42 AM)

**Members of the Court heard from:** David Ferris, Division Manager, Civil/Probate Division, Travis County Clerk's Office.

**Clerk's Note:** The members of the Commissioners Court chose the following names from the Grand Jury pool to be candidates for the Salary Grievance Committee for 2009: Ed Check; Sharon Flournoy; Karen Brenner; Jimmy Westfall; Cleo Barnette; Joe Lored; Amelia Rodriguez; W. M. (BH) Gibson, Jr.; Rosa Puentes; Janie Noriega; Robin Mayfield; Pete Gil; Carlos Garcia; Joyce Thoresen; and Carla G. Roberson.

Discussion only. No formal action taken.

33. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO SET A PUBLIC HEARING DATE ON SEPTEMBER 1, 2009 TO RECEIVE COMMENTS REGARDING A PROPOSED ISSUANCE OF THE TRINITY HIGHER EDUCATIONAL FACILITIES CORPORATION VARIABLE RATE DEMAND REVENUE BONDS (HUSTON-TILLOTSON UNIVERSITY PROJECT) SERIES 2008A. (9:29 AM)

**Clerk's Note:** Item 33 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

34. CONSIDER AND TAKE APPROPRIATE ACTION ON SETTING HEARING DATE ON AUGUST 25, 2009 REGARDING APPEAL FROM JUNE 17, 2009 TRAVIS COUNTY GRIEVANCE PANEL DECISION IN NANCY DIMAS V. JUSTICE OF THE PEACE, PRECINCT 5, PURSUANT TO TRAVIS COUNTY CODE SECTION 9.257(K). (9:29 AM)

**Clerk's Note:** Item 34 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

**Clerk's Note:** The County Judge noted that the hearing will be set for August 25, 2009 at 2:30 PM.

35. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING CURRENT STRUCTURE AND FUNCTIONING OF HUMAN RESOURCES MANAGEMENT DEPARTMENT (HRMD) AND ADMINISTRATIVE OPERATIONS POST-IMPLEMENTATION OF HRMD DEVELOPMENT PLAN. (3:02 PM)

Item 35 postponed until August 18, 2009.

### **EXECUTIVE SESSION ITEMS**

Note 1 Gov't Code Ann 551.071, Consultation with Attorney

Note 2 Gov't Code Ann 551.072, Real Property

Note 3 Gov't Code Ann 551.074, Personnel Matters

The Commissioners Court will consider the following items in Executive Session. The Commissioners Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners Court announces that the item will be considered during Executive Session.

36. RECEIVE LEGAL BRIEFING REGARDING SHUMAKER ENTERPRISES, INC. VS. COUNTY OF TRAVIS, TEXAS ET AL AND TAKE APPROPRIATE ACTION.  
1 (9:14 AM)

**Clerk's Note:** Judge Biscoe announced that Item 36 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 36 postponed until August 18, 2009.



- 40. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION IN TRAVIS COUNTY, ET AL V. LEON E. AND LILLIAN S. HOLBROOK (MELISSA LE RESALE DEED). <sup>1</sup> (1:49 PM) (3:05 PM)

**Clerk's Note:** Judge Biscoe announced that Item 40 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

**Motion by Judge Biscoe and seconded by Commissioner Gómez** that we authorize the County Judge to sign the proposed tax resale deed to Melissa Le, who has paid Travis County the sum of 4,026.05.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	yes
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

- 41. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING POSSIBLE SALE OF COUNTY-OWNED LAND OFF FM 969 IN EAST AUSTIN. <sup>1 AND 2</sup> (9:14 AM)

**Clerk's Note:** Judge Biscoe announced that Item 41 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.072, Real Property.

Item 41 was postponed.

42. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE EMPLOYMENT OF THE EXECUTIVE MANAGER OF ADMINISTRATIVE OPERATIONS. <sup>1 AND 3</sup> (1:49 PM) (3:06 PM)

**Clerk's Note:** Judge Biscoe announced that Item 42 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.

**Members of the Court heard from:** John Hille, Assistant County Attorney.

**Motion by Judge Biscoe and seconded by Commissioner Gómez that we:**

- Acknowledge that last time, July 28, 2009, the leave with pay was authorized from July 28, 2009 through August 11, 2009, so that would end today
- Authorize administrative leave without pay, but to authorize the use of any earned vacation or sick leave upon the request of our Executive Manager of Administrative Operations through September 1, 2009.

**A Substitute Motion was made by Commissioner Davis** that the Administrative Operations Executive Manager continue, as of tomorrow, August 12, 2009, their employment as Executive Manager of Administrative Operations.

**Clerk's Note:** The Motion died for lack of a Second.

**Motion carried:**

County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Clerk's Note:** The County Judge explained that this was to give the Court an opportunity to further continue consult and negotiate with the attorneys for both of these employees and authorize them to use earned leave upon their request.

43. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE EMPLOYMENT OF THE DIRECTOR OF THE HUMAN RESOURCES MANAGEMENT DEPARTMENT. <sup>1 AND 3</sup> (1:49 PM) (3:08 PM)

**Clerk's Note:** Judge Biscoe announced that Item 43 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code Ann. 551.074, Personnel Matters.

**Motion by Judge Biscoe and seconded by Commissioner Gómez that we:**

- Acknowledge expiration of leave with pay authorized two weeks ago, July 28, 2009
- Authorize administrative leave without pay, and authority to use any earned vacation or sick leave upon request of the employee through September 1, 2009.

**A Substitute Motion was made by Commissioner Davis to allow the Director of Human Resources Management Department (HRMD) to continue their employment status with Travis County.**

**Clerk's Note:** The Motion died for lack of a Second.

<b>Motion carried:</b> County Judge Samuel T. Biscoe	yes
Precinct 1, Commissioner Ron Davis	abstain
Precinct 2, Commissioner Sarah Eckhardt	yes
Precinct 3, Commissioner Karen Huber	yes
Precinct 4, Commissioner Margaret J. Gómez	yes

**Clerk's Note:** The County Judge explained that this was to give the Court an opportunity to further continue consult and negotiate with the attorneys for both of these employees and authorize them to use earned leave upon their request.



# C3

Travis County Commissioners Court Agenda Request

Voting Session 8/25/2009

Work Session \_\_\_\_\_

I. A. Request made by: Joseph P. Gieselman Phone # 854-9383  
Executive Manager, TNR

B. Requested Text: Approve setting a public hearing date of September 8, 2009 to receive comments regarding a proposed street name assignment for a private easement to be known as "Hound Dog Trail" off FM 969 east of SH 130, in Precinct 1.

C. Approved by: Ron Davis  
Commissioner Ron Davis, Precinct One

II. A. Is backup material attached\*: Yes X No \_\_\_\_\_  
\*Any backup material to be presented to the court must be submitted with this Agenda Request (original and 8 copies).

B. Have the agencies affected by this request been invited to attend the Work Session?  
Yes X No \_\_\_\_\_ Please list those contacted and their phone numbers:

- Austin American Statesman
- Stephanie Jensen - fax 974-3337      Jaime Garcia - Sign Shop
- Don Ward - 854-9383                      Howard Herrin- 854-9383
- Tom Caffall - 854-9383

2009 AUG 14 AM 10:59  
COMMISSIONER'S OFFICE  
TRAVIS COUNTY

III. Required Authorizations: Please check if applicable:

- Planning and Budget Office (854-9106)
- \_\_\_\_\_ Additional funding for any department or for any purpose
- \_\_\_\_\_ Transfer of existing funds within or between any line item budget
- \_\_\_\_\_ Grant
- Human Resources Department (854-9165)
- \_\_\_\_\_ A change in your department's personnel (reclassifications, etc.)
- Purchasing Office (854-9700)
- \_\_\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (854-9415)
- \_\_\_\_\_ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.



## TRANSPORTATION AND NATURAL RESOURCES

JOSEPH P. GIESELMAN, EXECUTIVE MANAGER

---

411 West 13th Street  
Executive Office Building  
PO Box 1748  
Austin, Texas 78767  
(512) 473-9383  
FAX (512) 473-9436

August 11, 2009

### MEMORANDUM

TO: Members of the Commissioners Court

FROM: Joseph P. Gieselman, TNR Executive Manager

SUBJECT: Request approval of proposed street name assignment for a private easement to be known as "Hound Dog Trail" in eastern Travis County off FM 969, Precinct 1.

#### Summary and Staff Recommendation:

The Travis County Address Coordinating Committee received a request from the Del Valle Middle School in eastern Travis County to name an access easement. The student council voted and chose the name "Hound Dog" as the name for the easement which is the middle school's mascot name. The middle school and elementary school busses access the easement off FM 969 and is also an entrance for the public for events at both schools.

The Address Coordinating Committee is convinced that naming the easement will be helpful should an emergency happen on the school property during any event. The address for the school is on Westall Avenue which runs through the Austin's Colony Subdivision east of the school property and would not be as efficient for emergency access.

The street name assignment does not imply Travis County maintenance in any way. Street signs will be the responsibility of the school district.

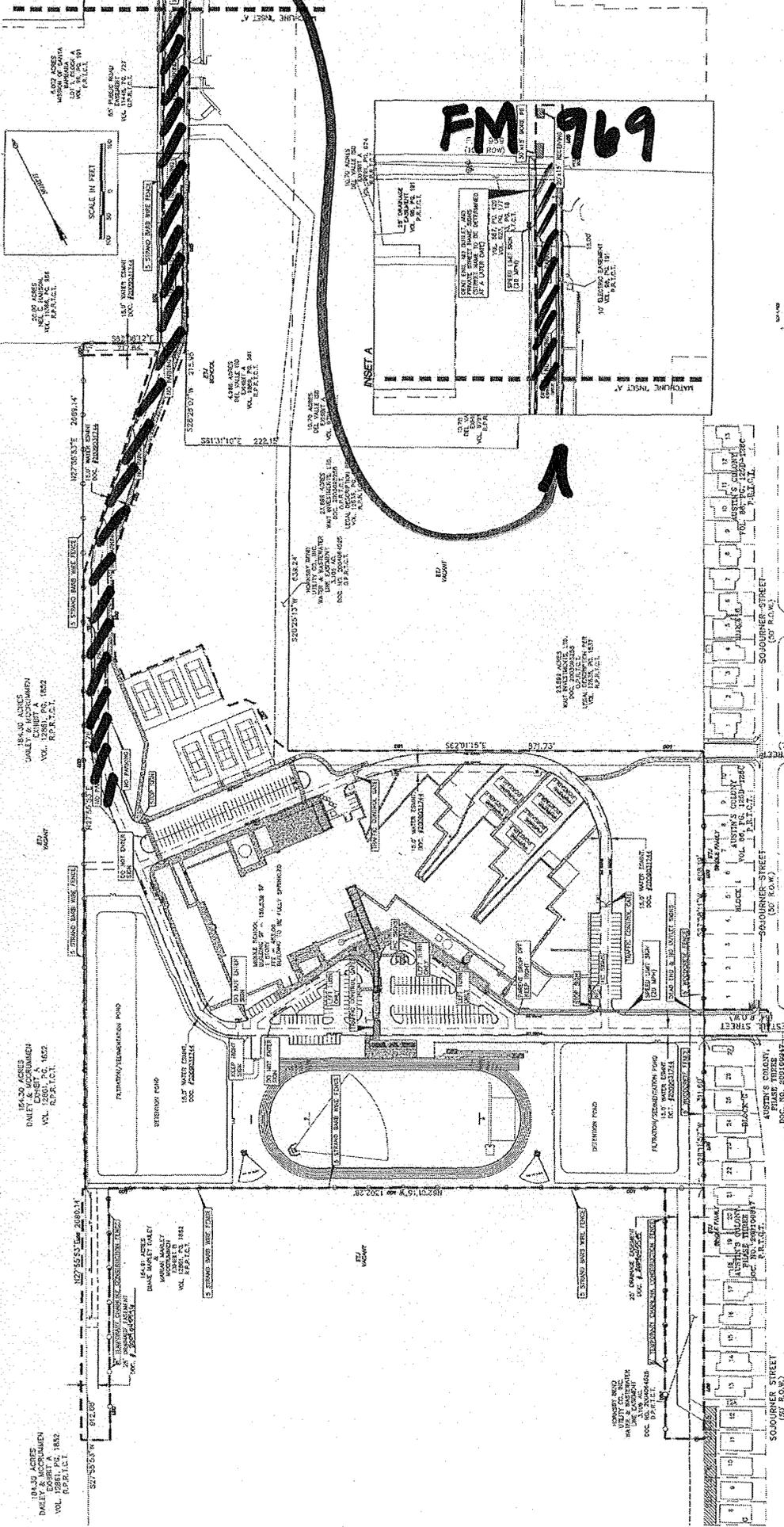
Staff recommends approval of this street name assignment, which has been cleared through 911 Addressing staff. We are requesting a public hearing date of September 8, 1009 pursuant of this street name assignment.

#### Exhibits:

Maps

CJ;gd

4100 Hound Dog Trail



NOTE:  
 FOR ALL GSK DETAILS REFER TO THE  
 "TEXAS MANUAL ON URBAN TRAFFIC SIGNALS, SIGNALS, AND  
 TRAFFIC CONTROL DEVICES"

APPENDIX O-2  
 IMPERVIOUS COVER  
 ALLOWABLE IMPERVIOUS COVER  
 IMPERVIOUS COVER ALLOWED AT 1/4" X 1/4" PAVEMENT = 0.000000  
 IMPERVIOUS COVER ALLOWED AT 1/2" X 1/2" PAVEMENT = 0.000000  
 TOTAL IMPERVIOUS COVER = 0.000000 ACRES  
 ALLOWABLE IMPERVIOUS COVER (REGARDING BY SCOPE CATEGORY)  
 TOTAL ALLOWABLE IMPERVIOUS COVER = 0.000000 ACRES

APPENDIX O-1  
 NET SITE AREA  
 TOTAL GROSS SITE AREA = 14.00 ACRES  
 SITE DEDUCTIONS:  
 TOTAL GROSS AREA (PERMITTED) = 0.00 ACRES  
 TOTAL GROSS AREA (NOT PERMITTED) = 0.00 ACRES  
 WATERSHED PROTECTION AREA = 0.00 ACRES  
 TOTAL NET SITE AREA = 14.00 ACRES  
 NET SITE AREA CALCULATIONS:

SITE CALCULATIONS:

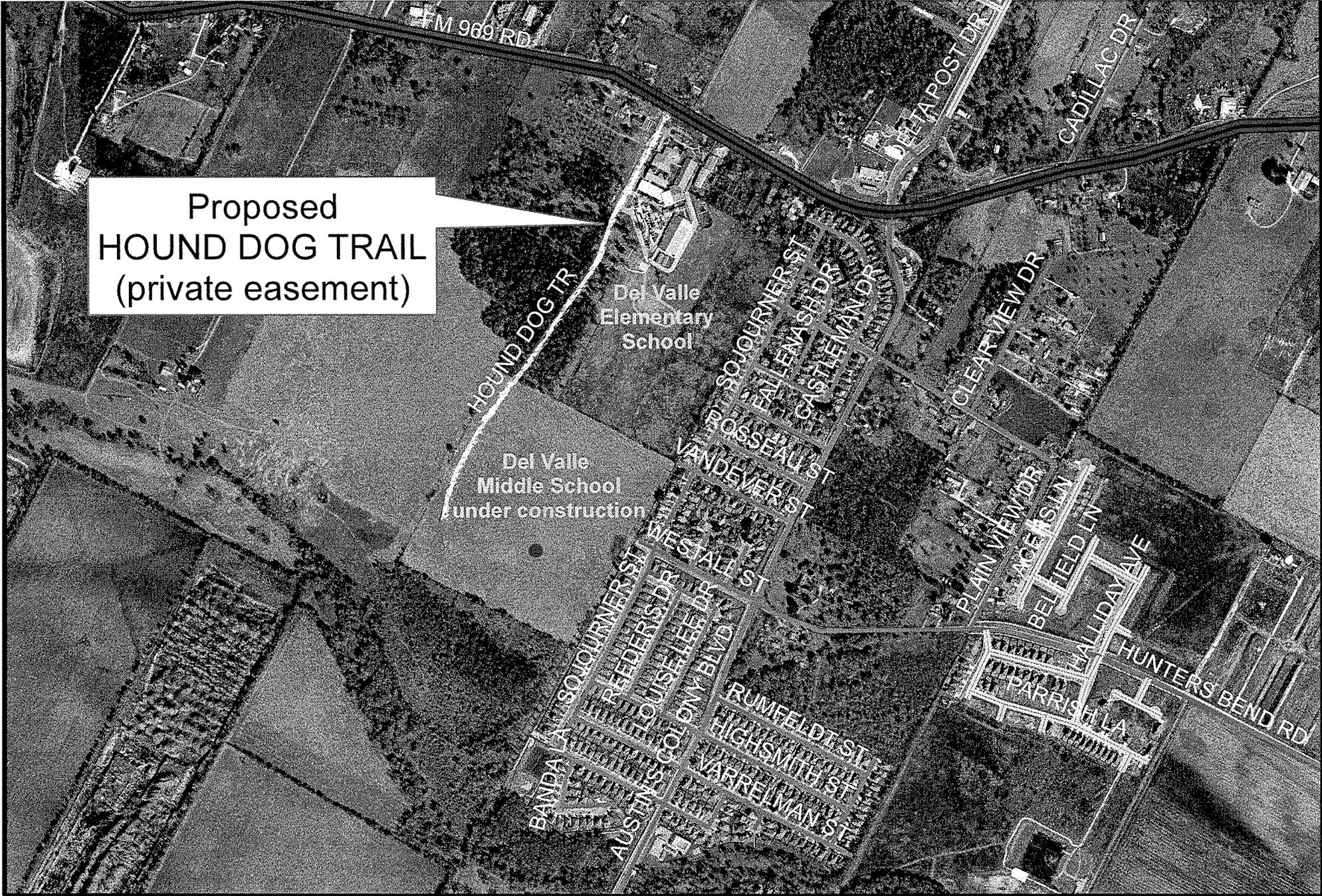
PROPOSED SITE INFORMATION (THIS PERMIT):	
500' X 100' LOT	5.00 ACRES
100' X 100' LOT	2.27 ACRES
150' X 100' LOT	3.41 ACRES
200' X 100' LOT	4.54 ACRES
250' X 100' LOT	5.67 ACRES
300' X 100' LOT	6.80 ACRES
350' X 100' LOT	7.94 ACRES
400' X 100' LOT	9.07 ACRES
450' X 100' LOT	10.20 ACRES
500' X 100' LOT	11.34 ACRES
TOTAL:	11.34 ACRES

PARKING CALCULATIONS:

200' X 100' LOT (REQUIRED)	1.00
100' X 100' LOT (REQUIRED)	0.50
150' X 100' LOT (REQUIRED)	0.75
200' X 100' LOT (REQUIRED)	1.00
250' X 100' LOT (REQUIRED)	1.25
300' X 100' LOT (REQUIRED)	1.50
350' X 100' LOT (REQUIRED)	1.75
400' X 100' LOT (REQUIRED)	2.00
450' X 100' LOT (REQUIRED)	2.25
500' X 100' LOT (REQUIRED)	2.50
TOTAL:	12.50

SITE PLAN NOTES:

- ALL UTILITIES AND EASEMENTS ARE TO BE LOCATED BY SURVEY AND UTILITY COMPANY.
- ALL UTILITIES AND EASEMENTS ARE TO BE LOCATED BY SURVEY AND UTILITY COMPANY.
- ALL UTILITIES AND EASEMENTS ARE TO BE LOCATED BY SURVEY AND UTILITY COMPANY.
- ALL UTILITIES AND EASEMENTS ARE TO BE LOCATED BY SURVEY AND UTILITY COMPANY.



Proposed  
HOUND DOG TRAIL  
(private easement)

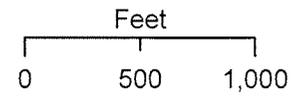
Del Valle  
Elementary  
School

Del Valle  
Middle School  
under construction



8/10/2009

# Proposed Street Name Assignment



STATE OF TEXAS

§  
§  
§

COUNTY OF TRAVIS

ORDER NO.

WHEREAS, the Travis County Address Coordinating Committee has received ballots to assign a street name to a private easement; and

WHEREAS, two out of three property owners replied and are in agreement to the street name; and

WHEREAS, a public hearing was held on September 8, 2009, pursuant to the street name assignment; then

BE IT THEREFORE ORDERED by the Commissioners' Court of Travis County, Texas, that the easement be named as follows:

PRECINCT ONE:

PRIVATE ACCESS EASEMENT TO

**“HOUND DOG TRAIL”**

PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

\_\_\_\_\_  
SAMUEL T. BISCOE, COUNTY JUDGE

\_\_\_\_\_  
RON DAVIS,  
COMMISSIONER, PCT. ONE

\_\_\_\_\_  
SARAH ECKHARDT,  
COMMISSIONER, PCT. TWO

\_\_\_\_\_  
KAREN HUBER,  
COMMISSIONER, PCT. THREE

\_\_\_\_\_  
MARGARET GOMEZ  
COMMISSIONER, PCT. FOUR

# NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS WILL HOLD A PUBLIC HEARING ON TUESDAY, SEPTEMBER 8, 2009 AT 9:00 A.M. PURSUANT TO THE REQUEST FOR A STREET NAME ASSIGNMENT.

THIS PRIVATE EASEMENT IS OFF FM 969 EAST OF SH 130 AND OWNED BY THE DEL VALLE SCHOOL DISTRICT TO BE KNOWN AS "**HOUND DOG TRAIL**".

A PUBLIC HEARING WILL BE HELD IN THE COMMISSIONERS' COURTROOM, TRAVIS COUNTY ADMINISTRATION BUILDING, 314 WEST 11TH STREET, FIRST FLOOR, AUSTIN, TEXAS.

FOR FURTHER INFORMATION ON THIS STREET NAME ASSIGNMENT PLEASE CALL 854-9383.

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session August 25, 2009 Executive Session \_\_\_\_\_  
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, County Judge  
(Elected Official/Appointed Official/Executive Manager/County Attorney)
- B. Requested Text: Consider and take appropriate action on request to approve a plan to fund a new position for an administrator for federal grants and contracts.

Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or Judge

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
- B. Please list all of the agencies or officials' names and telephone numbers that might be affected by or involved with this request. Send a copy of this Agenda Request and backup to them:

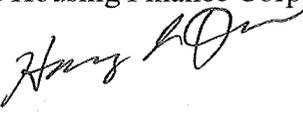
III. Required Authorizations: Please check if applicable.

- Planning and Budget Office (473-9106)  
 Additional funding for any department or for any purpose  
 Transfer of existing funds within or between any line item  
 Grant
- Human Resources Department (473-9165)  
 A change in your department's personnel (reclassifications, etc)
- Purchasing Office (473-9700)  
 Bid, Purchase Contract, Request for Proposal, Procurement
- County Attorney's Office (473-9415)  
 Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted to the County Judge's office in writing by 5:00 PM on Mondays for the next week's meeting. Late or incomplete requests may be deferred to the next meeting.

RECEIVED  
COUNTY JUDGE'S OFFICE  
AUG 18 PM 2:15

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**

DATE: August 25, 2009  
TO: Board of Directors, Travis Housing Finance Corporation  
FROM: Harvey Davis, Manager   
SUBJECT: Administrator of Federal Grants and Contracts

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We request approval to provide funds to Travis County to hire a grant manager for various down-payment assistance grants. The full-time position with benefits costs \$65,591 – a senior financial analyst.

**Background**

The Corporation hired a consultant to assist in the management of several HOME down-payment assistance grants over the past 10-years. CJ Joplin, our consultant for the past 5-years, has decided to retire.

We sent an RFP in May to seek the services of a new consultant. Ten consultants received an RFP and no one responded.

**Funding**

Funds to pay the position can be paid out of allowable grant soft costs. The allowable soft cost for this service is about \$550 per closing. Current work plan estimates 253 closings in the next two years, which would generate over \$139,000 in revenue.

**Duties**

The duties of the position include the following:

- Financial management
- Recordkeeping requirements
- Environmental clearance procedures
- Client identification, application intake and qualification
- Affirmative Marketing and Fair Housing Regulations
- Equal employment opportunity/Section 504 requirements
- Labor standards monitoring
- Affordable housing down payment assistance
- Contract close-out procedures

The employee should be familiar with Housing and Urban Development's HOME and CDBG programs and programs of Travis County Housing Finance Corporation.

If you approve proceeding with the position, we will prepare the necessary job position paperwork and ask Travis County to create the job slot.

cc: Rodney Rhoades, Executive Manager, Planning and Budget Office  
Leroy Nellis, Budget Manager  
Mary Mayes, Assistant Manager  
Miguel Gonzalez, Sr. Financial Analyst

Home Buyers to be Assisted  
Travis County Housing Finance Corporation

Program Name	Expected Start Date	Estimated End Date	Amount of Resources	Est. # of Home Buyers
Neighborhood Stabilization Program-1	September-09	March-11	\$ 1,346,052	48
Home Buyer Assistance (HOME)	October-09	October-11	\$ 300,000	30
Community Development Block Grant	January-10	January-12	\$ 528,000	35
Neighborhood Stabilization Program-2	February-10	February-13	\$ 5,500,000	140
TOTALS			\$ 7,674,052	253

**TRAVIS COUNTY HOUSING FINANCE CORPORATION**  
**AGENDA REQUEST**

Work Session \_\_\_\_\_ Voting Session August 25, 2009 Executive Session \_\_\_\_\_  
Date Date Date

- I. A. Request made by: Samuel T. Biscoe, County Judge  
(Elected Official/Appointed Official/Executive Manager/County Attorney)
- B. Requested Text: Consider and take appropriate action on request to execute a Subordination Agreement for a home buyer who wants to refinance their first lien mortgage.

Approved by: \_\_\_\_\_  
Signature of Commissioner(s) or Judge

- II. A. Any backup material to be presented to the court must be submitted with this Agenda Request (Original and eight copies of agenda request and backup).
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AUG 25 2009